

I, _____, depose and say that I have the within itemized statement of days per diem and of mileage and/or travel expenses, and that the statement is true and correctly states the days of service and mileage traveled, the date when and how traveled and the purpose thereof.	DEPARTMENT APPROVAL:
_____ Employee's Signature (Date)	_____ Signature (Date)
	_____ Title of Department Head

CLAIM VOUCHER

- ### IN-STATE TRAVEL (As of July 1, 2026)

- Receipts are not required for first three quarters and only lodging receipt or a certificate of a member of the legislative assembly is required for 4th quarter, but the amount paid for such lodging is not required to be listed. If all 4 quarters are claimed, write word ALL in in the column, otherwise list quarters claimed by number. Amount approved by department for meals and lodging for each day must be entered in far right column.

Warrant No. _____

Date _____

In favor of:

Filed

County Auditor

Deputy

TO THE COUNTY AUDITOR

The within account has been carefully checked and audited and you are hereby directed to draw your warrant upon the county treasurer for the above amount payable from the

Fund

Chairman Board of County Commissioners