NAME (Please Print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LEFT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AM\_\_\_\_PM\_\_\_\_ON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(TIME)

RETURNED TO\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AM\_\_\_\_PM\_\_\_\_ON\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(TIME)

1. PER DIEM FOR MEETINGS, CONFERENCES OR CONVENTIONS:

A. \_\_\_\_\_\_\_\_\_DAYS @ $80.00 PER DAY \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. LODGING: A. \_\_\_\_\_\_\_\_\_\_NIGHTS @ \_\_\_\_\_\_\_\_\_\_\_ROOM RATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. SUBSISTENCE:

A. \_\_\_\_\_\_\_\_\_\_BREAKFASTS @ $6.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

B. \_\_\_\_\_\_\_\_\_\_LUNCHES @ $11.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. \_\_\_\_\_\_\_\_\_\_DINNERS @ $19.00 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. TRANSPORTATION:
	1. USED COLLEGE VEHICLE: (CHECK ONE) YES\_\_\_\_\_\_ NO\_\_\_\_\_\_
	2. USED PUBLIC TRANSPORTATION: (cost of ticket, attach ticket) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
	3. USED PRIVATE VEHICLE: \_\_\_\_\_\_\_\_\_\_ MILES @ $0.445 PER MILE\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	4. VICINITY MILEAGE: \_\_\_\_\_\_\_\_\_\_ MILES @ $0.445 PER MILE \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. REGISTRATION FEE: (attach receipt) \_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. MISCELLANEOUS ECPENSES:

A. TOLLS, TAXI, SHUTTLES, PARKING, ETC: (attach receipts) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TOTAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**

1. General: Check AM or PM, whichever applies, and give exact time as near as possible (hours and minutes). Do not request reimbursement for any meals that are included with your lodging or registration costs.
2. Per Diem ($80.00) requires travel of at least 24 hours and is calculated dividing the day into 4 segments. The following schedule will be used to calculate per diem. Midnight to 6:00 AM; 6:00 AM to 12 Noon; 12 Noon to 6:00 PM; and 6:00 Pm to Midnight.
3. Transportation:
	1. Travel must be via the most economical means. Only tourist rates may be paid except where others can be justified. When mileage payment exceeds the air tourist rate, the airfare rate is to be claimed.
	2. All mileage shall be shown from the point of origin to the point of destination. When possible, mileage shall be computed based on the current official state road department map.

DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_