ROWAN COUNTY SHERIFF'S OFFICE
TRAVEL REIMBURSEMENT REQUEST

(For Expenses Incurred for Official Business Only)

Date Leaving _____ Date Returning _____

Location From _____ Location To _____

Payee's Name _____ Title _____

Purpose of Trip: (Attach Brochure and Details if Available)

_____

_____

_____

Employee to submit receipts of expenses and Staff Development Form (if applicable) ***within 72 hours*** *of return trip.*

THIS SECTION FOR ADVANCE REQUEST ONLY

Request for Advance Money (estimated)

1. Mileage _____ times $ _____ = $ _____
   (Personal Vehicle Only)
2. Lodging: # of nights _____ times $ _____ = $ _____
3. Food

   Scheduled Rate

   Breakfast _____ times $ _____ per meal = $ _____

   Lunch _____ times $ _____ per meal = $ _____

   Dinner _____ times $ _____ per meal = $ _____

   TOTAL MEALS $ _____
4. Registration: _____ $ _____
   (Description)
5. Supplies, Books, etc. _____ $ _____

   _____
   (Description)
6. Other _____ $ _____

(A.) **TOTAL ACTUAL COSTS** $ _____

(B.) $ _____

(C.) **REIMBURSEMENT** $ _____

7. Total Amount of Advance Money Requested:
8. Payee's Seal of Receipt

_____ _____

(Signature) (Date)

NAME: _____ ACCOUNT # _____

VENDOR # _____

D. ACTUAL EXPENSES FOR REIMBURESMENT

TRAVEL				SUBSISTENCE		OTHER EXPENSES	
DAY	FROM	TO	TYPE	IN STATE	OUT STATE	EXPLANATION	AMOUNT
			B				
			L				
			D				
			H				
			TOTAL				
			B				
			L				
			D				
			H				
			TOTAL				
			B				
			L				
			D				
			H				
			TOTAL				
			B				
			L				
			D				
			H				
			TOTAL				

E. Adjustments:

A. Total Actual Cost $ _____

B. Less Advance Money $ _____

C. Reimbursement $ _____

F. Under penalties of perjury. I certify this is a true and accurate statement of expenses and allowances incurred in the services of the Rowan County Sheriff's Office.

_____ (Claimant) _____ (Date)

I have examined this reimbursement request and certify that it is in compliance with agency policy.

_____ (Supervisor) _____ (Date)

G. **AUTHORIZATION**

_____ (SHERIFF / CHIEF DEPUTY) _____ (Date)

FORM: HH 2.12