

# CATOOSA COUNTY, GEORGIA

## OFFICIAL/EMPLOYEE EXPENSE REPORT

NAME: \_\_\_\_\_ ACTIVITY: \_\_\_\_\_  
 DEPARTMENT: \_\_\_\_\_ CITY: \_\_\_\_\_

	ITEM	AMOUNT	DATE
1	MOTEL		
2	MEALS		
3	CAR RENTAL		
4	AUTO MILEAGE MILES @ <u> .54 </u>		
5	TELEPHONE		
6	PARKING, TOLLS, ETC. & OCC FEE		
7	ENTERTAINMENT		
8			
9			
10			
11			
12			
13			
14	TOTAL	\$ -	
15	ATTACH RECEIPTS TO BACK OF THIS FORM		

PURPOSE OF TRIP/EXPENSE  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>OFFICE USE ONLY</b>		
APPROVAL OF DEPARTMENT HEAD	DATE	CLERK'S USE ONLY DATE PAID
		CHECK #
APPROVAL OF COUNTY MANAGER	DATE	ACCOUNT #