

# LIBERTY COUNTY

## Travel Expense for Transporting Prisoners Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Prisoner: \_\_\_\_\_ Case No: \_\_\_\_\_ Court: \_\_\_\_\_

Name of Prisoner: \_\_\_\_\_ Case No: \_\_\_\_\_ Court: \_\_\_\_\_

| Description of Expenditure                              | Date: _____ | Date: _____ | Date: _____ | Date: _____ | Date: _____ | Total |
|---|-------------|-------------|-------------|-------------|-------------|-------|
| Hotel <b>(attach detailed bill)</b>                     |             |             |             |             |             |       |
| Parking   |             |             |             |             |             |       |
| Meals <b>(attach receipts)</b>                          |             |             |             |             |             |       |
| Mileage <b>(attach Mapquest)</b><br>_____ mi X 58 cents |             |             |             |             |             |       |
| Airfare   |             |             |             |             |             |       |
| Gas <b>(attach receipts)</b>                            |             |             |             |             |             |       |
|   |             |             |             |             |             |       |
| Other <b>(attach receipts)</b>                          |             |             |             |             |             |       |
|   |             |             |             |             |             |       |

|                      |             |
|----------------------|-------------|
| Total Expenditures   |             |
| Less: Advances       | (         ) |
| <b>Due to Me</b>     |             |
| <b>Due to County</b> |             |

CERTIFICATION: "I hereby certify that the above statement is true and correct and that these expenses where incurred by me while traveling on official Liberty County business."

Signature of employee: \_\_\_\_\_

Dept Head Approval: \_\_\_\_\_

**ACCOUNTING USE**

Acct # \_\_\_\_\_

Vendor # \_\_\_\_\_

Check # \_\_\_\_\_

Co Aud Approval: \_\_\_\_\_