LOGAN COUNTY
TRAVEL AND MISCELLANEOUS EXPENSE RECORD
Effective 01/01/2022

MILEAGE ALLOWANCE: $ 0.53 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 $50.00 A DAY FOR MEALS ($55.00 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	TRAVEL	MILEAGE		TOTAL	MILEAGE	MILEAGE	MEAL	IINCIDENTAL	ROOM	OTHER	*EXPLAIN OTHER
FROM	TO	CODE	PURPOSE/REASON	FROM	TO	MILES	RATE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSES	EXPENSES
										OVERNIGHT STAY ONLY			
							0.530	$0.00					
							0.530	$0.00					
							0.530	$0.00					
							0.530	$0.00					
							0.530	$0.00					
							0.530	$0.00					
							0.530	$0.00					
							0.530	$0.00					
							0.530	$0.00					
							0.530	$0.00					
							0.530	$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 I CONJUNCTION WITH MY OFFICIAL DUTIES AS AN EMPLOYEE OF LOGAN COUNTY.

SIGNATURE OF CLAIMANT **DATE**

DEPARTMENT HEAD AND/OR ELECTED OFFICIAL **DATE**