

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

VENDOR 01201

Training / School End Date: 11/20/25

RECEIVED 11/5/25
FOR

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

CODE 10409152100

Employee Signature Regina A. Barthol

AMOUNT \$240

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: JB

Per Diem approved in Commissioners Court on: _____