



Mileage Expense Report Rockingham County

For reimbursement of travel expenses in discharge of official duty.

Name: _____ Date: _____

Department: _____ Address: _____

From: _____ Through: _____ as per itemized statement within.

I do solemnly swear that the account and schedule annexed are just and true in all respects; that the distances for which charge is made have been actually and necessarily traveled on that dates specified; that no lodgings were shared jointly with others nor were meals or lodgings furnished without charge; that the amounts charged have been actually paid by me for travel and expenses incurred on official business; that no part of the account has been paid by the County, but the full amount is justly due; that the expenses for which no vouchers were obtained were incurred under such circumstances as to render the taking of vouchers impracticable. Total _____ (supporting documentation or receipts attached).

Signature: _____

Subscribed and sworn before me, this _____ day of _____.

Justice of the Peace/Notary Public: _____

My Commission Expires _____

Rockingham County Commissioners

We certify that within itemized statements has been examined and that the amounts claimed therein are just and reasonable.

Instructions:

1. Each day's expenses must be entered separately.
2. Give detail and purpose of travel. Secure vouchers for payments when practicable.
3. All items of expenditures should be accompanied by receipts except those receipts for meals will not be required.
4. Items of expenditures should be properly identified. Items designated as "miscellaneous" or "incidentals" should not be included.
5. Verify all computations before submitting claims for payments.
6. Use more than one line if necessary for each day's travel, other expenses or explaining purpose of travel.