Local Monthly Mileage Report

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

Name: Department:		Title:Budget Code:		Month:Year:	
	a privately owned vehicle was us low, and I am, therefore, entitled			Milage Rate:	
DATE	LOCATION	REASON		DISTANCE	AMOUNT
	TOTALO				
	TOTALS				
Employee Signature		_	Audited b	Audited by:	
Employee dignature					
			Date:	Date:	
Department Head/Official Signature		_			

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