
SPENCER COUNTY EXPENSE REIMBURSEMENT FORM

Any county employee incurring expenses for approved travel may be reimbursed their actual costs by completing the following form. The form must be signed by the employee and their immediate supervisor or department head, and then submitted with all required receipts to the County Judge Executive for approval within **one month** after returning from travel.

- Request for reimbursement form, accompanied by all applicable **itemized receipts** shall be completed for all reimbursable travel expenses incurred with official County travel.
- Itemized receipts are to be printed and include the following information:
 1. The name and address of supplier
 2. The date of the transaction
 3. A list of all items received, including a listing of food, if purchased
 4. The total amount of the transaction
- Employee shall not be reimbursed for movies, alcoholic beverages, or video games charged to the room.
- Meal costs reimbursed **not to exceed \$40.00 per day**, with receipts. Excludes tips, alcoholic beverages, cost of other entertainment or meals taken outside a conference event, when the registration fee for such conference includes meals.

Employee Name

Event Attended & Address

Event Dates

Transportation Costs:

Miles Driven

State Mileage Rate Reimbursement Amount

Tolls/Parking

Lodging Costs:

Room/Taxes

Meals (*Do not include taxes, alcohol, tip, or exceed \$40 per day*)

Day1: Day2: Day3: Day4: Day5: Grand Total:

Other

Employee Signature Date

Supervisor/Department Head Signature Date