

LOGAN COUNTY
TRAVEL AND MISCELLANEOUS EXPENSE RECORD
Effective 01/01/2020

MILEAGE ALLOWANCE: \$ 0.52 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	IINCIDENTAL	ROOM EXPENSE	OTHER EXPENSES	*EXPLAIN OTHER EXPENSES
FROM	TO			EXPENSE	EXPENSE				EXPENSE				
										OVERNIGHT STAY ONLY			
							0.520	\$0.00					
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	13161	GIS Expense	
CODES:	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 II CONJUNCTION WITH MY OFFICIAL DUTIES AS AN EMPLOYEE OF LOGAN COUNTY.

SIGNATURE OF CLAIMANT **DATE**

DEPARTMENT HEAD AND/OR ELECTED OFFICIAL DATE