



Report of Travel Expenses

****REQUIRED CLAIM FORM MUST BE SUBMITTED WITHIN ONE WEEK OF RETURN****

From _____, 20____ To _____, 20____

Name: _____ Official Position: _____

Address: _____

State Purpose of Travel:

Date	Where From	Where To	Method of Travel	No. Of Miles	Amount

ITINERARY AND AIRLINE TICKET STUB IS TO BE ATTACHED TO THIS REPORT Total: _____

Breakdown of Expenses

Date	Breakfast	Lunch	Dinner	Daily Lodging	Misc.	Amount

Total: _____

Total mileage (personal vehicle only) should be carried forward from above: _____
Do not add in cost of airline ticket if District has purchased.

Grand Total: _____

Less Advance: _____

Total due District or employee: _____
if difference is \$10.00 or less, no refund/reimbursement is

Charge Code _____ Fund _____

Charge Code _____ Fund _____

I certify that the above- itemized statement of mileage and travel expense is true and correctly sets forth the mileage traveled, and dates when and how traveled and the purpose thereof.

Employee Signature

Date:

Supervisor Signature *(Only required if additional amount is due to employee.)

Date:

Note: No claim shall be paid until a full itemized statement has been furnished. All items, other than meals of \$1.00 or more shall be covered by receipt, signed by person to whom money was paid, and shall show the place, date, and for what purpose.

See back for Details

- Transportation
 - **Car mileage:** as per District mileage chart (See Business Office website). Mark “No” under credit card.
 - **Airfare:** indicate anticipated airfare price including applicable taxes. Luggage charges go under “Other” below. Do not make airline reservations on your personal credit card. Contact your supervisor to arrange for airfare payment. Keep all receipts.
 - **Taxis, Uber, Lyft and shuttles:** Include under “Other” below.
- Lodging
 - Indicate lodging costs plus tax, if possible. Do not make non-refundable lodging reservations prior to approval.
 - Lodging payments can be made in these ways:
 - **In your travel advance.** Check “No” under “District Credit Card” column and you will receive the amount in the advance check. You can pay the amount via your personal credit card, your personal check or by cash. This will be recapped on the Travel Expense Report. Keep all receipts when you travel.
 - **On a District purchase order.** This option should only be used when traveling with a large group of students and prior arrangements have been made between the Business Office and the hotel regarding the acceptance of purchase orders.
 - **On a District credit card.** Indicate “Yes” in the “District Credit Card” column and identify the department card holder.
- Per Diem Rates vary depending on destination . See below. For help, see your school secretary or call 268-6065.
 - Step 1: Go to website: **www.gsa.gov/mie**
 - This page gives you a chart for meal rates for various destinations. You will need to come back to this page, after finding the rate for your destination, to determine the per meal allocation.
 - Step 2: Click on the blue “per diem rate” link on the left side column, bottom. Click on the state of your destination.
 - Step 3: Search for your primary destination. If it is there, find the meal rate column on the right. The number in that column becomes the daily per diem amount allowed for the destination. If the destination is not there, please consult the Standard Rate in the top row of the chart.
 - Step 4: Click the browser back button twice to return to the original screen.
 - Step 5: Find the M&IE for your destination or the rate indicated in the top row of the chart. Use the table to determine meal allocations for your destination. GFPS does not pay the incidental fee or the partial day allocation.

No meal allowance will be granted for meals provided for through transportation, lodging or registration costs.

The District pays flat rates so no receipts for meals are required.

- Registration Indicate what the conference or meeting registration fee is, if any. Registration fees are paid via District credit cards or requisitions only. Once your travel is approved, initiate the payment process via requisition completion or on-line with a District departmental credit card.
- Other Indicate these of expenses: baggage, taxi, shuttle, public transportation, and any other expenses not delineated above. Keep all receipts as they are required to complete the Travel Expense Report.