

# Travel Reimbursement Form

No Staples – Paperclip Receipts to this Form

Name: \_\_\_\_\_ Banner ID#: \_\_\_\_\_

Event Name: (Include **printed** conference information – name/dates/places from program or website)

\_\_\_\_\_

Attended Only ☐ OR Attended and Presented ☐ FOP #: \_\_\_\_\_

Time Departed Auburn \_\_\_\_\_ Date: \_\_\_\_\_

Time Returned to Auburn \_\_\_\_\_ Date: \_\_\_\_\_

Personal Vehicle Mileage \_\_\_\_\_ x 0.725/mile = \_\_\_\_\_

- To Airport: ☐ Atlanta | 200 Miles | \$145.00 | \$72.50 (One Way)  
☐ Birmingham | 230 Miles | \$166.75 | \$83.38 (One Way)  
☐ Columbus | 82 Miles | \$59.45 | \$29.72 (One Way)  
☐ Montgomery | 124 Miles | \$89.90 | \$44.95 (One Way)

**Receipts NOT required for meals:** **Amount**

☐ Meals (Total the amount for all meals) \_\_\_\_\_

Were meals provided at the conference? ☐ YES ☐ NO – The GSA provides separate amounts for breakfast, lunch, and dinner for the daily per diem. If meals were provided at the conference, deduct the provided amount from the daily total.

To find your per diem amount, you will go to the GSA website (<http://www.gsa.gov/perdiem>) and enter your city. Scroll to the M&IE section and it will breakdown your meal totals including the 75% for the first and last day of travel. Total the amount and enter it on the line above. — *The per diem is a flat-rate allowance, so travelers will not be required to submit receipts when being reimbursed at GSA rates for M&IE, nor will they be able to claim any extra expenses for those items intended to be covered by the M&IE rate. On the first and last travel day, travelers are entitled to per diem for M&IE at a rate of seventy-five percent (75%) of the total rate for the travel destination. The GSA provides separate amounts for breakfast, lunch, dinner, and incidentals for the daily per diem.*

**Attach receipts for the following:** **Amount**

- |  |       |
|--|-------|
| <input type="checkbox"/> Air Fare (Attach Credit Card Statement) | _____ |
| <input type="checkbox"/> Rental Vehicle                          | _____ |
| <input type="checkbox"/> Parking                                 | _____ |
| <input type="checkbox"/> Lodging                                 | _____ |
| <input type="checkbox"/> Registration                            | _____ |
| <input type="checkbox"/> Miscellaneous (Please specify)          | _____ |
| _____  | _____ |
| _____  | _____ |
| _____  | _____ |
| _____  | _____ |

**Total Reimbursement** \_\_\_\_\_

**In-State Travel (Two Options):** You can be paid \$85/day or \$100/day for a stay of 2+ nights. No receipts required and the per diem covers lodging, meals, and tips. Or you can be reimbursed for actual and necessary expenses, but receipts are required.

Signature of Supervisor: \_\_\_\_\_

*Signature by Supervisor approves the travel, FOP, and all expenses listed. This must be signed prior to turning in.*