

Request for Travel Reimbursement

Please fill out this form and turn it in with receipts. Thanks.

Name	
Address	
Date of Departure/Time	
Date of Return/Time	
Destination	
Meals <u>Provided</u> (list dates)	Breakfast (continental does not count): Lunch: Dinner:

Receipts Needed (where applicable):

- ☐ **Excess Baggage Receipts**
- ☐ **Taxi, Shuttle, Uber, Train, etc.**
A receipt needs to be turned in if the cost is \$20 or more; if it is under I just need the date and the amount.
- ☐ **Lodging**
I need the detailed receipt showing the amount per day, I can't reimburse off of a credit card receipt. If you stay at a friend/relatives home you can be reimbursed \$25 per day, no receipts required. If you stay at a campground, trailer park, or not a private residence, actual cost up to \$40 will be reimbursed with a signed receipt
- ☐ **Airport Parking Receipt**
The State will only reimburse for long-term parking, **not** for short-term
- ☐ **Meal Receipts**
You only need to keep these receipts if you are in a premium city (please refer to the Travel Guide for a list of cities), itemized receipts are required, cannot reimburse off of a credit card receipt, cannot reimburse for alcohol purchases.
- ☐ **Incidental Travel Expenses**
You will be reimbursed for actual out-of-pocket costs. An original receipt is required for each item of \$20 or more.

Other

- **Mileage to/from the Airport** – will do a Google Map from your home to the Airport and you will receive \$0.56 per mile.