

SPARTANBURG COUNTY - TRAVEL EXPENSE REPORT

Name: JOHN SMITH				Department: FINANCE				
Dates of Trip: From		TO		Location:				
1/2/2016		1/7/2016		HENDERSON, NV				
Name or Purpose of Meeting: TRAINING CONFERENCE								
EXPENSES INCURRED:	Date	Date	Date	Date	Date	Date	Date	TOTAL
PERSONAL AUTO: (TO AIRPORT) (MILES DRIVEN)	01/02/16	01/03/16	01/04/16	01/05/16	01/06/16	01/07/16		136
	68						68	
COST @ \$0.54 (AS OF 1/1/16) PER MILE:	39.10	-	-	-	-	39.10	-	78.20
OTHER TRANSPORTATION: (AIRFARE) MUST INCLUDE RECEIPTS								476.70
	476.70							875.75
ROOM CHARGES MUST INCLUDE RECEIPTS	175.15	175.15	175.15	175.15	175.15			
MEALS: BREAKFAST (INCLUDING TIPS)		12.00				12.00		24.00
MEALS: LUNCH (INCLUDING TIPS)	18.00	18.00	23.00	18.00	23.00	18.00		118.00
MEALS: DINNER (INCLUDING TIPS)	41.00	41.00		41.00		41.00		164.00
REGISTRATION FEES: (MUST ATTACH CONFERENCE AGENDA AND RECEIPTS)	895.00							895.00
TIPS: (CABS, BELLHOPS, ETC.)								-
PARKING (AIRPORT) INCLUDE RECEIPTS	8.00	8.00	8.00	8.00	8.00	8.00		48.00
OTHER: (SHUTTLE FEES) INCLUDE RECEIPTS	30.00							30.00
TOTAL EXPENSES INCURRED:	1,682.95	254.15	206.15	242.15	206.15	118.10	-	2,709.65

***PLEASE NOTE: THERE MUST BE A RECEIPT ATTACHED FOR EVERY EXPENDITURE EXCEPT MEALS.**

ADVANCES, PREPAID EXPENSES, or Paid with County Credit Card:

** INCLUDES AIRFARE(\$476.70),

SHUTTLE FEES (\$30) AND MEAL ADVANCE(\$306)

Travel Advance:	** 812.70
Prepaid Registration Fee:	<u>895.00</u>
Prepaid Room Reservations:	<u>875.75</u>

TOTAL ADVANCES and Payments with County Credit Card: **2,583.45**

NET AMOUNT DUE TO EMPLOYEE 126.20

I certify that the above listed expenses are true and correct.

CHARGE TO Dept. **01 - 09 - 09168**

Account **92528**

(Employee Signature)

(Department Head)

The above expenditures have been verified and the proper supporting documents are attached.

(Accounting Supervisor)

DATE: _____

(Finance Director)

*** Effective 1/1/2015

Travel Expense Form Instructions

1. Please include all miles driven in personal vehicle. The mileage reimbursement rate for calendar year 2016 is 0.54. Gas cards are available in the Accounts Payable office for those driving County vehicles. **Please note** gas card transactions should not be included on your travel expense report but you must keep your gas receipts. Those receipts must be turned in with the card upon your return.
2. Include AIRFARE in "other transportation" and please submit receipts with your completed travel expense report.
3. Include hotel charges on the expense report and make sure you include your final itemized hotel bill when submitting the travel expense report to the Finance Department.
4. Include all meals that are **NOT** included with your registration fees. The County **will not** reimburse employees for meals that are provided at the conference and/or **hotel**. You do not need to present meal receipts with your completed travel expense report. Meal per diem rates may be found at www.gsa.gov.
5. Include registration fees paid to attend the conference - regardless of how the fees were paid (P Card, Accounts Payable check, etc.) You must submit a copy of your agenda as well.
6. Include any tips paid to bellhops, housekeeping, etc. Receipts are not necessary as long as tip amount is reasonable.
7. Include all parking fees (hotel and/or airport). You must present receipts with completed travel expense report.
8. Include all other expenses paid in "Other" category. This includes but is not limited to cab fare, shuttle fees, baggage fees, etc. Receipts are required.

Once all expenditures have been recorded on the top of the travel expense report, deduct any advances, purchases paid with County PCards, or prepaid expenses. If you have a prepaid expenditure that does not fit into one of the 3 categories listed on the bottom of the travel expense report (Travel Advance, Prepaid Registration Fee, or Prepaid Room Reservations) simply add it to the Travel Advance total. Then put a note on the form itself explaining how you arrived at your total. For example, you used your PCard to pay airfare and shuttle fees - add those amounts to the Travel Advance totals. The form contains formulas that will calculate the amount due County/Employee.

ALL TRAVEL EXPENSE FORMS MUST BE COMPLETED AND SENT TO THE FINANCE DEPARTMENT WITHIN 7 DAYS OF YOUR TRAVEL. PLEASE MAKE SURE THE FORM IS SIGNED BY YOURSELF AND YOUR DEPARTMENT HEAD.