

PULASKI COUNTY FINAL TRAVEL EXPENSE REPORT

NAME: _____

TITLE OF SEMINAR/WORKSHOP: _____

LOCATION OF SEMINAR/WORKSHOP: _____

DATES OF EVENT: _____ TO _____

DATES OF TRAVEL: _____

AMOUNT OF PER DIEM ADVANCE(IF RECEIVED): _____

DATE	GSA Per Diem Rate for City (if advance not received)	HOTEL	RENTAL CAR	Checked bag (one bag per flight)	GROUND TRANSPORT/ AIRLINE	FUEL	TOTAL BY DAY
Total Claim							\$

Per County Ordinance 16-OR-16, individuals traveling outside of Pualski County that requires overnight stay shall complete a Final Travel Expense Report and provide it to the Comptroller's Office with all all required receipts and/or supporting documentation within (10) working days of the end of travel. If a final travel expense report is not completed within (10) working days, all travel expenses paid by the county will be deducted from the traveler's paycheck.

I, _____, do hereby certify that the foregoing is a claim for expenses incurred while attending the above seminar. Attached are any actual receipts to be finalized in accordance with Ordinance 16-OR-16 and the GSA Per Deim Rate for the city of travel.

Signature

APPROVED: _____

DATE: _____

