



# COUNTY OF DALLAS

## Report of Travel Expenses and Request for Reimbursement

### INSTRUCTIONS: READ CAREFULLY

1. Trips should be authorized in advance by an official or department head, and funds should be encumbered against an appropriation on the books of the County Auditor. (Advance authorization should show proposed method of travel, date of expected departure and return, and estimated total cost.) (Article V, Section 86-711, Subsection L)
2. Where hotel expense is claimed, expense voucher submitted to the County Auditor for payment is to be supported by paid hotel bill in a fair and reasonable amount for the County Official or employee only and for authorized items only. (Article V, Section 86-711, Subsection M)
3. Voucher should cover only actual and necessary expenditures in reasonable amounts, but receipt is requested only for hotel bill and plane and bus fare (without Federal tax). (Article V, Section 86-711, Subsection T) A receipt is also required for reimbursement of meals when no overnight stay is incurred. (Court Order 2007-468) The expense voucher is to show:
  - a. Destination, date and hour of departure and return.
  - b. Method of travel (if by automobile, show name of automobile owner.)
4. The following business trip expenditures are acceptable:
  - a. Actual and reasonable cost of meals of the claimant only, including tips. (Receipts are not requested except in cases where there is no overnight stay.) (Court Order 2007-468) (Article V, Section 86-711, Subsection M)
  - b. Mileage reimbursement rate shall be the maximum rate allowed by the Internal Revenue Service. The total miles subject to reimbursement shall be calculated from the first business stop after leaving home to the last business stop before returning home, less any personal non-business miles driven during the course of the day. Names of persons traveling in the car are to be stated. Any necessary additional mileage in and around destination points on official business may be allowed if adequately explained. (Article V, Section 86-711, Subsection M)
  - c. Plane and bus fares (without Federal tax). (Article V, Section 86-712, Subsection A)
  - d. Incidentals in fair and reasonable amounts actually certified as spent. (Article V, Section 86-711, Subsection M)
  - e. Necessary taxi fares (itemized). (Article V, Section 86-711, Subsection M and Court Order 2006-1515)
  - f. Local and long distance phone calls incurred for County business purposes (itemized). (Article V, Section 86-711, Subsection M)
5. Cost of parking and storing a County owned car (if use is properly authorized) may be allowed. (Article V, Section 86-711, Subsection M and Court Order 2006-1515)
6. Any other items claimed as reimbursable are to be presented as separate item on the voucher with adequate reasons for requesting reimbursement from County funds. (Article V, Section 86-711, Subsection M)
7. Federal tax will not be reimbursed by the County under any circumstances.

