



## NAVARRO COUNTY AUDITOR'S OFFICE

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### RE: New Mileage and Per Diem Rates for 2011

Effective January 1, 2011, **the standard mileage rate is \$0.51/mile. Google Maps is the only online mapping site approved by Commissioners' Court.** It can be found at [googlemaps.com](http://googlemaps.com). Select **Get Directions** in the upper left corner. Unless you are traveling from one business travel location to another, the **A** address should be the courthouse, 300 W. Third Ave., Corsicana, TX; and the **B** address should be your travel destination address. A Google Maps page should be attached to your Travel Reimbursement Form to support your travel mileage, unless you use actual mileage. If you use actual mileage, please provide your actual beginning and ending odometer readings from your vehicle for each business destination (hotel to restaurant to conference center, etc.). You may use multiple Google maps to support this travel within the destination city, as well.

The approved **meal per diem rate** is the State of Texas reimbursement rate. **The new rate is \$46.00 per day.** The reimbursement rate on the first and last day of travel is 75% of the full day rate, or \$34.50. You do not need to submit itemized receipts for meals, **but itemized receipts will still be required for all other travel expenses. Per diem rates do not apply to non-overnight meals** (see separate form).

First Travel has gone out of business, and I have not found another local travel agency to book air travel for Navarro County. If you need to make air travel arrangements, please call the auditor's office for assistance. We have a state travel card that can be used to pay for online air travel purchases. If you want to purchase airline tickets on your own credit card, you still must contact the auditor's office for budget approval before making the purchase.

County policies, including the Travel Policy, are available on the county web site at [co.navarro.tx.us](http://co.navarro.tx.us) under the **County Policies** tab in the gray bar at the top. Forms are also available under the **Obtainable Forms** tab. Travel must be approved by your supervisor before it can be processed by the auditor's office. Do not hesitate to call our office (3095), if you have any questions or need additional information about the Travel Policy. Anyone can help you, but Jeannie Keeney is our expert.