

## ADVANCE TRAVEL EXPENSE REQUEST

Employee Submitting Request: \_\_\_\_\_ Title: \_\_\_\_\_  
Department: \_\_\_\_\_ Budget Code: \_\_\_\_\_  
Destination: \_\_\_\_\_ Inclusive Dates: \_\_\_\_\_  
Purpose of Travel: \_\_\_\_\_

**NOTE:** Please complete and submit this form to County Auditor by noon on Wednesday for check to be issued the following Tuesday, subject to prior Commissioners' Court approval. Upon your return, Travel Expense Form 105 must be submitted to County Auditor within 72 hours, and any unused funds promptly returned to County Treasurer.

**SEE PAGE 2 FOR COMPLETE POLICY**

### ESTIMATED MEALS AND LODGING:

Date(s)	Meals Daily	Lodging Daily	Daily Total (See pg. 2-item 8)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TOTAL ESTIMATED MEALS AND LODGING. ....

### ESTIMATED TRAVEL AND TRANSPORTATION:

Air Fare (Approval from Commissioner's Court is required prior to booking) .....  
County Vehicle Gasoline Expense: \_\_\_\_\_ miles @ .19 cents/mile.  
Personal Vehicle Expense: \_\_\_\_\_ miles @ .67 cents/mile .....  
Rental Car. ....  
Taxi Fare. ....  
**TOTAL ESTIMATED TRAVEL AND TRANSPORTATION:** .....

### ESTIMATED OTHER EXPENSE:

Registration Expense. ....  
Other Expenses (Explain below). ....  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Make check payable to:  
(Name and address must be complete)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail Check ( )  
Return to Employee ( )

TOTAL ESTIMATE OF OTHER EXPENSE. ....  
**TOTAL REQUESTED TRAVEL ADVANCE.** .....

### STATEMENT OF OFFICIAL OR DEPARTMENT HEAD:

The above named employee is authorized to submit this travel advance request for the purpose stated herein:

\_\_\_\_\_  
Signature of Official or Department Head      Date

### STATEMENT OF EMPLOYEE:

I hereby state that all above requested funds will be spent on County business, and I will make a full and proper accounting for same within 72 hours of my return, and will promptly return any funds to the Orange County Treasurer.

\_\_\_\_\_  
Employee Signature      Date

Audited by: \_\_\_\_\_  
Date: \_\_\_\_\_

# ORANGE COUNTY TRAVEL POLICY

(As of January 2022)

**(Subject to previous Commissioners' Court order requiring prior Court approval on all out-of-county travel)**

1. Use of a county vehicle is required, when available, for all travel out-of-county. If county vehicle is unavailable, mileage expenses for private vehicles will be reimbursed at the annual rate adopted by Commissioners' Court per mile, with the following provisions:
  - (a) A Google map indicating the starting address and final destination point must be presented as verification claiming miles. Mileage expenses will be limited to such standard round-trip miles.
2. In cases of the use of a county vehicle, reimbursable expenses will include gasoline, oil or other expenses of an emergency nature, which might arise in connection with the vehicle, subject to the following provisions:
  - (a) Receipts must be submitted for all expenses with employee's claim for reimbursement. Receipts for any charges, made on the county's credit cards must also be submitted.
  - (b) Odometer readings of the beginning and ending mileage on the county vehicle must also be submitted. Any such mileage more than 10% in excess of that allowable under "Provision 1" above will be reimbursed by the employee to the county at the rate of .19 per mile.
3. Auto mileage reimbursements for personnel receiving monthly car allowance will be limited to cover travel only to destinations in excess of fifty (50) miles or more from the Courthouse.
4. Other reimbursable expenses shall include tolls or parking fees where unpaid parking facilities are not available.
5. Meal expenses will be reimbursable, subject to the following provisions:
  - (a) Meal expenses will be reimbursable only for travel to destinations out-of-county.
  - (b) Reimbursable meal expenses are limited to a total cost of \$45.00 per day. No food and drink expenses, other than those included with meals are allowed, and no alcoholic beverages are allowed. \$30.00 a day is allowed for meals without the requirement to submit documentation in support of meal expenses. Receipts for any meal charges on county credit cards must also be submitted for audit.
6. Hotel/Motel room costs are to be limited to **\$225.00** per day for single or double occupancy.  
**ALWAYS ASK FOR GOVERNMENT RATE**
  - (a) Double occupancy of hotel/motel rooms is requested in cases where any two or more county employees or officials of the same sex are traveling together.
  - (b) Itemized hotel bills must be submitted for reimbursement of such expenses, and receipts for any such charges on county credit cards must also be submitted.
7. No entertainment expenses will be reimbursable **(including hotel movies)**.
8. No expenses for family or friends traveling with you will be reimbursable, and all meal tickets and hotel bills must be reduced to include **only those** expenses related to county travel for employees.  
**(Hotel/Motel charges should be reduced to the single rate).**
9. All travel claims must be supported by proper documentation and must include any charges on county credit cards which are subject to the same provisions as cash expenditures. Any credit card charges in excess of established policy must be reimbursed by the employee to Orange County.
  - (a) In case of lost receipts for lodging or other reimbursable expenses, such expenses will be allowable up to 90% of the maximum allowable, with employee's signed statement affirming that such expenses were at least that amount.
10. All employees **must** make a full accounting of all travel expenditures within 72 hours of their return, if a travel advance has been obtained; also a prompt reimbursement to the Orange County Treasurer must be made for all travel advance money not used.