

LOGAN COUNTY
TRAVEL AND MISCELLANEOUS EXPENSE RECORD
 Effective 01/01/2021

MILEAGE ALLOWANCE: \$ 0.50 per mile

MEAL ALLOWANCE: (amended 9/4/2018) use GSA.GOV to get meal allotment based on location attending class, conference, etc.

MUST ATTACH THE GSA.GOV PRINT OUT FOR REIMBURSEMENT OF MEALS. IF NOT ATTACHED, REIMBURSEMENT WILL BE AT THE STANDARD RATE OF \$46.00 A DAY FOR MEALS (\$51.00 IF INCIDENTAL EXPENSES APPLY).

**Refer to Logan County Travel and Employee Reimbursement Policy amended 9/4/2018 for additional guidelines.

NAME: _____ **TITLE:** _____ **MONTH:** _____

DATE		EXPENSE CODE	TRAVEL PURPOSE/REASON	MILEAGE		TOTAL MILES	MILEAGE RATE	MILEAGE EXPENSE	MEAL EXPENSE	IINCIDENTAL EXPENSE	ROOM EXPENSE	OTHER EXPENSES	*EXPLAIN OTHER EXPENSES
FROM	TO			FROM	TO								
										OVERNIGHT STAY ONLY			
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
							0.500	\$0.00					
TOTAL								\$0.00	\$0.00	\$0.00		\$0.00	\$0.00

CODES:	13161	GIS Expense	_____
	12100	OFFICE SUPPLIES:	_____
	13210	TELEPHONE:	_____
	13300	FUEL & MILEAGE	_____
	14200	MEMBERSHIP & DUES	_____
	14204	MEETING EXP	_____
	14700	STAFF TRAINING:	_____
		TOTAL EXPENSES:	\$0.00

	GSA PRINTOUT ATTACHED
	DETAILED RECEIPTS ATTACHED

I CERTIFY THAT THE STATEMENTS IN THE ABOVE SCHEDULES ARE TRUE AND JUST IN ALL RESPECTS AND THAT THE INDICATED ARE DUE TO ME IN CONJUNCTION WITH MY OFFICIAL DUTIES AS AN EMPLOYEE OF LOGAN COUNTY.

 SIGNATURE OF CLAIMANT DATE

 DEPARTMENT HEAD AND/OR ELECTED OFFICIAL DATE