

Monthly Mileage Report

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

Name: _____
Department: _____

Title: _____
Budget Code: _____

Month: _____
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

Audited by:_____

Date: _____

Department Head/Official Signature

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.