TRAVIS COUNTY EMERGENCY SERVICES DISTRICT 5

Manchaca Fire Rescue

Expense Reimbursement Form

Receipts/Proof of purchase must be provided and attached to this form. TCESD5 is a tax-exempt entity and does not reimburse for sales tax.
***Reimbursements must be made within 60days of purchase"**

Name:	**Submittal Date:**	**Total Amount:**

Personal Purchase Reimbursement:

Item #	Date	Vendor	Description	Category	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Mileage Reimbursement:

Date	Start Location	Destination	Purpose	Distance
			Total Miles:	
			Miles x .70:	

Mileage reimbursement is paid at a rate of $0.70 per mile for approved travel on department business in personal vehicles.

OFFICE USE			
Date	Check #	Total Amount	Initials

Ver. 2/6/2022