

## TRAVEL EXPENSES & RECEIPTS

Name: \_\_\_\_\_ Departure Date & Time: \_\_\_\_\_

Destination(s): \_\_\_\_\_ Return Date & Time: \_\_\_\_\_

**RECEIPT REQUIREMENTS:**

**Meals are reimbursed with Meals & Incidental Expenses (M&IE) per diem** ([see rates here](#)). Therefore, you do not need to submit receipts for meals, except in special circumstances (such as entertaining, paying for group meals, etc., in which case please list the names and affiliations of those you paid for and provide justification for the expenditure).

*“The M&IE per diem includes costs which are incidental to travel — laundry, cleaning/pressing of clothing, and fees or gratuities for services such as waiters, bell hops, and baggage handlers. These types of expenses cannot be listed or reimbursed separately.”*

**Overnight lodging is reimbursed based on actual receipts** and must be within established per diem rates for the location. Noncommercial (N/C) lodging is reimbursed at \$25/night.

Please note that all receipts for which you are requesting reimbursement must be itemized and clearly indicate that the balance has been paid in full.

Reimb/Per Diem Claimed	<u>B'fast</u>	<u>Lunch</u>	<u>Dinner</u>	<u>Hotel</u>	<u>N/C Lodg.</u>	<b>Overnight Location: City, State (REQUIRED):</b>
Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
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Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Date _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Personal Mileage:** From \_\_\_\_\_ To \_\_\_\_\_ (RT/OW)

Starting odometer \_\_\_\_\_ Ending odometer \_\_\_\_\_ Miles \_\_\_\_\_

**Receipts/Materials Included:** Airfare  Luggage fees  Hotel  Car rental  Gas  Parking   
 Taxi/shuttle  Supplies  Conference/Meeting agenda

**\*Misc. Travel Expenses** (itemize any that lack receipts): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_