

In-State Travel Expenses
Meal and Mileage Rates as of 1/1/2021

Name:
Employee ID Number:
Departure DATE: TIME:
Return DATE: TIME:
Trip Destination:

ACCOUNT INFORMATION table with columns: Meals, Lodging, Mileage, Registration, Airfare, Rental Car, Other. Includes sub-rows for Acct, Fd, Org, Prog, Sub-Cls, Project, and TOTAL.

Project # for Payment:
Purpose of Trip:

Expenses Incurred: Date: [Green shaded table]

Meals table with columns: Depart Before, Return After, Meal Description, Amount.

Main table for meal expenses with columns for date, amount, and other details.

Lodging: [Table]

Registration Fee: [Input field]

Air Travel: [Input field]

Rental Car: [Input field]

Auto Travel:

Table for Auto Travel rates: Personal Car Mileage @ \$.56, Airport Mileage @ \$.56.

Other (please list):
Miscellaneous Expenses as allowed per policy.

Table for other expenses with columns: Taxi, Parking, Baggage, Tolls.

Total Due: [Input field]

I certify the expenses listed herein were incurred and paid in the performance of my official duties and that this claim is true and correct in every material matter and conforms to the requirements of the State laws, rules and regulations.

Signature of Traveler: [Line] Date: [Line]

I hereby certify that the above items have been received or the services performed as stated and that the funds are available from the budgeted account(s) listed above.

Signature of Approver: [Line] Date: [Line]

Notes: [Multiple lines for text entry]