

# MILEAGE REIMBURSEMENT WASHINGTON COUNTY, TEXAS

NOTE: This form must be completed in detail and submitted to the County Auditor to claim reimbursement for use of personal auto for official local or intercounty business travel. Reimbursement will be 58 cents per mile.

PERSON SUBMITTING REQUEST: \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DATE	ODOMETER READING		MILES	DESCRIPTION OF OFFICIAL COUNTY TRAVEL
	FROM	TO		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

TOTAL MILES \_\_\_\_\_ X 58 CENTS = \$ \_\_\_\_\_

"I hereby certify that the above is a true and correct statement of use of my personal auto for official local or intercounty business travel and request reimbursement for the same."

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE DATE

BUDGET ACCOUNT (\$) TO BE CHARGED  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE- OFFICIAL/DEPT. SUPERVISOR DATE

\_\_\_\_\_  
COUNTY JUDGE DATE

\_\_\_\_\_  
COUNTY AUDITOR DATE

