



## REIMBURSEMENT CLAIM CHEROKEE COUNTY, SOUTH CAROLINA

<b>Today's Date:</b>	
<b>Employee Name:</b>	
<b>Department:</b>	
<b>Meeting Address:</b>	
<b>Dates of Travel:</b>	
<b>Meeting/Trip Purpose:</b>	

*Attach Meeting Agenda & Approved Professional Leave Form*

<b>Mileage</b>	<b>Total Miles:</b>	<b>X</b>	<b>0.725 cent per mile</b>	<b>\$</b>
<b>Other Transportation</b>	If not prepaid, attach ticket			\$
<b>Registration</b>	If not prepaid, attach receipt			\$
<b>Room Charges</b>	If not prepaid, attach receipt			\$
<b>Meals Total</b>	See page 2			\$
<b>Other Expenses</b>	Attach receipt(s)			\$
<b>Total Reimbursement Claim</b>				<b>\$</b>

<b>Account to Charge Reimbursement Claim</b>	<b>Total Claim</b>
	\$

*I hereby certify that this reimbursement claim is just and true in all respects and that the expense shown herein was incurred on official County business.*

<b>Signature of Claimant:</b>	
<b>Date:</b>	
<b>Department Head Approval:</b>	
<b>Date:</b>	
<b>Verified by Finance:</b>	
<b>Date:</b>	
<b>Administrator/Assistant Admin or Finance Director</b>	
<b>Date:</b>	

## DOCUMENTATION FOR FOOD REIMBURSEMENTS

<b>The County Allows Meal Reimbursements as Follows:</b>				
<b>Meals</b>	<b>Depart Before</b>	<b>Return After</b>	<b>In State</b>	<b>Out of State</b>
<b>Breakfast</b>	<b>7:00 AM</b>	<b>12:00 PM</b>	<b>\$12.00</b>	<b>\$15.00</b>
<b>Lunch</b>	<b>11:00 AM</b>	<b>1:30 PM</b>	<b>\$18.00</b>	<b>\$20.00</b>
<b>Dinner</b>	<b>4:00 PM</b>	<b>7:00 PM</b>	<b>\$28.00</b>	<b>\$30.00</b>
<b>MAX DAILY ALLOWANCE</b>			<b>\$58.00</b>	<b>\$65.00</b>

<b>Itemization of Meals</b>				
<b>Date</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Total</b>
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
<b>Total Meal Reimbursement Claim</b> <i>(Only enter allowed per diem amounts)</i>				\$

- Meals are reimbursed on a per diem basis.
- Only the amount allowed per meal will be reimbursed.
- Receipts are *not* required for meals.
- You **must** provide the conference/meeting agenda.
- The County will not reimburse meals that are provided by the hotel or conference/meeting.
- ENTERTAINMENT IS NOT AN ALLOWABLE EXPENSE