

City of Varnell

Expense Form

- IF MEALS ARE INCLUDED AND YOU CHOSE TO EAT OUTSIDE OF THE INCLUDED MEAL, IT WILL NOT BE REIMBURSED.
- ELIGIBLE MEAL EXPENSES ARE FOR CITY EMPLOYEE 'S OR CITY OFFICIALS, NOT FAMILY MEMBERS OR GUEST.
- ALCOHOL IS NOT A REIMBURSABLE EXPENSE.
- YOU MUST HAVE **ITEMIZED RECIEPTS** FOR EXPENSE, WITHOUT AN ITEMIZED RECIEPT THE EXPENSE WILL NOT BE REIMBURSED.
- MILEAGE WILL BE CALCULATED FROM VARNELL CITY HALL TO THE DESTINATION AND BACK TO VARNELL CITY HALL.
- EXPENSES MUST BE REPORTED FOR REIMBURSEMENT WITHIN **15 DAYS** OF ACCURAL.
- VALET PARKING WILL BE AT EMPLOYEE'S OR OFFICIALS OWN EXPENSE.
- \$50.00 A DAY PER DIEM.

Name: _____

Title: _____

Dates of Expense: _____

Event Name: _____

Miles Driven (only to and from)	\$ _____
Meals (Yourself Only)	\$ _____
Meeting Expense (NOT COVERED BY CITY CREDIT CARD)	\$ _____
Parking or Transportation (Valet will not be covered)	\$ _____
Total of Expenses	\$ _____
Prepaid Amount (if any)	\$ _____
Amount Due or Owed	\$ _____

SIGNATURE: _____

DATE: _____

PERSON WHO REVIEWED EXPENSE REPORT AND VERIFIED ACCURACY OF EXPENSES AND ITEMIZED RECIEPTS

SIGNATURE: _____

DATE: _____

Parking

Dates	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total \$ _____

Meals

Dates	Meal	Place	Cost
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____
_____	B/L/D	_____	_____

TOTAL \$ _____

MILEAGE

_____ @ _____ = _____

MEETING EXPENSE (NOT COVERED BY CITY CREDIT CARD)

_____ TOTAL \$ _____