



CAMERON COUNTY AUDITOR'S OFFICE

TRAVEL EXPENSE CLAIM

Name _____ Title _____
 Department _____ Account # _____
 Commissioners Court
 Approval Date _____
 Travel Dates *from:* _____ *to:* _____
 Destination: _____
 Purpose of Travel _____

The following are the expenses incurred during a Travel Approved by Commissioners Court.

A. Transportation: \$ _____

Mileage Miles _____ (at current IRS Reimbursable Rate)
 Auto Rental PO _____
 Airfare PO _____

B. Lodging: \$ _____

Actual Expense per Attached Itemized Receipt

C. Meals: *Meals for Daily Travel are reimbursed through Payroll based on Per Diem Rates. Travel where overnight stay was incurred are reimbursed @ \$75/day (F&L Day @ 75% of full day allowance)*

Date							
Per Diem							
B-\$20							
L-\$22							
D-\$33							
\$	\$	\$	\$	\$	\$	\$	

Total Meals \$ _____

D. Other Expenses:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

Total Other Expenses \$ _____

E. Registration: \$ _____

PO _____

(Receipt or Payment Confirmation Required if no purchase order was requested.)

F. Total Travel Expenses \$ _____

G. Total Amount Imprest Check# _____ Issued for Travel \$ _____

H. Balance Payable/Receivable \$ _____

****Note:** All Travel Expense Claims must be submitted to the County Auditor's Office within 7 days of conclusion of travel as stated in the Cameron County Travel Policy.

The undersigned, on oath, states that the account on the reverse side hereof, in the total amount of (\$ _____) _____ DOLLARS against the County of Cameron is correct, and were incurred for official County business only.

**I DECLARE UNDER PENALTY OF PERJURY OR OTHER APPLICABLE STATUTES
(UNDER THE LAWS OF THE STATE OF TEXAS AND UNITED STATES OF AMERICA)
THAT THE FOREGOING IS *TRUE AND CORRECT* .**

Name _____

Title _____



The following rules apply to all Cameron County Employees with reference to expense accounts:

1. There is to be a concise statement of the duties performed or the reason for the trip. The points from which, and to which, the claimant travels, towns visited, object or purpose of each visit, and the specific expenses incurred are to be claimed for full transparency based on Cameron County Travel Policy.
2. Lodging expenses will be reimbursed based on the actual itemized receipt submitted. Refer to Section 11 of the Cameron County Travel Policy for acceptable lodging expenses. Meals for daily travel are reimbursed through Payroll per IRS Publication 5137. Meals where overnight stay was incurred are reimbursed at \$75/day with first & last travel day at 75% of full daily allowance.
3. Authority for each trip is to be shown by reference to the Minutes of the Commissioners Court, passed in advance of the trip, or to the statutory authority.
4. Itemized receipts are required (except for meal per diem) for all expenditures accounted for in the Travel Expense Claim.
5. County employee should specify if a County vehicle or personal owned vehicle will be used during the travel. Mileage will be paid at IRS reimbursable rate for In and Out-of-County Travel. Mileage may be determined by a readily available online mapping service or by the employee's vehicle odometer reading.

Lorena Hernandez
Cameron County Auditor