



**Please see the information below provided by Marie Wyatt in the Finance Department concerning travel reimbursement requests.**

Good morning,

Please be advised that effective immediately, all future travel reimbursement requests involving conferences, seminars, hotel stays, or similar events must include supporting documentation verifying the dates of travel and attendance. This is a requirement from our auditors to ensure compliance and accountability.

In addition, the name of the event (e.g., the full name of the conference or seminar) must be clearly listed on the travel report — not just the city or location where it took place.

To support your request, **ONE** of the following items will be acceptable as documentation:

- Event itinerary
- Registration confirmation
- Certificate of completion
- Attendee list with an approval signature

Only one of the above items is required, but it must clearly show your attendance and the dates relevant to the reimbursement.

*Marie Wyatt*

Staff Accountant  
Cumberland County Finance Dept.  
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