Update: January 1, 2025

A separate form must be used for each claimant.

WASHINGTON COUNTY TRAVEL CLAIM

Employee				t		Date		
Destination			Business Purpose					
EXPENDI	FURES (Expenses of this	trip to be paid	directly to othe	ers :)				
	* Registration Fees	\$		Paid To:				
	* Lodging	¢						
	* Air fare	\$						
	* These items need full d	ocumentation,	(i.e., a complet	ed registration j	form, ticket, invoice,	agenda, etc	c.)	
	L AUTO MILES TRAV I Vehicle was Available:		Date asked	1:	Supervisor Initia	als:		
DEPARTED FROM				DESTINATION			MILES	
				Democra	l Auto Total Miles T	ravelade		
			Motor Pool A		5° per mile reimburg		\$	
		Moto			0¢ per mile reimburg		\$	
					, <u>1</u>	,	\$	
			OR Fuel R	eccipts:		:	<u>ه</u>	
		TOTAL MILEA		1	MBURSEMENT AN		\$ \$	
MEALS A	T ND LODGING TIME	TOTAL MILEA TIME	AGE OR FUEL	1	MBURSEMENT AN GSA		-	
MEALS A	ND LODGING		AGE OR FUEL	1	GSA <u>RATE</u>	MOUNT <u>QTY</u>	\$AMOUNT	
	ND LODGING TIME	TIME	AGE OR FUEL 3. <u>NED</u> BR	EAKFASTS	GSA <u>RATE</u> \$	MOUNT <u>QTY</u>	\$ 	
DATE	ND LODGING TIME <u>DEPARTED</u>	TIME <u>Return</u>	AGE OR FUEL E <u>NED</u> BR LU	EAKFASTS	GSA <u>RATE</u> \$\$	MOUNT QTY	\$\$\$\$\$	
DATE	ND LODGING TIME <u>DEPARTED</u>	TIME <u>RETURN</u> ation (GSA)	AGE OR FUEL E <u>NED</u> BR LU DII	EAKFASTS NCHES	GSA <u>RATE</u> \$ \$	MOUNT QTY	\$\$\$	
DATE	ND LODGING TIME <u>DEPARTED</u> eral Services Administra <u>http://www.gsa.go</u>	TIME <u>RETURN</u> ation (GSA)	AGE OR FUEL E <u>NED</u> BR LU DII LO	EAKFASTS NCHES NNERS	GSA <u>RATE</u> \$\$	MOUNT QTY	\$\$\$	
DATE	ND LODGING TIME <u>DEPARTED</u>	TIME <u>RETURN</u> ation (GSA) <u>ov</u> Incidental Expe	AGE OR FUEL <u>NED</u> BR LU DI LO enses) ING	EAKFASTS NCHES NNERS DGING CIDENTALS	GSA <u>RATE</u> \$ \$ \$ \$ \$		\$\$ \$ \$ \$ \$ \$	
<u>DATE</u>	ND LODGING TIME <u>DEPARTED</u> eral Services Administra <u>http://www.gsa.go</u>	TIME <u>RETURN</u> ation (GSA) <u>ov</u> Incidental Expe	AGE OR FUEL <u>NED</u> BR LU DI LO mses) INC MEALS, INCIE	EAKFASTS NCHES NNERS DGING CIDENTALS, & L	GSA <u>RATE</u> \$ \$ \$ \$ ODGING REIMBUI	MOUNT	\$\$ \$ \$ \$ \$ \$	
<u>DATE</u>	ND LODGING TIME <u>DEPARTED</u> eral Services Administra <u>http://www.gsa.go</u>	TIME <u>RETURN</u> ation (GSA) <u>ov</u> Incidental Expe	AGE OR FUEL <u>NED</u> BR LU DI LO mses) INC MEALS, INCIE	EAKFASTS NCHES NNERS DGING CIDENTALS, & L	GSA <u>RATE</u> \$ \$ \$ \$ \$	MOUNT	\$\$ \$ \$ \$ \$ \$	
<u>DATE</u> Ger	ND LODGING TIME <u>DEPARTED</u> eral Services Administra <u>http://www.gsa.go</u>	TIME <u>RETURN</u> ation (GSA) <u>ov</u> Incidental Expe	AGE OR FUEL <u>NED</u> BR LU DI LO (mses) IN(MEALS, INCIE TO PER DIEM A	EAKFASTS NCHES NNERS DGING CIDENTALS, & L	GSA <u>RATE</u> \$ \$ \$ \$ ODGING REIMBUI	MOUNT	\$\$ \$ \$ \$ \$ \$	
DATE Ger IRS Code 9 <u>Meal</u>	ND LODGING TIME <u>DEPARTED</u> neral Services Administra <u>http://www.gsa.go</u> (Attach Detail List of I 0864- Sec 163 Leave at Return <u>or Before: or Afta</u>	TIME <u>RETURN</u> ation (GSA) <u>ov</u> Incidental Expe TOTAL N TOTAL N	AGE OR FUEL <u>NED</u> BR LU DI LO enses) ING MEALS, INCIE TO PER DIEM A see http://w	EAKFASTS NCHES NCHES NDGING CIDENTALS DENTALS, & Lu OTAL TRAVEI ALLOWANCE WW.gsa.gov/ Lodging:	GSA <u>RATE</u> \$ \$ \$ \$ ODGING REIMBUI	MOUNT QTY 	\$\$ \$ \$ \$ \$ \$	
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DATE Ger IRS Code 9 <u>Meal</u> Breakfast Lunch	ND LODGING TIME DEPARTED Meral Services Administra http://www.gsa.go (Attach Detail List of I 0864- Sec 163 Leave at Return or Before: or Afta 7:00 am 9:00 at 11:00 am 2:00 p	TIME <u>RETURN</u> ation (GSA) <u>ov</u> Incidental Expe TOTAL M n at <u>er: GSA I</u> m \$ m \$	AGE OR FUEL NED BR LU DI LO enses) INC AEALS, INCIE TC PER DIEM A see http://w Rate	EAKFASTS NCHES NCHES DGING CIDENTALS DENTALS, & LA OTAL TRAVEI ALLOWANCE <u>www.gsa.gov/</u> <u>Lodging:</u> Lodging w <i>UT Lodgin</i>	GSA <u>RATE</u> \$	MOUNT	\$\$ \$ \$ \$ \$ \$ \$ \$ \$ 	
DATE Ger IRS Code 9 <u>Meal</u> Breakfast Lunch	ND LODGING TIME DEPARTED Meral Services Administra http://www.gsa.go (Attach Detail List of I 0864- Sec 163 Leave at Return or Before: or Afta 7:00 am 9:00 at 11:00 am 2:00 p	TIME <u>RETURN</u> ation (GSA) <u>ov</u> Incidental Expe TOTAL M n at <u>er: GSA I</u> m \$ m \$	AGE OR FUEL NED BR LU DI LO mses) ING MEALS, INCIE TG PER DIEM A see http://w Rate I I ca	EAKFASTS NCHES NCHES DGING CIDENTALS DENTALS, & LU OTAL TRAVEI ALLOWANCE WW.gsa.gov/ Lodging: Lodging w UT Lodgir ertify that the an	GSA <u>RATE</u> \$ \$ \$ \$ ODGING REIMBUI L CLAIM REIMBUI vithout receipts: \$40.00 ng Sales Tax Account is	MOUNT	\$\$ \$ \$ \$ \$ \$ \$ \$ \$ 	