Travel Policy - Exhibit A

ALEXANDER COUNTY TRIP SHEET

Revised 1/1/2023

Name:	
Vendor Number:	
Denartment:	

				County	Meal Reimbursement			Other		
		Total	Reimb.	Vehicle	Breakfast	Lunch	Dinner		Travel	
Date	Destination & Purpose	Mileage	at \$0.655	Expense	Max \$8	Max \$12	Max \$25	Lodging	Expense	Totals
		1								
		1								
		1								
Casalaya a	Ciamatura	Data	=		Tatal Eve					
Employee Signature Date		Date			Total Expenses Less Travel Advance					
								v00		
Department Head Signature Da		Date	_	Total Reimbursement to Employee Total Refund to County						
Departitie	ni riead Signature	Date			TOTAL REIL	ind to Cou	iity			
			Allocation	of Employed	e Reimhurs	ement to F	Rudaet Line	ltems:		
						.c.mont to L	- adgot Line		Amount	
							Amount	_		
Training Acct # (Org & Object)									, anount	