



TRAVEL VOUCHER

This voucher is to be used for all types of expenses involving travel, other than meals. Meals should be itemized on the expense voucher.

1. When travel begins and ends at the work site there is no subtraction for commutation mileage.
2. When travel begins or ends at your residence, commutation mileage from the work site to residence or the reverse must be subtracted.

Mileage from point to point should not exceed the County mileage chart by more than 10%.

Mileage will be reimbursed at the rate of .50 cents per mile, which is the current Internal Revenue rate effective January 1, 2010.