

To all Elected/Appointed Officials and Employees:

If you or anyone in your department goes to a training or conference for your department and gets advance travel checks, when you get back from the conference, **you still must fill out the travel reimbursement form.** It must list (by day) the hotel, per diem meals, airfare/car rental if used, and any misc. charges, and total miles (if it was a personal vehicle), that are reimbursable per the travel policy. This must be accompanied by itemized hotel receipt, Google map (with Navarro county courthouse as starting location), training agenda, training certificate, and any other itemized receipts that you wish to be reimbursed (other than meal) per the training policy. **You still must fill out this form even if you have a zero balance.** The travel advance checks are for the employees benefit so they are not out a large expense while traveling. The Travel reimbursement form is the auditing form so that we can make sure the travel policy is followed. These forms can be downloaded off the Navarro County website.

Sample form