



COUNTY OF HENRICO, VIRGINIA WORKSHEET - TRAVEL EXPENSE VOUCHER

Expense for (Traveler) _____ for travel to (Destination) _____

Date	A TRANSPORTATION			B	C Meals (incl. Tips)		D	E	F	G	H	I	Description, Explanation, Etc.
	Mode	Odometer	Cost	Lodging	Allowance	Expenses	Tips	Telephone	Tolls	Parking	Registration	Misc.	
		B											
		E											
		B											
		E											
		B											
		E											
		B											
		E											
		B											
		E											
		B											
		E											
		B											
		E											
Column Totals			A	B	C		D	E	F	G	H	I	Enter Column Totals on Form T-1
			\$	\$	\$		\$	\$	\$	\$	\$	\$	

***Attach completed Form T-2 to Form T-1 on completion of travel. All accounts are to be settled within 14 calendar days.*

I certify that all expenses listed on this sheet and all receipts attached were incurred on County business related to travel voucher # _____.

The receipts attached represent the actual cost of goods or services received.

 Traveler

 Date

 Agency Head

 Date

COUNTY OF HENRICO, VIRGINIA
Work Sheet – Travel Expense Voucher (Form T-2)
Travel Information

(Printed on reverse of Form T-2)

1. All travel expenses must be in compliance with the Travel Policies and Procedures.
2. Receipts are required for all travel expenses except private vehicle mileage. If a receipt is not available, an explanation must be provided on the Travel Justification Addendum. All receipts must be mounted on a sheet of paper in date order. To protect your privacy, ensure all personal bank account and credit card account numbers have been blanked out on receipts.
3. Private vehicle mileage is reimbursed at the County’s prevailing rate.
4. The daily meal allowance, including tips, shall not exceed \$43.00 (\$75 in high cost areas). The County will reimburse meals only if the meals are in connection with travel requiring an overnight stay. The daily allowance is adjusted by actual departure and returns and adjusted for meals included as part of transportation or in the registration fee. Once computed, the meal allowance is the total amount that can be expended on meals regardless of whether it is breakfast, lunch or dinner. **Receipts are required for all meals. Without proper receipts, reimbursement may be denied.** A Travel Justification Addendum is required if daily meal costs exceed that day’s meal allowance.

Following are the meal guideline rates used to determine meal allowance:

Meal	Departure Before	Return After	Ordinary Allowance	High Cost Areas
Breakfast	7:00 a.m.	9:00 a.m.	\$8.00	\$14.00
Lunch	12:00 p.m.	2:00 p.m.	\$10.00	\$17.50
Dinner	5:00 p.m.	7:00 p.m.	\$25.00	\$43.50
Total			\$43.00	\$75.00

5. Following are the County’s tipping limits:

Meals: 15% of meal cost, to be included in meal allowance
Baggage Handlers: \$1 per bag
Maid: \$1 per lodging night
Vehicle Drivers: 10% of cost or \$1 per bag

6. The traveler is allowed up to \$5 for personal phone calls up to a five (5) night stay. **Receipts are required.** When a receipt is not available, an explanation must be provided on the Travel Justification Addendum.
7. Business calls must be supported by the number called. **Receipts are required.** When a receipt is not available, an explanation must be provided on the Travel Justification Addendum. **Calls to the County offices should be made using the County toll free number 1-877-4HENRIC (1-877-443-6742).**