MASON COUNTY - AUDITOR'S FINANCIAL SERVICES

EMPLOYEE CLAIM FOR EXPENSES - ATTESTATION BY EMPLOYEE

As a current employee of Mason County, I am attesting to a request for reimbursement of funds paid by myself while doing business on behalf of Mason County. The Mason County personnel policy states in Chapter 5.6 that itemized receipts are required. In certain underbook unforseen circumstances and rare situations, these receipts may have been lost, damaged or not contain the required detail to submit for reimbursement.

Please initial the appropriate boxes that apply to the situation where you are attesting to a purchase and requesting reimbursement from Mason County:

☐ My original receipt was lost or damaged beyond being able to be read.

☐ My original receipt does not show my name.

☐ My original receipt does not contain the detail required for reimbursement.

☐ My original receipt contains a purchase for someone other than myself. I have removed this purchase from my claim for reimbursement.

☐ My original receipt contains a gratuity beyond the allowable 15%. This amount has been corrected on my receipt.

☐ My orginal receipt shows purchases not allowed (alcohol, room service fee, laundry services, etc.) by Mason County policy and have been removed.

I have attached all documentation I have regarding this claim.

I acknowledge with my signature below that all purchases for which I am requesting reimbursement were purchased while working on behalf of Mason County. The requested reimbursement is not being paid to me by any outside agency. I also acknowledge with my signature below that if these statements are false, disciplinary measures may be incurred and any funds paid will be returned to Mason County.

_____   _____
REQUIRED: Employee signature   Date signed

_____   _____
REQUIRED: Department Head or Elected Official signature   Date signed
The person signing this form for the Department **must** be a department head as recognized by the Mason County Board of County Commissioners or an elected official for that department.