

The TR-2 form is used when completing a reimbursement request for county travel.

All requests for reimbursement of travel and other expenses must be made on payment authorization request form TR-2. This form must be submitted within (30) days following the completion of all travel. If turned in later, it must have a written explanation detailing the reason for being turned in late. The form, including original receipts, is submitted to the accounting office with signatures of the claimant and the approved official or department head.

1. Indicate the following information when completing form.
 - A. Date form is being prepared.
 - B. Indicate the date of each travel day.
 - C. Indicate the time of departure and return.
 - D. All overnight stays shall be at 75% of the M&I rate applicable to the in state or out of state rate.
 - E. Indicate place of travel.
 - F. Show the mode of transportation used if it's air, car, taxi, etc.
 - G. Original signatures of traveler and the approved official or department head signed in blue ink.
 - H. The account number to be charged. If more than one account involved, show the amount for each account.