



SAN JUAN COUNTY, NM - TRAVEL RECONCILIATION FORM

Revised 1/11/16

EMPLOYEE: _____ DATE: _____
DEPARTMENT: _____ TITLE: _____

TRAVEL RECONCILIATION (attach approved travel/training request voucher)

Departure Date: _____ Return Date: _____
Departure Time: _____ Return Time: _____
Function Attended: _____ Location: _____

MILEAGE (please check only one)

PRIVATE CAR (\$0.575 per mile) Number of Miles: _____ \$ 0.00
PRIVATE PLANE (\$0.88 PER MILE) Number of Miles: _____ \$ 0.00
COUNTY CAR OR COMMERCIAL PLANE USED (none)
TOTAL FOR MILEAGE: \$ 0.00

PER DIEM

A. FOR OVERNIGHT TRAVEL FOR EACH 24-HOUR PERIOD WHEN OVERNIGHT LODGING IS REQUIRED:
B. FOR PARTIAL DAY FOLLOWING A 24 HOUR PERIOD WHERE OVERNIGHT LODGING IS REQUIRED:
C. FOR PARTIAL DAY TRAVEL THAT EXTENDS BEYOND THE NORMAL WORK DAY AND NO OVERNIGHT LODGING IS REQUIRED:
TOTAL FOR PER DIEM \$ 0.00
TOTAL FOR PER DIEM: \$ 0.00

ACTUAL EXPENSES (in lieu of per diem - receipts required)

The public officer or employee must submit receipts for the actual meal and lodging expenses incurred.
A. LODGING EXPENSE: (attach hotel receipts)
B. MEAL EXPENSE: (attach meal receipts)
C. RETURN FROM OVERNIGHT TRAVEL: On the last day of travel when overnight lodging is no longer required, partial day per diem shall be made as follows:
TOTAL ACTUAL EXPENSES: \$ 0.00
TOTAL FOR ACTUAL EXPENSES: \$ 0.00

OTHER TRAVEL EXPENSES

Parking, Taxi/Transportation Fares or Gratuities: (receipts not required)
Airfare, Rental Car, Registration Fee: (receipts required)
TOTAL OTHER TRAVEL EXPENSES: \$ 0.00
TOTAL FOR TRAVEL REIMBURSEMENT: \$ 0.00

REIMBURSEMENT FOR MISCELLANEOUS EXPENDITURES (please attach receipts)

Table with 3 columns: LINE-ITEM, DESCRIPTION, AMOUNT. Total reimbursement for miscellaneous expenditures: \$ 0.00

GRAND TOTAL FOR TRAVEL REIMBURSEMENT AND/OR MISCELLANEOUS EXPENDITURES: \$ 0.00

SIGNATURES (signature of person seeking reimbursement shall be notarized or witnessed for travel and/or purchase)

Signature section containing fields for Employee Signature, Department Head Signature, and Payee Sign Here, along with a large signature area for approval.