San Augustine County Travel per Diem Meal Voucher

Date Submitted: 9/14/2026

Employee Name: Commissioner Daniel Holman

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

104th Annual CJCA of Texas Conference

Waco Convention Center, Waco, TX

Training / School Start Date: October 5, 2026

Training / School End Date: October 8, 2026

Total per Diem Days 4 X $60 = $ 240.00

Employee Signature _____

Supervisor Signature* _____

*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 officer 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: _____