



Request for Reimbursement

In accordance with Article XIV (14.01, 14.02) of the County and District Clerks' Association of Texas (CDCAT) By-Laws, necessary expenses incurred while conducting business for, or on behalf of, CDCAT may be reimbursed upon written request. Reimbursable expenses include mileage, airfare, hotel accommodations and meals. **All requests for reimbursement must include receipts for expenses.**

All checks in excess of \$250 must be signed by the President and the Treasurer.

Name: _____
Please Print

Date: _____

Address: _____
Please Print

Phone: _____

Dates of Travel: _____

Reason for Travel: _____

Airfare:	\$ _____	
Mileage: .575 per mile*	\$ _____	Miles Traveled: _____
Hotel Accommodations:	\$ _____	(Total amount including tax)
Meals:	\$ _____	
Transportation and Parking:	\$ _____	
Other:	\$ _____	
TOTAL REIMBURSEMENT REQUESTED:	\$ _____	

I CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT STATEMENT OF MY EXPENSES WITH ALL RECEIPTS ATTACHED AND TO WHICH I HAVE NOT RECEIVED REIMBURSEMENT FROM ANY OTHER SOURCE.

Signature: _____

Complete this form, attach all receipts and return to:

Hon. Lisa Johnson, Treasurer
Hemphill County and District Clerk
P.O. Box 867
Canadian, TX 79014

*Mileage is reimbursed at the current rate set by the Texas State Comptroller