



# Travel Expense Reimbursement Request

Instructions: Provide the completed form with receipts to the City Secretary within 15 calendar days after end of travel.

Employee Name:	
Purpose of Travel (e.g., type of training, seminar):	
Event Address:	
Begin Travel. <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S	Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
End Travel. <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> TH <input type="checkbox"/> F <input type="checkbox"/> S	Date: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM
<b>MILEAGE EXPENSES</b>	
Round Trip Duty Point to Duty Point Miles: _____ (based on on-line mapping)	
From Lodging to Duty Point/Restaurant and From Duty Point/Restaurant to Lodging Miles. # of One-Way Trips _____ X 5 Miles Allowance Each Trip = _____ Miles	
Total Miles _____ x 0.67 per mile = \$ _____ mileage expense.	
<b>MEAL EXPENSE (attach receipts)</b>	
GSA Maximum Daily Total for Location and Three Meals: <input type="checkbox"/> \$68 <input type="checkbox"/> \$74 <input type="checkbox"/> \$80 <input type="checkbox"/> \$86 <input type="checkbox"/> \$92	
<b>(See back of form for maximum allowed for each meal based on GSA daily maximum.)</b>	
# of Breakfasts: _____	# of Lunches: _____ # of Dinners: _____
Total Requested: \$ _____ (Reimbursement will not exceed maximum allowed.)	
<b>LODGING (attach receipt)</b>	
_____ Nights	Total Expended: \$ _____ Paid by <input type="checkbox"/> Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Cash
<b>PARKING/TOLL (attach receipt or proof of payment) and TOTAL REQUESTED</b>	
Parking/Toll: \$ _____	Total Requested Reimbursement \$ _____
Comments/Notes:	
By signing this Travel Expense Reimbursement Request, I certify under penalty of prosecution that: (1) all information provided on and attached to this request is true and correct to the best of my knowledge; and (2) I have not misrepresented any requested information.	
_____ Employee Signature	_____ Date
<b>For City Use Only</b>	
_____ Approved	_____ Date
Amount Reimbursed: \$ _____ Check # _____ Date: _____	



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## Maximum Meal Expense Allowances.

The maximum allowed meal expenses are equivalent to the U.S. General Services Administration's (GSA's) Federal Domestic Maximum Per Diem Rates by location, which are effective at the beginning of each fiscal year (October 1) and are available by performing a search by city name or zip code at the following webpage:

From the [www.gsa.gov](http://www.gsa.gov) home page, click on "Travel" at the top of the page, then click on "Plan a trip" under "Explore Travel", then click on "Per diem rates" to perform a search.

If the city is not listed but the county is listed, the daily rate of the county will be used. When neither the city nor county is listed, the maximum daily rate is \$68 total per day for meals, with the breakdown for each meal being the same as indicated below for cities having a \$68 total daily allowance.

Meals and Incidental Expense (M&IE) Maximum Allowed Breakdown				
M&IE Total for City/County	Breakfast	Lunch	Dinner	Incidental*
\$68	\$16	\$19	\$28	\$5
\$74	\$18	\$20	\$31	\$5
\$80	\$20	\$22	\$33	\$5
\$86	\$22	\$23	\$36	\$5
\$92	\$23	\$26	\$38	\$5
Notes: (1) <b>The maximum allowed rate includes taxes and tips.</b> (2) Breakfast is only reimbursable for the morning after overnight lodging or travel. (3) Meals ordered through room service or charged on the hotel bill will be covered if within the allowed meal expense.				
*Incidental Expense: A mandatory insurance or service charge or applicable tax. <b>Does not include:</b> (1) a personal expense; (2) an expense that a person would incur regardless of whether the person is traveling on official City business; or (D) <b>a tip or gratuity.</b>				

On the day of departure going to or returning from an overnight travel duty point or when travel is not overnight travel, the maximum allowed for each meal is the same as for overnight travel; however, the number of reimbursable meals will be dependent upon time of departure from the duty point and time of arrival/return to the duty point as indicated below:

1. Departure from duty point before 11 am and arrive/return to duty point after 5 pm:  
Allowable expenses for lunch and dinner will be reimbursed.
2. Departure from duty point before 11 am and arrive/return to duty point after 1 pm but before 5 pm:  
Allowable expenses for lunch will be reimbursed.
3. Departure from duty point at 1 pm or later and arrive/return to duty point after 5 pm:  
Allowable expenses for dinner will be reimbursed.

Note: Duty point is the destination that a City employee travels from or travels to in order to conduct official City business or to receive City-authorized training (e.g., from City Hall to training location or from training location back to City Hall).