

**FALLON COUNTY
TRAVEL EXPENSE VOUCHER**

Rev 30/423:

Name

Address

Address

Month/Year

Department

Briefly explain nature of trip(s):

| Date | Depart Time | Arrival Time | Travel Details | County Car Avail. Y or N | Mode of Travel | Personal Car Mileage | Mileage Allowance | Per Diem Allowed | | Other Expenses | Total Amount |
|------|-------------|--------------|----------------|--------------------------|----------------|----------------------|-------------------|------------------------|-------|----------------|--------------|
| | | | | | | | | Attach Lodging Receipt | Meals | | |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
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| 18 | | | | | | | | | | | |
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| 22 | | | | | | | | | | | |
| 23 | | | | | | | | | | | |
| 24 | | | | | | | | | | | |
| 25 | | | | | | | | | | | |
| 26 | | | | | | | | | | | |
| 27 | | | | | | | | | | | |
| 28 | | | | | | | | | | | |
| 29 | | | | | | | | | | | |
| 30 | | | | | | | | | | | |
| 31 | | | | | | | | | | | |

| | | | | | | | | | | |
|---------------------------|--|--|--|--|--|--|--|--|--|--|
| Column Totals | | | | | | | | | | |
| County Vehicle Tax | | | | | | | | | | |
| Reimbursement to Employee | | | | | | | | | | |

Explain Miscellaneous Expenses

| | | |
|---|----------------------------|------|
| I hereby certify that this is a valid travel claim to the County in accordance with statutes and administrative procedures. | | |
| | Employees Signature | Date |
| SUPERVISOR'S APPROVAL | | |

Travel Expense

| Primary Destination (1, 2) | County (3, 4) | Max lodging by Month (excluding taxes) | | | | | | | | | | | |
|-------------------------------|---|--|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | | 2018 | | | 2019 | | | | | | | | |
| | | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep |
| Standard Rate | Applies for all locations without specified rates | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 |
| Big Sky / West Yellowstone | Gallatin | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$160 | \$160 | \$160 |
| Butte | Silver Bow | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 |
| Glendive / Sidney | Dawson / Richland | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 | \$94 |
| Helena | Lewis and Clark | \$101 | \$101 | \$101 | \$101 | \$101 | \$101 | \$101 | \$101 | \$101 | \$101 | \$101 | \$101 |
| Missoula / Polson / Kalispell | Missoula / Lake / Flathead | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$95 | \$146 | \$146 |

- In-State Meal Rates: \$5 for the morning meal, \$6 for the midday meal, and \$12 for the evening meal
- Out-of-State Meal Rates: \$13 for the morning meal, \$14 for the midday meal, and \$23 for the evening meal

Mileage .580 per mile up to 1000 miles anything over is 0.03 less (.550)

As of January 1, 2019