Travel Expense Detail Form

This form must be submitted with the claim for each person with travel expenses to be reimbursed. Hotel, rental, fuel, airfare, and other reimbursements must have receipts. Mileage is calculated based on locations provided below. Hotel and meal rates are available from U.S. General Services Administration. Out-of-state travel requires a separate Out-of-State Travel Authorization form.

Project Number:	
Project Title:	
Traveler:	
Purpose of Travel:	

Origin:		Destination:		
Start Date:	Time:	End Date:	Time:	

Mileage:

Departure Date	Time	Departing From		Destination	Miles
			to		
			to		
			to		
			to		
			to		
Trip Ended				Total Miles:	

***Use additional pages if needed.

***Mileage will verified using details above.

Mileage Rate:	
Total Mileage Reimbursement:	

Meals: – Individual meals are reimbursed at 20/30/50 percent of daily total.

						Daily Total
	Breakfast		Lunch		Dinner	
	Breakfast		Lunch		Dinner	
	Breakfast		Lunch		Dinner	
	Breakfast		Lunch		Dinner	
	Breakfast		Lunch		Dinner	
				Total Meal Reimbursement:		

Lodging:

Date	Location	Rate	Nights	Tax	Total
			Total Lodging Reimbursement:		

Expense	Dates	Amount
Mileage		
Meals		
Lodging		
Rental		
Fuel		
Airfare		
Other (specify)		
Other (specify)		
	Total:	