Fallon County Credit Card Expense Report

ALL RECEIPTS AND STATEMENT MUST BE ATTACHED

Due to the Clerk & Recorder's office by the 5th of every month

Employee Information:

Print Name _____

Department _____

Statement Date: Month _____ Year _____

NO MEALS: Fallon County will only pay a per diem per state statute

Fuel: ONLY for county vehicles, may not be used for personal vehicle

Hotels: Any additional charges other than room and tax will be responsibility of individual card holder

Miscellaneous purchases: Limited use

ABUSE OF PROCEDURAL RULES WILL BE SUBJECT TO TERMINATION OF THIS CARD

Date	Hotel	County Vehicle Fuel	Registration	Flights	Miscellaneous/Description		Total	Rect
						Grand Total	$ 0.00	

DISCLAIMER

This card is the property of Fallon County and may only be used for Fallon County purchases. The employee is responsible for the card's security and the transactions made with the card. The card may be revoked at any time and misuse may result in disciplinary actions. 12/17/2018 KJ

Employee Signature: _____

Supervisor Signature: _____