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AMC

BURNET COUNTY TRAVEL EXPENSE REPORT

MUST COMPLETE IMMEDIATELY UPON RETURN **MUST ATTACH A COPY OF AGENDA**

PERSONAL MILES COUNTED BY SHORTEST ROUTE @ .725/MI (1/1/26)

MEALS: Employees or officials traveling outside of the county may be reimbursed meal expenses. A maximum of $63.00 prorated per diem per day allowed for meals.
BREAKFAST: 6:30AM-7:30AM = **$16.00** LUNCH: 12:00PM-1:00PM = **$19.00**, DINNER: 7:00PM-8:00PM = **$28.00**.
Per diem travel (OVERNIGHT REQUIRED) no receipts required. **Non Per Diem travel** (DAY TRIP) receipts **required**.

LODGING: Reimbursement for lodging shall be made, upon presentation of a room receipt, for actual expenses and will be paid upon approval of the Department Head. For official conferences, conventions, seminars and other such official functions, reimbursement will be made at the actual rate charged by the basic hotel or overflow hotel where the meeting is held, upon presentation of room receipt.

EMPLOYEE: David Golden DEPT: DA

PURPOSE OF TRAVEL: Prosecutor Trial Skills Course

DESTINATION: Austin

DEPARTURE DATE/TIME: 7/12/26 RETURN DATE/TIME: 7/17/26

DATE	BREAKFAST	LUNCH	DINNER	LODGING	DAILY TOTAL
7/12/26	$	$	$	$296.66	$296.66
7/13/26	$	$	$	$296.66	$296.66
7/14/26	$	$	$	$296.66	$296.66
7/15/26	$	$	$	$296.66	$296.66
7/16/26	$	$	$	$296.66	$296.66
TOTAL MEALS & LODGING:					$1,483.30

TRAVEL & TRANSPORTATION		
PUBLIC (ATTACH RECEIPT)		$
PERSONAL AUTO MILES	miles @ .725/mi	$0.00
OTHER T&T (EXPLAIN & ATTACH RECEIPT)		$
TOTAL TRAVEL & TRANSPORTATION		$0.00

OTHER EXPENSES		
CONFERENCE REGISTRATION FEES (ATTACH RECEIPT & COPY OF PROGRAM)		$
OTHER EXPENSES (EXPLAIN & ATTACH RECEIPT)	Parking at hotel	$ 21.65
TOTAL OTHER EXPENSES		$0.00

TOTAL MEALS + T&T + OTHER EXPENSES	$~~1,483.30~~ $1,504.95
LESS: TOTAL ADVANCE ON EXPENSES	$
LESS: TOTAL EXPENSES PAID W/ CO CREDIT CARD	$
TOTAL REQUEST FOR REIMBURSEMENT OR DUE TO COUNTY:	$1,483.30 $1,504.95

Bailey Kruger
SIGNATURE OF OFFICIAL OR DEPARTMENT HEAD

David L. Golden, Sr
SIGNATURE OF EMPLOYEE

8/5/26
APP'd CC
BK