

San Augustine County Travel per Diem Meal Voucher

Date Submitted: 11/24/2025

Employee Name: Chelsey Williamson

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

TCIC/TLETS Full Access Training

West Orange, Texas

Training / School Start Date: 12/09/2025

Training / School End Date: 12/11/2025

Total per Diem Days 3 X \$60 = \$ 180.00

VENDOR	<u>04032</u>
RECEIVED	<u>11/25/25</u>
FOR	
CODE	<u>1151052190</u>
AMOUNT	<u>\$180</u>

Employee Signature _____

Supervisor Signature* Cheryl Proce

*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: _____