LOGAN COUNTY TRAVEL AND MISCELLANEOUS EXPENSE RECORD

Effective 01/01/2025

MILEAGE ALLOWANCE: \$ 0.63 per mile

MEAL ALLOWANCE: (amended 3/5/19) 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 \$54.00 A DAY FOR MEALS (\$59.00 IF INCIDENTAL EXPENSES APPLY).

**Refer to Logan County Travel and Employee Reimbursement Policy amended 3/5/19 for additional guidelines.

NAME:				TITLE:_					MONTH:					
DATE		EXPENSE	TRAVEL	MILEAGE		TOTAL	MILEAGE	MILEAGE	MEAL	IINCIDENTAL	ROOM	OTHER	*EXPLAIN OTHER	
FROM	ТО	CODE	PURPOSE/REASON	FROM	ТО	MILES	RATE	EXPENSE	EXPENSE	EXPENSE	EXPENSE	EXPENSES	EXPENSES	
_										OVERNIGHT STAY				
										ONLY				
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
							0.630	\$0.00						
TOTAL								\$0.00	\$0.00	\$0.00		\$0.00	\$0.0	
CODES:	13161 12100 13210 13300 14200 14204 14700	GIS Expense OFFICE SUPPLIES: TELEPHONE: FUEL & MILEAGE MEMBERSHIP & DUES MEETING EXP 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 O		DR ELECTED OFFICIA	DATE AL DATE			