



NAVARRO COUNTY AUDITOR'S OFFICE

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January 13, 2025

To: Officials and Department Heads

Re: Travel Policy

Attached is an updated travel policy reflecting the new mileage rate approved in Commissioner's Court, January 13, 2025. The approved meal per diem rate has changed as well as the mileage rate. **This change is effective Monday, January 13, 2025.**

Important Change:

- Standard mileage rate is \$0.70 per mile.
- The new state reimbursement rate is \$68 per day. On the first and last day of travel, the reimbursement will be 75% of the per diem rate, or \$51.

(Also, remember your map **must** be a **Google Map** and the shortest route from your office to the location of the Conference/Class.)

The County will reimburse the state per diem rate for meals. (listed above)

Please use the Travel Reconciliation form which states "Effective January 13, 2025." This can be found on the County website under Obtainable Forms - Internal Use.

Just a reminder, if the Travel Reconciliation form is not turned in to the County Auditor's Office before your next Travel Advance request, your request will not be processed until the County Auditor's Office receives the Travel Reconciliation with appropriate back up.

If you have any questions, do not hesitate to call Lisa Clay, or myself.

Thank you,

Natalie Robinson

First Assistant Auditor