POTTAWATTAMIE COUNTY
EXPENSE FORM

NAME:	TIME PERIOD:

MEALS, TOLLS & OTHER TRAVEL EXPENSES ****Attach Itemized Receipts****

****Meals are taxable if there is no overnight stay. *Department must give copy to Payroll if taxable**

Federal Per Diem rates can be found at www.gsa.gov

DESTINATION CITY:
Per Diem for destination:

DATE	DESCRIPTION OF EXPENSE	OVERNIGHT STAY (Y/N)	AMOUNT	PURPOSE OF REIMBURSEMENT
TOTAL			0.00	
*FORWARD COPY TO PAYROLL IF TAXABLE MEAL IS INCLUDED				