

San Augustine County Travel per Diem Meal Voucher

Date Submitted: 1.5.26

Employee Name: Billy J Williams

Name and Location of Out of Town Training / School Event:

Texas Justice Court Training Center
Denton, Tx. Continued Education

Training / School Start Date: April 20, 2026

Training / School End Date: April 23, 2026

Total per Diem Days 4 X \$60 = \$ 240.00

Employee Signature _____

Supervisor Signature* _____

VENDOR	<u>00157</u>
RECEIVED	<u>1/5/26</u>
FOR	
CODE	<u>1045152193</u>
AMOUNT	<u>\$ 240</u>

*Supervisor signature is NOT required for Elected Official or Department Head

Please submit per diem meal vouchers to County Treasurer's Office at least two weeks prior to the date of departure.

All vouchers will be submitted to Commissioners Court for approval. Per Diem meal checks must be picked up at the County Treasurer's office prior to the date of travel.

NOTE:

County credit cards should not be used for meals except in cases of a travel emergency.

(Note – charges made to county credit card for full day travel per diem meals must be reimbursed by the employee, or deducted from the employee's trip voucher.)

Judge Signature:  _____

Per Diem approved in Commissioners Court on: _____

San Augustine County Travel per Diem Meal Voucher

Date Submitted: 1.5.26

Employee Name: Shelia Ponder

Name and Location of Out of Town Training / School Event:

Texas Justice Court Training Center
Denton, TX - Continuing Education

Training / School Start Date: April 20 - 23rd 2026

Training / School End Date: April 23, 2026

Total per Diem Days 4 x \$60 = \$ 240.00

Employee Signature _____

Supervisor Signature* _____

VENDOR	<u>01445</u>
RECEIVED	<u>1/5/26</u>
FOR	
CODE	<u>1045152191</u>
AMOUNT	<u>\$ 240</u>

*Supervisor signature is NOT required for Elected Official or Department Head

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Judge Signature: _____



Per Diem approved in Commissioners Court on: _____

San Augustine County Travel per Diem Meal Voucher

Date Submitted: 4-1-26

Employee Name: Pam Smith

Name and Location of Out of Town Training / School Event:

San Marcos - County Treasurers Conference

Training / School Start Date: <u>4/20</u>	VENDOR <u>01189</u>
Training / School End Date: <u>4/23</u>	RECEIVED <u>4/1/26</u>
Total per Diem Days <u>4</u> x \$60 = \$ <u>240</u>	FOR _____
Employee Signature <u>Pam Smith</u>	CODE <u>1049152190</u>
Supervisor Signature* _____	AMOUNT <u>\$240</u>

*Supervisor signature is NOT required for Elected Official or Department Head

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Judge Signature: 

Per Diem approved in Commissioners Court on: _____

PAID BY 470916

San Augustine County Travel per Diem Meal Voucher

Date Submitted: 4/6/26

Employee Name: Margo Noble

Name and Location of Out of Town Training / School Event:

Marshall Area meeting

01057
RECEIVED 4/16/26
FOR
CODE 10403521910
AMOUNT \$120

Training / School Start Date: 4/22/26

Training / School End Date: 4/23/26

Total per Diem Days 2 X \$60 = \$ 120.00

Employee Signature

Supervisor Signature* Margo Noble

*Supervisor signature is NOT required for Elected Official or Department Head

Please submit per diem meal vouchers to County Treasurer's Office at least two weeks prior to the date of departure.

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Judge Signature: [Signature]

Per Diem approved in Commissioners Court on: