

COUNTY OF SUTTER

TRAVEL AND BUSINESS EXPENSE ACCOUNTING

(This form is accepted only as an attachment to the CLAIM FORM prescribed for use by the Auditor-Controller's Office.)

Name	Department	Phone Number
Home Address	Position	
City	Private Car License Number	

MO	YR	Time Depart / Return	Destination at the start of trip or locations where expenses occurred – include explanations if needed	Private Auto Miles	Meals Per Diem or with Receipts	Lodging Receipts Required	* Other Business Expenses	Daily Expense Totals	Auditors Use Only Rev. 7-1-94

Mileage Rate

COLUMN TOTALS ▶

MULTIPLY MILES X CURRENT RATE – ENTER TOTAL HERE ▶

Insert current rate applicable to your bargaining unit.

TOTAL CLAIMED ▶

Remarks or Details (*Attach receipts when required by the TRAVEL and BUSINESS EXPENSE POLICY.)

I hereby certify that the above is a true and accurate report of actual expenses incurred while on official business of Sutter County in conformance with the Travel and Business Expense Policy in effect for the period indicated above.

Claimant's Certification (sign below)

Date
