



**EMPLOYEE TRAVEL DEMAND**

**SEE INSTRUCTIONS BELOW**

All claims against Contra Costa County must be itemized, giving dates and the character of expenses incurred. Receipts are required for lodging, public transportation (other than local), registration fees, and items bought for others, such as meals and incidentals. Purchases for others must be identified according to person or party and relationship to County business.

Travel by private auto -- indicate from where and why. Only actual miles driven in the course of duties are to be claimed. If more than one trip to the same location is made in one day, the number of trips must be specified so the number of miles will not appear exaggerated.

Items of Expense -- claims for meals must specify the location or occasion. When a meal allowance is claimed for overtime worked, the explanation should be "meal allowance-overtime worked" and the number of hours.

Cell Phones -- Employee's are required to keep records of business and personal calls.

The verification statement on this form must be signed by the claimant. Each claim is to be approved by the Department Head or an authorized deputy of the Department Head before filing with the County Auditor-Controller for allowance.

**Note: Use M8154 form on the General Services Web Site. No altered form will be accepted.**

For further information, refer to Administrative Information Memo No. 9.3 and your Department Manual.

County Auditor-Controller  
Finance Building  
Martinez, California