

San Augustine County Travel per Diem Meal Voucher

Date Submitted: 11/5/25

Employee Name: Regina A. Barthol

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

Margaritaville Lake Resort V.G. Young School
Lake Conroe / Houston

Training / School Start Date: 11/17/25

Training / School End Date: 11/20/25

Total per Diem Days 4 X \$60 = \$ 240

Employee Signature Regina A. Barthol

Supervisor Signature* _____

VENDOR	<u>01291</u>
RECEIVED	<u>11/5/25</u>
FOR	
CODE	<u>1040952100</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: _____