LIBERTY COUNTY

Travel Expense Advance Form

This form is for officials and employees seeking to receive an advance of funds for business related travel. Please note that granted travel advances for mileage and per diem rates for meals are not the full reimbursable amount. Employees will receive the remainder of the reimbursement for these items upon completion and approval of the Travel Expense Form (CO.AUD.FORM.3).

INSTRUCTIONS:

Complete and sign the following form in its entirety. If completing the form on a computer, you will not be allowed to print the form until all required fields are filled in. A copy of the conference program, registration form, and a mileage guide (such as MapQuest) must be submitted with the form before an advance will be approved.

Submit the form to the County Auditor in sufficient time to be presented to Commissioners' Court for approval. The County Auditor must receive the form no later than 5:00 p.m. on the Monday prior to the Commissioners' Court posting date. <u>No advances will be made without approval from the County Auditor and the Commissioners' Court.</u> Please plan accordingly.

After the advance has been approved a check will be issued and available for pick up the day after the Commissioner's Court meeting occurring prior to the date of travel.

<u>Within ten(10) business days</u> after the official or the employee returns from the trip, a Travel Expense Form (CO.AUD.FORM.3) must be completed in its entirety and submitted to the County Auditor with all applicable documentation attached for final accounting and auditing. Any money due to the county must be submitted to the County Treasurer's Office and a copy of the deposit warrant included with the form.

Failure to submit the required form and documentation to the County Auditor within ten(10) business days may result in disallowance of the expense and a salary offset of the official's or the employee's wages to satisfy the amount due.



CO.AUD.FORM.4 Effective 7-1-14

LIBERTY COUNTY

Travel Expense Advance Form

Name:		_ Date:	
Purpose of travel (attach o	copy of agenda)		
Dates of Conference: From	n	To	
Lodging - estimated cost:	days X	\$	
Meals: days	X \$ 30		
Mileage: Attach Mapques	st (or similar mileage ç	guide)	
	mi. X 50 cents		
Registration Fees: Attach re	egistration form		
Other: (attach documentation	on)		
	TOTAL ADVAN	CE REQUEST	
STATEMENT OF EMPLOYEE			•
and that I will certify exact expenses on CO.AUD.FORM.3 within 10 business days of returning from this trip. If I do not submit the proper forms and documentation within this time frame I			
agree that I owe the total amo			
Signature of employee:			
STATEMENT OF OFFICIAL OR DEPARTMENT HEAD: "The above named employee is hereby			
authorized to submit this trave	el expense advance form	for the purposes stated	hereon."
Signature of Official or Dept F	lead:		
			1
ACCOUNTING USE		Amount	
Acct #	Vn # C	k#	Co Aud Appr

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