Travel Policy - Exhibit A

ALEXANDER COUNTY TRIP SHEET

Revised 1/1/24

Name:	
Vendor Number:	
Denartment:	

				County	Meal Reimbursement			Other		
		Total	Reimb.	Vehicle	Breakfast	Lunch	Dinner		Travel	
Date	Destination & Purpose	Mileage	at \$0.67	Expense	Max \$8	Max \$12	Max \$25	Lodging	Expense	Totals
			1	<u> </u>	<u> </u>	<u> </u>	<u> </u>			
Employee Signature Date		Total Expenses								
		Date	Less Travel Advance							
								vee		
Department Head Signature Date		Date	Total Reimbursement to Emplo Total Refund to County				,			
,	•									
			Allocation	of Employee	e Reimburs	ement to E	Budget Line	tems:		
		Travel Acct # (Org & Object)						Amount		
		Training Acct # (Org & Object)						Amount		