

Morgan County Schools In-County Travel Expense Account Settlement

Directions: Please review travel regulations on the back of this form and complete the following:

Name: _____ Employee ID Number 95800 _____
Address: _____ Work location: _____

Date	From	To	Miles	Cost @ \$.575	Total

Total Due

I, the undersigned, do solemnly swear that the above expense account is just, accurate, and true, and is claimed for cash expended for the purpose named in this statement.

Employee Signature _____ Date _____

Submit to Accounts Payable Department.

Superintendent Approval: _____

Form Date: 7/27/04; Revised 7/11

<p>Travel Reimbursement Regulations For In-County Travel</p>
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- A. An employee may request mileage reimbursement if he/she is required to travel from one work location to one or more other work locations during his/her work day.
- B. Reimbursement for travel expense for commuting purposes (from/to) home is not permitted.
- C. Travel reimbursement within the county will be paid at the mileage rate established by the IRS (Internal Revenue Service) for use of personal vehicle for business purposes that is in effect on July 1st each year.
- D. The completed In-County Travel Expense Account Settlement Form should be submitted at the end of each month to the Accounts Payable Department.