

Monthly Mileage Report

County Auditor's Form 110
Orange County, Texas
Revised 01/2022

Name: _____ Title: _____ Month: _____
 Department: _____ Budget Code: _____ Year: _____

Current Milage Rate: _____

I certify that a privately owned vehicle was used for county business as shown below, and I am, therefore, entitled to reimbursement for same.

DATE	LOCATION	REASON	DISTANCE	AMOUNT
TOTALS				

Employee Signature

Department Head/Official Signature

Audited by: _____
Date: _____

INSTRUCTIONS: The foregoing report is to be used to record only mileage accrued in a private vehicle by an employee or official who is not receiving a monthly travel allowance. It is to be filed by those individuals who make several or daily trips on county business each month.