

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**

- Air Fare (Attach Credit Card Statement) _____
- Rental Vehicle _____
- Parking _____
- Lodging _____
- Registration _____
- 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.