LakeCounty

Expense Reimbursement Report

Name	
Department	
Travel Destination	
Purpose	

0.535 Mileage rate for 2017 calendar year

Travel Guidelines

• Receipts should not be submitted for meals, unless required by department. Amounts will be reimbursed up to the maximum depending on the required business travel. Employees may request amounts less than the maximum.

•Travel commencing before 6 am will authorize breakfast and travel ending after 7 pm will authorize dinner.

•Tips should not exceed 20%.

•In the event that an employee has paid for a meal on behalf of other employees or business associates, the employee must indicate the purpose of the meeting and the names of those included. Reimbursement amounts must be reasonable based on location and County meal reimbursement guidelines. •Examples of non-reimbursable expenses. This list is not intended to be all inclusive.

- Alcoholic Beverages
- Movies or other entertainment
- Late check-out fees
- Laundry and dry cleaning
- Parking fines or traffic fines/towing expense
- Valet service or parking
- Tobacco and personal products
- Change of flight fees or upgrades
- Travel insurance

Dates											**Totals**
Airfare											-
Ground Transportation											-
Miles Driven											-
Parking											-
Lodging											-
Registration Fees											-
Meals											-
Breakfast (up to $15)											-
Lunch (up to $15)											-
Dinner (up to $30)											-
Miscellaneous											
											-
											-
											-
											-
											-
											-

Account Distribution	**Totals**
	-

Total Expenses	-
Less Travel Advance	
Less PCard Purchases	
Balance Due Employee	-
Total Distribution	-
Out of Balance	-

If the **Account Distribution does not** equal the **Balance Due Employee** the report will be **Out of Balance.**

Employee Signature: _____ **Date:** _____

First Approval: _____ **Date:** _____

Second Approval: _____ **Date:** _____

Final Approval: _____ **Date:** _____