

In-State Travel Expenses
Meal and Mileage Rates as of 1/1/2023

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

ACCOUNT INFORMATION table with columns: Meals (6001), Lodging (6003), Mileage (6004), Registration (6009), Airfare (6006), Rental Car (6005), Other (6008). Includes fields 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 Type, Amount, and 10 empty columns for recording.

Lodging: [Table]

Registration Fee: [Input field]

Air Travel: [Input field]

Rental Car: [Input field]

Auto Travel:

Auto Travel table with columns: Rates as of 1/1/2023, Personal Car Mileage @ \$.655, Airport Mileage @ \$.655, Miles, and empty input fields.

Other (please list):

Miscellaneous Expenses table with columns: Taxi, Parking, Baggage, Tolls, and 10 empty columns for recording.

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]