

# 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.

[illegible]

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.