



COUNTY OF DALLAS

Report of Travel Expenses and Request for Reimbursement

INSTRUCTIONS: READ CAREFULLY

1. Trips should be authorized in advance by an official or department head, and funds should be encumbered against an appropriation on the books of the County Auditor. (Advance authorization should show proposed method of travel, date of expected departure and return, and estimated total cost.) (Article V, Section 86-711, Subsection l)
2. Where hotel expense is claimed, expense voucher submitted to the County Auditor for payment is to be supported by paid hotel bill in a fair and reasonable amount for the County Official or employee only and for authorized items only. (Article V, Section 86-711, Subsection m)
3. Voucher should cover only actual and necessary expenditures in reasonable amounts. (Article V, Section 86-711) Reimbursement for meals is based on a per diem maximum with itemized receipts only. (Court Order 2012-0235) The expense voucher is to show:
 - a. Destination, date and hour of departure and return.
 - b. Method of travel (if by automobile, show name of automobile owner.)
4. The following business trip expenditures are acceptable:
 - a. Actual and reasonable cost of meals of the claimant only, including tips. Reimbursement of customary tips or gratuities is limited to 20% of the total cost of the meal. (Court Order 2010-0780) For travel requiring an overnight stay, the full meal per diem reimbursement may be requested with itemized receipts for each overnight stay. If no overnight stay, a partial per diem may be requested with itemized receipts (Article V, Section 86-711, Subsection m)
 - b. Mileage reimbursement rate shall be the maximum rate allowed by the Internal Revenue Service. The total miles subject to reimbursement shall be calculated from the first business stop after leaving home to the last business stop before returning home, less any personal non-business miles driven during the course of the day. Names of persons traveling in the car are to be stated. Any necessary additional mileage in and around destination points on official business may be allowed if adequately explained. (Article V, Section 86-711, Subsection m)
 - c. Incidentals in fair and reasonable amounts actually certified as spent. (Article V, Section 86-711, Subsection m)
 - d. Necessary taxi, subway or bus fares with receipts. Maximum reimbursement without receipt is \$5.00. (Article V, Section 86-711, Subsection m and Court Order 2006-1515)
 - e. Local and long distance phone calls incurred for County business purposes (itemized). (Article V, Section 86-711, Subsection m)
5. Cost of parking and storing a County owned car (if use is properly authorized) allowed with receipts. Maximum reimbursement without receipt is \$10.00 a day. (Article V, Section 86-711, Subsection m and Court Order 2006-1515)
6. Any other items claimed as reimbursable are to be presented as separate item on the voucher with adequate reasons for requesting reimbursement from County funds. (Article V, Section 86-711, Subsection m)



COUNTY OF DALLAS
Report of Travel Expenses and Request for
Reimbursement
DALLAS, TEXAS

Name: _____ **Date:**

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Funding Source: _____ **DDA:** _____

Court Briefing Date: **Other:** _____

IMPORTANT: Read carefully **THE INSTRUCTIONS** on the previous page before preparing and presenting the voucher for payment.

Destination: _____ **Purpose of Visit:** _____

Date of Departure **HOUR** **Date of Return** **HOUR**

DATE	DESCRIPTION	TOTAL
<input type="text"/>	Commerical Transportation (Attach Passenger Receipt)	
<input type="text"/>	For air travel only: Tickets through travel agent/state contract <input type="radio"/> Yes <input type="radio"/> No	
<input type="text"/>	Personal Automobile: Name of Owner _____	
<input type="text"/>	Names of Person Traveling _____	
<input type="text"/>	Number of Miles Traveled: Net Reimbursable Mileage (Miles @ \$0.575 per miles) _____	
<input type="text"/>	Hotel (Attach Paid Bill)	
<input type="text"/>	Meals Per Diem or Receipt (Attach Itemized Receipts)	
<input type="text"/>	Sundries: (Itemize)	
<input type="text"/>	Other Reimbursable Expense (Explain Fully) (Purchasing Order # May Be Required)	
Total Amount Due:		

I and/or, we, here certify that the above account together with attachments is, within our knowledge, just and true, due and unpaid, have never been filed or presented for payment before, that all just and legal offsets, payments, and credits have been allowed. That said account was incurred on behalf of the County of Dallas, and that it has received the full benefit of the same.

REQUESTED BY:

 Department

 Title

Budget Information

CODE NO.:

APPROVED BY:

 Title