

Exhibit 4: Instructions to Complete Form T-2

The following numbers correspond to the T-2:

1. Each work sheet shall be consecutively numbered.
2. Traveler's first, middle initial and last name.
3. City and State of travel destination.
4. Actual date travel expenses were incurred.
5. Type of transportation used. Transportation costs other than private vehicle must be supported by receipts. When a receipt is not available, an explanation must be provided on the Travel Justification Addendum.
6. For private vehicle use, provide the beginning and ending daily mileage associated with County business.
7. Cost of transportation. If using a private vehicle, enter the sum of the number of miles times the prevailing mileage reimbursement rate.
8. Enter the lodging room cost and tax, if the amount was not pre-paid. A receipt is required. When a receipt is not available, an explanation must be provided on the Travel Justification Addendum.
9. Enter the amount of the daily meal (overnight stay required) allowance as adjusted for the actual time of departure and the actual return time or for any meals included as part of transportation or in the registration fee.
10. Enter the actual amount of the daily meal cost, including tips, that was expended. Receipts are required. When a receipt is not available, an explanation must be provided on the Travel Justification Addendum. Without proper receipts and an overnight stay, reimbursement may be denied.
11. Enter the amount of each daily tip, excluding meal tips, in compliance with the County's tipping limits. Tips must be supported by an explanation for each tip amount. Since receipts are not usually obtainable for tips, an explanation must be provided on the Travel Justification Addendum.
12. Enter the amount of telephone expenses. If personal calls, the traveler will only be reimbursed up to the \$5 limit for each five (5) night stay. If business calls, indicate the number called. Receipts are required. When receipts are not available, an explanation must be provided on the Travel Justification Addendum. **Calls to the County offices should be made using the County toll free number 1-877-4HENRIC (1-877-443-6742).**
13. Enter the amount of tolls incurred while on County business. Receipts are required. When receipts are not available, an explanation must be provided on the Travel Justification Addendum.
14. Enter the amount of parking expenses incurred while on County business. Receipts are required. When receipts are not available, an explanation must be provided on the Travel

Justification Addendum.

15. Enter the amount of registration fees that were not pre-paid. Receipts are required. When receipts are not available, an explanation must be provided on the Travel Justification Addendum.
16. Enter the individual amount with an explanation for any miscellaneous expenses that are in compliance with the Travel Policies and Procedures.
17. The explanation column can be used for recording any additional explanation that would be required on a Travel Justification Addendum. If sufficient room is not available for the explanation, use the Travel Justification Addendum.
18. Enter the column totals for actual expenses incurred while on County business regardless of whether the amount was paid from a travel advance or the traveler's personal funds. Do not report any pre-payments. Transfer the column total to the corresponding column and row on the T-1.
19. Upon completion of the T-2 in compliance with the Travel Policies and Procedures, the traveler must date and sign the certification on the T-2. Attach mounted receipts to the T-2 and the Travel Justification Addendum, if used.
20. The agency head must approve the T-2 by signing the certification. Submit the T-2 and all attached documents with the T-1 to the Accounting Division.
21. To protect your privacy, ensure all personal bank account and credit card account numbers have been blanked out on receipts.