



Caldwell County Travel Advance

Enclosed is a travel advance requested for your upcoming trip. Once your trip is completed or within one week, please present an Employee Travel Expense form (attached). The form needs to be completed for actual expenses for your trip.

When using your personal vehicle as transportation to your meeting, mileage should be calculated using the shortest distance between points of departure and your destination. Most popular mode for calculating mileage is attaching a copy of MapQuest/Google Maps indicating your start and end destinations.

Meals while traveling are reimbursed on a per diem established on your travel departure and return days and time. Any travel that does not include an overnight stay will not have their meals reimbursed per GSA guidelines. A copy of the conference/meeting agenda will be required at the time of the Travel Advance to verify which meals are provided to calculate the appropriated per diem amount for the Travel Advance.

Hotel bills to be reimbursed are required to have copy of your check-out receipt indicating you have paid with your credit card. Pre-paid hotel bills will be required to be attached to the final Employee Travel Expense Form.

For "Incidental expenses" and "Other" items such as parking, toll fees or any other allowable expenses are not pre-paid and will require attach receipts when available on the final Employee Travel Expense Form.

Once all expenses are tallied, subtract the travel advance amount. If the amount is **less** than your travel advance, you will be required to submit the remaining funds with your Request for Reimbursement form to the Treasurer's Office. A copy of your Request for Reimbursement form will be required to be submitted to the Auditor's office indicating the Revenue Warrant number assigned to your refund. If the amount is **over** your travel amount, please submit your Request for Reimbursement directly to the Auditor's office. A check for the remaining amount will be issued on the next check run by Accounts Payable.

Forms should be signed by you and the appropriate elected official or department head; before submitting to the appropriate office.



Caldwell County Auditor's Office
110 S. Main St., Rm 302
Lockhart, TX 78644

Travel Advance Request

Date: _____

Department: _____

Employee: _____

Address: _____

Reason for advance: _____

Dates of Travel: _____

Destination of Travel: _____

Advance for meals? How much? \$ _____

Copy of conference/meeting agenda required to determine number of meals to advance (per diem). Incidental expenses not pre-paid.

Advance for Hotel? How much? \$ _____

Reservations made? _____

Total cost of Hotel: How much? \$ _____

Hotel name for Check: _____

Request to be mailed or picked up at the Auditor's Office? _____

Requested By: _____

Department Head: _____

Date