COUNTY OF HENRICO, VIRGINIA
TRAVEL CERTIFICATION

Traveler:

T-1 Document Number:

Travel Destination:

Travel Dates: Depart Return

I understand that the above referenced T-1 Travel Request and Expense Voucher must be settled within 14 days of the return date above and that receipts for all expenses must be provided in accordance with the County's Travel Policies and Procedures in order to be reimbursed for those expenses. I further understand that failure to provide receipts in accordance with the County's Travel Policies and Procedures may result in reimbursement for those expenses being denied.

_____ _____

Date Traveler

THIS FORM MUST BE FILLED OUT, SIGNED BY THE TRAVELER, AND TURNED IN TO THE ACCOUNTING DIVISION WITH THE APPROVED T-1 PRIOR TO TRAVEL. THIS FORM WILL BE RETAINED BY THE ACCOUNTING DIVISION AND WILL BE ATTACHED TO THE FINAL T-1 SUBMITTED.