

In County Travel Checklist

Items required for reimbursement

_____ Completed Travel Reimbursement Request

_____ Back up verifying mileage

If the location you went to is not on the updated mileage chart please include either a complete address (street number, street name, and city), copy of Map Quest, or actual odometer reading with start mileage/end (we will also need complete address of location visited)

_____ Disbursement Request attached to the completed Travel Reimbursement Request and back up

_____ Toll receipts if \$10.00 or more

Please *STAPLE* all related items to the copy of the disbursement Request and send to Accounts Payable to the attention of Patti Tanner, station #7.