



MONTHLY SCHEDULE OF TRAVEL

D-360

Name: Your Name Title: CEA - _____

County: County Name Month: Month & Year

Date	Location and brief scope/description of official travel	Miles Traveled	Meals	Lodging
<p>The Microsoft Word document of the D-360 has a 'workable excel file' – double click to open excel and enter information as needed</p>				
Total		0	0	0

NOTE:
 Mileage reports submitted to the county may be used in lieu of this report. Submit this report along with D-843, commissioners Court Report, to all court members o a monthly basis. Agents who receive a travel allowance must also complete and submit this report.

This is an "information report". Exact mileage and odometer readings not required as this report is for general information purposes only so that court members can know where you traveled during the month and for what purposes

Add pages as needed

Other Expenses in the field (list) _____

I hereby certify this is a true and correct report of travel (mileage) and other expenses incurred by me in performance of my official duties for the month shown.

Name: _____

Date: _____