## **Travel Expense Claim**

County Auditor's Form 105 Orange County, Texas Revised 01/2022

Name:	Title:	
Department:	Budget Code:	Curr

Year:\_\_\_\_\_

Current Milage Rate:

Accounting of travel expenses is made below (including any county credit card charges) & claim is made for reimbursement of cash expenditures made on account of official business:

Date	Description of Itoms/Dessen for Trip	Magla	Hotel Fees Airfare	Airford	Vehicle Travel		Misc. Fees	Cash/ Credit
Date	Description of Items/Reason for Trip	Meals		Distance	Amount			
Totals								

E.

Purpose of Travel:		
Destination:		
Travel by: Private Vehicle:	County Vehicle:	
Odometer Reading: Beginning	Ending	
State Mandated Travel or School?_		

Total Cash Expenses
Total Credit Card Expenses
Total Expenditures
Travel Advance
Reimb. Due Employee
Reimb. Due County

Employee Signature

Audited By:\_\_\_\_\_

Date:\_\_\_\_\_

Department Head/Official Signature

\*Please fill in all blanks and include signature of Department Head/Official if required. All submissions are subject to audit.\* Travel policy can be located in section 330 of the employee handbook.