

BANNOCK COUNTY
Expenditure Reimbursement Voucher

NAME: <u>Cyndy Hawley Allen</u>	DEPARTMENT: <u>Court Services</u>
ADDRESS: <u>Call with Pick Up</u>	DATE: <u>8-30-19</u>

This Expenditure Reimbursement Voucher is to be completed and submitted to the Auding Department by the week after your business trip.

Please attach a copy of agenda

BUSINESS EVENT:	EVENT LOCATION:
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Per Diems are for overnight travel ONLY; use Business Meal Log for other misc meals

Departure	Date: _____	Time: _____	PER DIEM ALLOWANCE SCHEDULE			..0..
Return	Date: _____	Time: _____				
			MEAL/TIME	IN STATE*	OUT OF ST	
			Breakfast 7 AM	\$ 10.00		
			Lunch 12 PM	\$ 12.00		..0..
			Dinner 6 PM	\$ 16.00		
			Full Day	\$ 38.00		

* excludes Coeur D'Alene/Sandpoint and Sun Valley (SV) **inc Coeur D

Per Diem Allowance:	SUN	MON	TUES	WED	THU	FRI	SAT	
*Begin with first day of travel	INSERT DATE:							
*Enter Per Diem amount for each allowable daily meal.	Breakfast							
	Lunch							
	Dinner							
	or FULL DAY							
TOTAL PER								

959.95 +
 719.98 +
 719.98 +
 359.99 +
 004.....
 2,759.90 *

Personal Vehicle used for county Business:	Total miles driven	x per mile rate of:	\$ 0.45	\$ -
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Attach copy of valid auto insurance

Other Expenditures: *ORIGINAL RECEIPTS MUST BE ATTACHED (additional lines on page 2)

Date	Description	Business Purpose	TOTAL \$
8-29-15	3 wireless access pt <u>REST BUYS</u>	Probation / pretrial	959.95
SS	2 Lap tops		719.98
SS	2 Lap tops		719.98
	1 Lap top		359.99
Total from page 2			
Total All Other Expenditures			\$ 2759.90

RETURN OF EXCESS PER DIEM (Explain):	Enter as a negative
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GRAND TOTAL EXPENDITURE REIMBURSEMENT TO BE PAID	\$ 2759.90
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If a vehicle was used, please mark which vehicle Personal County Vehicle

DEPARTMENT APPROVAL (Cannot be same as employee) <u>Electronics / laptops 2759.90</u> BAN CO PROBATION 1101-0140 <u>422</u> AMOUNT	Under penalties of perjury, I declare that I have examined this report, and to the best of my knowledge and belief, it is true, correct and complete business expense. <u>Cyndy H</u> EMPLOYEE SIGNATURE <u>8-30-19</u> DATE
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VENDOR # _____
SIGNATURE Cyndy Hawley