



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:
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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 .72.5:

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