



**GRAND COUNTY**  
**2019**  
**TRAVEL AUTHORIZATION**  
**AND EXPENSE FORM**

**AUTHORIZATION**

Name: \_\_\_\_\_ Dept: \_\_\_\_\_ Date \_\_\_\_\_

Destination/Purpose: \_\_\_\_\_

Depart On: \_\_\_\_\_ at \_\_\_\_\_ AM/PM Return On: \_\_\_\_\_ at \_\_\_\_\_ AM/PM

A County Official or employee shall not be responsible to reimburse the County for unexpended per diem funds except in the case of an unexpected early return. Conversely, the County will not reimburse County Officials or employees for amounts spent above the per diem amounts. All per diem amounts include costs associated with taxes and tips.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EXPENSES**

**Map Quest or Actual Mileage \$ Amount**

**Mileage .580 2018** \_\_\_\_\_

See: <http://www.gsa.gov/portal/content/104877> for GSA Mileage Reimbursement Rates. **Documentation Required**

**Breakfast:** If the employee departs from their point of origin or is 50 miles away from their worksite prior to 6 am.

**Lunch:** If the employee departs from their point of origin prior to 11 am or returns to their point of origin after 2 pm, or is 50 miles away from their worksite during the stated work hours.

**Dinner:** If the employee arrives at their destination or is 50 miles away from their worksite after 7 pm.

**Per Diem for meals not provided:**

**DATE & THEN CIRCLE MEALS REQUESTED**

**Documentation Required**

**DATE      DATE      DATE**

See <http://www.gsa.gov/portal/content/104877> for current GSA Meals & Incidental Rates. Then see <http://www.gsa.gov/portal/content/101518> for the current breakdown per meal.

_____	B L D	_____	B L D	_____	B L D
_____	B L D	_____	B L D	_____	B L D
_____	B L D	_____	B L D	_____	B L D

TOTAL \$ \_\_\_\_\_

**Other Expenses (Receipts required)**

**Description**

_____	_____	_____
_____	_____	_____
_____	_____	_____

**Total Expenses**

TOTAL ADVANCE	_____
TOTAL EXPENSE	_____
DUE EMPLOYEE/COUNTY	_____

Check No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

<b>Charge to Acct #</b> _____
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