

## Travel Expense Claim

County Auditor's Form 105

Orange County, Texas

Revised 01/2022

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Department: \_\_\_\_\_ Budget Code: \_\_\_\_\_

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 Items/Reason for Trip	Meals	Hotel Fees	Airfare	Vehicle Travel		Misc. Fees	Cash/Credit
					Distance	Amount		
Totals								

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	
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Total Expenditures	
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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.