

This Issue: Online Forms

- **Completion Options and Tips**
- **Saving and Submission**

LIBERTY COUNTY AUDITOR'S OFFICE

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Special Points of Interest:

Our forms are now available on the County's website for completion and download!

You can find them under the "Forms" tab of the "Quicklinks" listing on the left side of the homepage at www.co.liberty.tx.us.

Things to Remember:

IRS mileage reimbursement rate changed on Jan 1, 2014 to 56¢ per mile.

Liberty County will no longer advance the full amount of mileage and daily per diem for travel advances. Any money due is to be claimed on the Travel Expense form.

Online Forms: What you need to know

It is highly recommended that the most recent version of **Adobe Reader** or **Adobe Acrobat** is installed and **Internet Explorer** is utilized for viewing the document and webpage. These programs will help ensure proper viewing and access to the forms.

Users have two main options for completion; you can either print the form out blank for completion by hand or you may type out the information online and print the completed form. The choice is yours

Copies of blank forms may be saved to county computers for easier access.

Completion Tips:

- You must enter a minus sign before the amount when entering a negative number or an amount to be used as a reduction.
- When completing a Travel Expense or Travel Advance form users must enter a value in each consecutive box even if there was not an expense for that day.
- The "Due to..." fields will need to be refreshed if the user goes back and changes an entered amount after calculations have begun.

Important Notices:

Recently, the deadline for the Liberty County Commissioner's Court agenda posting was changed. Due to this change any accounts payable payments or budget adjustments must be turned in to our office **no later than 5:00 pm on the Monday before the court cutoff date.**

