



TRAVEL REIMBURSEMENT FORM

TOTAL REQUEST	\$1,342.90
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Destination: DESTINATION HERE		Purpose: PURPOSE HERE	
Travel reimbursement follows Idaho Travel Policy . An agenda for trade shows, conferences, fam trips, etc. must be attached.			
Person 1		Person 2	
Name: JANE DOE		Name:	
Address: 321 SAMPLE DRIVE		Address:	
City: SANDPOINT	Zip: 83864	City:	Zip:
Departure Date: MM/DD/YYYY	Time: 00:00 AM/PM	Departure Date:	Time:
Return Date: MM/DD/YYYY	Time: 00:00 AM/PM	Return Date:	Time:

I. Transportation	Person 1	Person 2	Total
Air (attach receipt and itinerary) ATTACH RECEIPT HERE	\$425.00		\$425.00
Rental Car (attach rental invoice) ATTACH INVOICE HERE			\$0.00
Gas for rental car (attach receipts) ATTACH RECEIPTS HERE			\$0.00
Taxi/Bus (attach receipts, tips cannot be included) ATTACH RECEIPTS HERE	\$32.00		\$32.00
Parking (attach receipts) ATTACH RECEIPTS HERE	\$42.00		\$42.00
Private car: \$0.70/mile (attach mileage from Mapquest, Google Maps, etc.)			
From: STARTING LOCATION To: DESTINATION LOCATION Miles: 78.4			\$102.70
From: SARTING LOCATION To: DESTINATION LOCATION Miles: 78.4			
Transportation Subtotal:			\$601.70

II. Per Diem (includes all tips)																																							
<p>* The Per diem allowance is a fixed amount for a full day of official travel status, not a reimbursement for actual costs incurred. No receipt or other evidence of expenditure is required. The Per diem allowance covers the cost of food, beverages, and related gratuities and no portion of these costs shall be reimbursed as separate items.</p> <p>* When meals are provided as part of a meeting or conference and are identified on an official agenda, the Per diem allowance for the day shall be calculated for only the meals NOT provided.</p> <p>*The Per diem rate for in-state travel is \$58/day. Out-of-state Per diem is \$68/day, unless the published Federal Rate for the location is higher, in which case that rate may be used.</p>																																							
<p>To be reimbursed for breakfast, travel must begin by 7:00 a.m.; to be reimbursed for lunch, by 11:00 a.m.; and before 5:00 p.m. for dinner.</p> <p>Traveler must return after 8:00 a.m. to claim breakfast, after 2:00 p.m. to claim lunch and after 7:00 p.m. to claim dinner.</p>		<table border="1"> <tr> <th>Date</th><th>Person 1</th><th>Person 2</th><th>Total</th></tr> <tr> <td>MM/DD</td><td>\$52.20</td><td></td><td>\$52.20</td></tr> <tr> <td>MM/DD</td><td>\$58.00</td><td></td><td>\$58.00</td></tr> <tr> <td>MM/DD</td><td>\$58.00</td><td></td><td>\$58.00</td></tr> <tr> <td>MM/DD</td><td>\$58.00</td><td></td><td>\$58.00</td></tr> <tr> <td></td><td></td><td></td><td>\$0.00</td></tr> <tr> <td></td><td></td><td></td><td>\$0.00</td></tr> <tr> <td></td><td></td><td></td><td>\$0.00</td></tr> <tr> <td></td><td></td><td></td><td>\$0.00</td></tr> </table>		Date	Person 1	Person 2	Total	MM/DD	\$52.20		\$52.20	MM/DD	\$58.00		\$58.00	MM/DD	\$58.00		\$58.00	MM/DD	\$58.00		\$58.00				\$0.00				\$0.00				\$0.00				\$0.00
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Per Diem Subtotal:

\$226.20

SAMPLE

III. Hotel	Person 1	Person 2	Total
List total amount to be reimbursed and provide complete copy of hotel invoice. (Room Charges and taxes only). ATTACH INVOICE HERE	\$465.00		\$465.00

V. Miscellaneous	Items Purchased	Person 1	Person 2	Total
Other allowable expenses under scope of work and related to the purpose of travel. Receipts are required.	Luggage fees ATTACH INVOICE HERE	\$50.00		\$50.00
				\$0.00
				\$0.00
				\$0.00
Miscellaneous Subtotal:				\$50.00

TOTAL REQUEST FOR REIMBURSEMENT	\$1,342.90
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Person 1 Comments: <div style="background-color: #e6f2ff; height: 100px; margin-top: 10px;"></div>	Person 2 Comments: <div style="background-color: #e6f2ff; height: 100px; margin-top: 10px;"></div>
<p>I hereby certify that the travel expenses claimed herein were incurred by me for official business purposes related to the Idaho STEM Action Center. These expenses are accurate and complete. All required supporting documentation is attached.</p> <p>Date: <div style="background-color: #e6f2ff; width: 100px; height: 20px; display: inline-block;"></div></p> <p>Signature: <div style="background-color: #e6f2ff; width: 250px; height: 20px; display: inline-block;"></div></p>	<p>I hereby certify that the travel expenses claimed herein were incurred by me for official business purposes related to the Idaho STEM Action Center. These expenses are accurate and complete. All required supporting documentation is attached.</p> <p>Date: <div style="background-color: #e6f2ff; width: 100px; height: 20px; display: inline-block;"></div></p> <p>Signature: <div style="background-color: #e6f2ff; width: 250px; height: 20px; display: inline-block;"></div></p>