Travel Policy - Exhibit A

ALEXANDER COUNTY
TRIP SHEET
Revised 1/1/18

Name: _____
Vendor Number: _____
Department: _____

Date	Destination & Purpose	Total Mileage	Reimb. at $0.545	County Vehicle Expense	Meal Reimbursement Breakfast Max $8	Lunch Max $12	Dinner Max $25	Lodging	Other Travel Expense	Totals

Employee Signature _____ Date _____

Department Head Signature _____ Date _____

Total Expenses	
Less Travel Advance	
Total Reimbursement to Employee	
Total Refund to County	

Allocation of Employee Reimbursement to Budget Line Items:

Travel Acct # (Org & Object) _____ Amount _____

Training Acct # (Org & Object) _____ Amount _____