

BEE COUNTY TRAVEL AND EXPENSE REIMBURSEMENT **FORMS REFERENCE GUIDE**

EXPENSE REIMBURSEMENT FORM- to be used for non-overnight travel (day trip), where reimbursement for mileage and/or meals is needed. May also be used for other expenses incurred by the employee, which are also eligible for reimbursement. Please attach all supporting documentation as is applicable to the expense. Some examples include agenda, itinerary, or schedule for the event, meeting, or training. A map quest printout, detailing the total miles traveled. Also, any meal receipts, other expense receipt, or proof of payment.

OVERNIGHT MEALS/MILES REIMBURSEMENT FORM- to be used for overnight travel (post-trip), where reimbursement for mileage and/or meals is needed. This form serves best when time does not permit an advance travel request to Commissioner's Court for prior approval. The employee would then be reimbursed upon return for any mileages and/ or meal per diem that is eligible. Please attach all supporting documentation as is applicable to the expense. Some examples include agenda, itinerary, or schedule for the event, meeting, or training. A map quest printout, detailing the total miles traveled. Meal receipts are not required for this expense; the employee will receive the standard per diem rate for any eligible meals during the course of travel.

TRAVEL REQUEST FORM- to be used for overnight travel only (pre-trip), where reimbursement for mileage and/or meals is needed. and advance request for reimbursement of expenses is being submitted. This form serves best when time does permit an advance travel request to Commissioner's Court for prior approval. As per policy 17.01, this request must be submitted at least 7 working days prior to the next Commissioner's Court meeting. Please attach all supporting documentation as is applicable. Some examples include agenda, itinerary, or schedule for the event, meeting, or training. A map quest printout, detailing the total miles to be traveled. Hotel reservation to include confirmation number, dates, and total cost. Please be sure to specify any special requests/instructions in the comments section of the form.

For the latest version of all these forms, go to <https://www.co.bee.tx.us/page/bee.Auditor.Forms>

Please refer to Policy Handbook Section 17.0 *Travel and Subsistence* for additional guidance. Also, please do not hesitate to contact the Bee County Auditor's Office for any questions or further assistance.