

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. **No advances will be made without approval from the County Auditor and the Commissioners' Court.** 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.

Within ten(10) business days 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.



LIBERTY COUNTY
Travel Expense Advance Form

Name: _____ Date: _____

Purpose of travel (**attach copy of agenda**) _____

Dates of Conference: From _____ To _____

Lodging - estimated cost: _____ days X \$ _____

Meals: _____ days X \$ 30

Mileage: **Attach Mapquest** (or similar mileage guide)

_____ mi. X 50 cents

Registration Fees: **Attach registration form**

Other: (**attach documentation**) _____

TOTAL ADVANCE REQUEST

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STATEMENT OF EMPLOYEE: "I understand that the above amounts requested are only estimates 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 amount of the advance to Liberty County."

Signature of employee: _____

STATEMENT OF OFFICIAL OR DEPARTMENT HEAD: "The above named employee is hereby authorized to submit this travel expense advance form for the purposes stated hereon."

Signature of Official or Dept Head: _____

ACCOUNTING USE

Amount _____

Acct # _____

Vn # _____

Ck# _____

Co Aud Appr _____