



# Travel Policy

**Effective July 1, 2025**

Approved on June 5, 2025, by the:  
Sun Corridor Metropolitan Planning Organization  
Technical Advisory Committee

Approved on June 10, 2025, by the:  
Sun Corridor Metropolitan Planning Organization  
Executive Board

# TABLE OF CONTENTS

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<b>1. Purpose.....</b>	<b>2</b>
<b>2. Scope.....</b>	<b>2</b>
<b>3. Travel ELIGIBILITY .....</b>	<b>2</b>
General Per Diem Guidelines .....	3
Full Day & Partial Day Per Diem .....	4
Airfare .....	4
Ground Transportation .....	4
Mileage Reimbursement .....	5
Meals .....	5
Lodging .....	5
Incidentals .....	5
Conference Registration Fees .....	5
Telephone and Internet .....	6
International Travel .....	6
<b>4. non-eligible travel costs .....</b>	<b>6</b>
<b>5. Authorizaton &amp; approval.....</b>	<b>6</b>
Pre-Approval .....	6
Exception Requests .....	6
Review and Post-Travel Approval .....	7
<b>6. TRAVEL ADVANCES.....</b>	<b>7</b>
<b>7. TRAVEL REIMBURSEMENT PROCEDURES .....</b>	<b>8</b>
Reimbursement Processing .....	8
Compliance .....	8
<b>8. TRAVEL RESTRICTIONS.....</b>	<b>8</b>
<b>9. ACCOUNTABILITY &amp; AUDITING .....</b>	<b>8</b>
Monitoring .....	8
Audits .....	9
<b>10. POLICY VIOLATIONS.....</b>	<b>9</b>
<b>11. POLICY UPDATES.....</b>	<b>9</b>
<b>12. CONCLUSION .....</b>	<b>9</b>
<b>Attachment A: TRAVEL REQUEST &amp; AUTHORIZATION FORM .....</b>	<b>10</b>
<b>Attachment B: TRAVEL REIMBURSEMENT FORM .....</b>	<b>12</b>

# 1. PURPOSE

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This travel policy establishes the guidelines for the use of regional, state, and federal funds for all travel related expenses by employees, board members, committee members, designated alternatives, consultants, and contractors of the ***Sun Corridor Metropolitan Planning Organization (SCMPO)***. It ensures compliance with applicable federal regulations and promotes transparency, accountability, and the responsible use of federal resources.

# 2. SCOPE

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This policy applies to all individuals who incur travel expenses while performing MPO-related activities that are funded by regional, state, and federal sources; including employees, board members, committee members, or their designated alternatives, consultants, and contractors engaged in MPO business. This policy applies to U.S. domestic travel only. All travel expenses submitted should be included in the approved SCMPO Unified Planning Work Program (UPWP).

Elected officials: "Notwithstanding the provisions of 2 CFR 200.444, travel costs of officials covered by that section are allowable with the prior written approval of the Federal agency or pass-through entity when they are specifically related to the Federal award." In the case of SCMPO Board Members, the federally approved Unified Planning Work Program (UPWP) and transportation-related activities listed within, that require travel, serve as the formal written approval.

The MPO will, when feasible, provide registration support to member jurisdictions for Board and TAC members, or their designated alternates, to attend relevant in-state conferences. Full support for overnight travel is provided to SCMPO staff to attend relevant in and out of state meetings and conferences. Substitutions for Board or TAC members of a proxy from their member jurisdiction elected officials or staff, may be provided upon request and approval of the SCMPO Executive Director, or their designee.

SCMPO Staff, Board Members, TAC members, or their designated alternative may attend, within reason and pending budget availability, any or all Federal, State, COG/MPO, National, Local Non-Profit, or Local Government agency hosted meetings, training, conferences, review panels, or technical presentations that relate to transportation or planning activities (e.g., FHWA, FTA, ADOT, COG/MPOs, AASHTO, AzTA, RTAC, ACEC, AGC, AMPO, NARC, ITE, APA, WTS, Friends of Transit, SWTA, APTA, CTAA, Association of Mobility Managers, Mpact Transit + Community, etc.).

# 3. TRAVEL ELIGIBILITY

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1. Travel and related costs refer to the expenses incurred by individuals when in travel status for official MPO business (both in-state and out-of-state). These expenses are necessary for the successful completion of projects, participation in professional conferences, meetings, training, collaborating with partner agencies, and workshops, and/or other MPO-related planning functions.
  - a. **Official Business:** Official business refers to any travel or activity conducted by an employee, board member, committee member, their designated alternatives, consultants, and contractors that is directly related to the performance, duties, or responsibilities, in relation to the SCMPO planning activities. This includes, but is not limited to, attendance at meetings, conferences, training, or other tasks requiring travel away from the official station.

- b. **Official Workstation:** The geographic area surrounding a traveler's regular place of work, city or town, or specific address where they are permanently assigned to work.
- c. **In-State:** Travel that occurs within the same state as the traveler's official workstation.
- d. **Out-of-State:** Travel that occurs outside the state where the traveler's official workstation is located but still within the United States and its territories.
  - Travel on official out-of-state business that is within one hundred (100) miles of the Arizona border will be considered in-state (e.g. Mexico and Canada).
- e. **International:** Travel that occurs outside the United States, including U.S. territories and possessions.
- f. **Travel Status:** To be in "travel status", a traveler must travel 50 miles or more from both the place of residence and from their official workstation.
- g. **Distance & Duration Requirements:**
  - **Meals, Lodging, and Incidentals Reimbursement:**
    - **Distance:** To be eligible for reimbursement, expenses must be for a traveler in travel status fifty (50) miles or more from the traveler's residence and official workstation (41 CFR 300).
    - **Duration:**
      - **Six (6) hours or more but less than twenty-four (24) hours** - Travelers must be in travel status for a minimum of **six (6) hours** to be eligible for 75 percent of the applicable M&IE rate for each calendar day you are in a travel status (SAAM 50-25).
      - **Twenty-four (24) hours or more, on**
        - ✓ **Day of departure** - 75 percent of the applicable M&IE rate.
        - ✓ **Full days of travel** - 100 percent of the applicable M&IE rate.
        - ✓ **The last day of travel** - 75 percent of the applicable M&IE rate.
  - **Mileage Reimbursement:**
    - **Distance:** Mileage reimbursement will be calculated based on the most direct and efficient route available between the employee's official workstation and place of residence, and must be 50 miles or more, in accordance with 41 CFR 300.
    - **Duration:** There is not a minimum duration requirement for mileage reimbursement, as long as a traveler is in travel status they are eligible for reimbursement, given they meet the minimum distance requirement listed above.
- 2. Costs incurred by employees, members, or their designated alternatives, and contractors for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed in its regular operations.
- 3. In accordance with the Grant Agreement between ADOT and SCMPO, the SCMPO Work Program will include a high-level summary of anticipated travel that aligns with the planned work activities / planning responsibilities of the MPO. Any travel by an individual or by group event activity of \$5,000 or more and not already approved in the UPWP must receive approval from the ADOT Regional Planner, federal funding agency, and require a UPWP Amendment. Note: "reasonableness of cost" (2 CFR 200.407).

## **General Per Diem Guidelines**

Travelers will be reimbursed for meals, lodging, airfare, transportation, fees, services, and incidental expenses based on the federal per diem rates, as published by the U.S. General Services Administration

(GSA). These rates vary by location, and travelers must consult the GSA website to determine the applicable full day and/or partial day per diem rate for their destination.

**GSA Per-Diem Website Link:** <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem> and per-diem files <https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/per-diem-files>

**GSA Trip Calculator Tool:** <https://www.gsa.gov/travel#tab--perdiem-tab> – Note the tabs at the top of the calculator tool to aid in various rate calculations (Per-Deim, Airfare, Mileage, and Lodging)

**\*All Travelers MUST include a GSA travel report printout using the calculators/reports listed above for each travel reimbursement request.**

## Full Day & Partial Day Per Diem

- **Full Day:** If traveler is away from their official workstation for an entire **twenty-four (24) hour period**, then expenses (meals, lodging, incidentals, etc.) qualify for the full per diem rates; This only applies to intermediate days during a trip, not the first or last travel days of a trip.
- **Partial Day:** Travelers must be in travel status for a minimum of **six (6) hours** or more for partial day per diem eligibility (*this does not apply to mileage reimbursement*) (SAAM 50-25). If the trip is for less than a full 24-hour day, the per diem will be adjusted based on the number of hours spent in travel status, consistent with GSA's guidelines (75% of the full-day rate). [FTR 301-11.101](#)

## Airfare

The cost of transportation to and from the destination, typically via “commercial air travel”, is eligible for reimbursement. Only economy class tickets are reimbursed, and any upgrades or additional services (e.g., seat selection, priority boarding, additional baggage) must be justified and pre-approved. Expenses not approved, justified or constitute as an upgrade, will be covered at personal cost to the traveler.

Commercial air travel:

- Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:
  - Require circuitous routing;
  - Require travel during unreasonable hours;
  - Excessively prolong travel;
  - Result in additional costs that would offset the transportation savings; or
  - Offer accommodations not reasonably adequate for the traveler's medical needs. The traveler and SCMPO must justify and document these conditions on a case-by-case basis for the use of first-class or business-class airfare to be allowable in such cases.
- If the customary standard airfare or other discount airfare is unavailable for specific trips, the traveler must demonstrate that such airfare was not available in the specific case.

## Ground Transportation

This includes the cost of public transportation, taxis, shuttle services (e.g. Uber, Lyft, etc.), and rental cars. The MPO encourages the use of economical modes of transportation. Reimbursement will be based on actual costs, including parking fees, tolls, or fuel charges when using a personal or rental vehicle for MPO-related travel.

## Mileage Reimbursement

If a personal vehicle is used for MPO-related travel, mileage will be reimbursed at the **IRS standard mileage rate** in effect at the time of travel. The reimbursement rate covers the cost of operating a personal vehicle, including fuel, insurance, wear-and-tear, and maintenance. **Travelers cannot claim both fuel cost and mileage for reimbursement, mileage only will be reimbursed.**

- **Mileage Reimbursement:** Mileage reimbursement will be calculated based on the most direct and efficient route available between the employee's official workstation or place of residence and the destination, and must be 50 miles or more, in accordance with 41 CFR 300.
- **Mileage Tracking:** Travelers must track the number of miles driven for MPO-related business and submit a Google Map detailing the mileage with their travel reimbursement request. The map must include the beginning and ending destination addresses of the trip.
- **Tolls and Parking:** Tolls, parking, and other vehicle-related expenses incurred while using a personal or rental vehicle for MPO business will be reimbursed at the actual cost. Receipts must be submitted for these expenses.

## Meals

Travelers will be reimbursed for meals based on the federal per diem rates as established by the GSA. The per diem includes breakfast, lunch, and dinner. Reimbursement for meals is only allowed when meals are not provided as part of the event or meeting.

If meals are provided at a conference, meeting, or event, per diem reimbursement will be reduced to exclude those meals. For example, if a conference provides lunch, the traveler must subtract the lunch per diem for that day from their reimbursement request. **Travelers need to deduct meals furnished by the government or included in a registration/conference fee from their M&IE allowance consistent with Federal Travel Regulation [301-11.18](#).**

If a traveler can't eat a provided meal because of a dietary restriction and buys another meal, the traveler may be reimbursed the per diem for that meal. The traveler must note "dietary restriction" in their reimbursement request.

A complimentary meal provided by a hotel or airline doesn't need to be subtracted from the meal total. For example, if a hotel provides a continental breakfast, the traveler may be reimbursed the breakfast per diem for that day. **Meals provided by a common carrier or a complimentary meal provided by a hotel/motel do not affect per diem ([301-11.17](#)).**

## Lodging

Hotel accommodation should be reasonable and in line with the GSA-approved lodging rates for the specific destination of the travel. Lodging should be selected to balance comfort, proximity to the event or meeting, and cost-effectiveness. Travelers must submit itemized receipts for lodging.

- **Conference Hotels:** Travelers may stay at a conference hotel above the GSA per-diem rate if the rate is documented in the supporting documentation.

## Incidentals

Incidental expenses such as tips, fees for luggage handling, or other minor expenditures are covered under the per diem allowances for travel. For lodging, this includes taxes and service fees directly associated with the room rate.

## Conference Registration Fees

Fees for official conferences, workshops, seminars, or professional development events relevant to MPO activities are eligible for reimbursement. These fees must be pre-approved in the UPWP and directly related to the travel purpose. Documentation is required for reimbursement purposes.

## Telephone and Internet

Reasonable charges for telephone calls, internet access, and other communication services required for official MPO business will be reimbursed. Personal use of these services is not reimbursable.

## International Travel

For international travel, the U.S. Department of State provides specific per diem rates for each country, which must be followed in lieu of GSA rates. Pre-approval from the SCMPO Board Chair, Executive Director, State Regional Planner, and Federal Funding Authority is required for all international travel.

# 4. NON-ELIGIBLE TRAVEL COSTS

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The following expenses are not eligible for reimbursement under this policy

- **Alcoholic Beverages**
- **Personal Expenses or Items not related to official MPO business**
- **Entertainment, including movies, games, or other recreational activities**
- **Travel Insurance**
  - (Unless specifically required for travel, makes economic sense, or other exceptional circumstances)
- **Dependents - Expenses incurred for family members or individuals not associated with MPO business**
- **Laundry and/or Dry-Cleaning Services**
- **Personal vehicle repairs or maintenance beyond mileage reimbursement**
- **Gasoline when claiming mileage reimbursement**

# 5. AUTHORIZATON & APPROVAL

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## Pre-Approval

All travel must be pre-approved by the MPO Executive Director. Travelers must submit the following before booking any travel:

- **Travel Request & Authorization Form:** The travel authorization form (Attachment A) should detail the purpose of the trip, travel dates, estimated expenses, and the federal grant funding source.
- **GSA Per Diem Printout:** All travelers must include a GSA travel report printout using the calculators/reports listed above for each travel reimbursement request. Use the GSA Trip Tool for this printout: <https://www.gsa.gov/travel#tab--perdiem-tab>
- **Conference / Event / Meeting Agenda:** All travelers must include an agenda for the conference / meeting / event that includes location, date, and times.
- **Google Map:** A Google Map detailing the route taken and the starting location and final location of the trip, and the estimated mileage.

## Exception Requests

Any requests for exceptions to the travel policy must be submitted in writing to the MPO and approved by the MPO Executive Director or designee before travel occurs.

The following are common travel exceptions and the requirements:

## **1. Out-of-State Travel**

- Pre-Approval Needed From: Executive Director or designee, State Regional Planner, Federal Funding Authority, and a UPWP Amendment if not already approved in the UPWP.
- Supporting Documentation:
  - Justification email (purpose and benefit to MPO)
  - Conference/meeting agenda
  - Estimated cost breakdown (transportation, lodging, meals, registration)

## **2. Travel Exceeding Standard Per Diem Rates**

- Pre-Approval Needed From: Executive Director or designee
- Supporting Documentation:
  - Justification for exceeding GSA per diem rates
  - Hotel rate comparisons or conference rate justification

## **3. Travel exceeding a \$5,000 threshold**

- Pre-Approval Needed From: Executive Director or designee, State Regional Planner, Federal Funding Authority, and a UPWP Amendment if not already approved in the UPWP.
- Supporting Documentation:
  - Conference/meeting agenda
  - Estimated cost breakdown (transportation, lodging, meals, registration)

## **4. Travel Combining Business and Personal Time**

- Pre-Approval Needed From: Executive Director or designee
- Supporting Documentation:
  - Travel itinerary clearly distinguishing business vs. personal dates
  - Reimbursement request only for the business portion
  - Cost comparison as if travel was for business only

## **5. Use of Personal Vehicle**

- Pre-Approval Needed From: Executive Director or designee

## **6. Last-Minute or Retroactive Travel Authorization**

- Pre-Approval Needed From: Executive Director or designee
- Supporting Documentation:
  - Explanation for urgency or delay
  - Travel itinerary and receipts

## **7. Non-Employee Travelers (Consultants, Board Members, etc.)**

- Pre-Approval Needed From: Executive Director or designee
- Supporting Documentation:
  - Justification for travel
  - Travel Authorization Form

## **Review and Post-Travel Approval**

Upon return/completion of travel, the traveler will update the travel authorization form to include actual expenses incurred while in travel status and provide all supporting documentation to the SCMPO. Approval or denial of eligible or ineligible expenses will be communicated to the traveler within 30 days of receiving the finalized Travelers Expense Packet, see section 7 “travel reimbursement procedures” for further details.

# **6. TRAVEL ADVANCES**

**Advanced funding for travel expenses is not permitted.** However, travelers will have direct access or access through MPO staff to use company purchase cards to cover upfront travel costs, including event registration, lodging, airfare, and other upfront travel-related expenses.

## 7. TRAVEL REIMBURSEMENT PROCEDURES

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### Supporting Documentation Requirements

Travelers must submit original itemized receipts for all reimbursable expenses within 30 days of returning from the trip. Receipts must clearly show the date, location, and details of all travel expenses.

**Exception:** Per, 41 CFR 301-52.4, it is not necessary to save individual meal receipts if the cost does not exceed the \$75 threshold (per incident).

**Contractor Invoices:** Must include a breakdown of travel costs and backup documentation compliant with federal, state, and SCMPO travel policies.

### Expense Reports

Travelers must complete and submit a ***Travelers Expense Packet***, which includes:

- Travel Reimbursement Form (Attachment B)
- Approved Travel Request & Authorization Form (Attachment A)
- Detailed breakdown of all expenses, and attach backup itemized receipts
- Maps
- GSA Per Diem Rate Printout
- Conference/Event/Meeting Agenda

### Reimbursement Processing

Travelers may not request direct reimbursement of travel costs from Federal or State funding agencies; costs must be submitted **monthly** through the SCMPO fiscal agent accounting software Munis for reimbursement. SCMPO will submit an ADOT reimbursement request for all federally eligible travel costs.

### Compliance

All travel expenditures must comply with federal guidelines, specifically *2 CFR Part 200 and federal per diem rates, as published by the U.S. General Services Administration (GSA)*. Receipts must be retained for six (6) years.

## 8. TRAVEL RESTRICTIONS

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### Travel During Emergencies or Federal Government

#### Shutdown

In times of declared emergencies or federal government shutdowns, MPO travel may be suspended or restricted. Essential travel will be reviewed and approved on a case-by-case basis.

### Vehicular Accident (Crash)

In the event you are involved in a vehicle accident during MPO business, contact the MPO Executive Director, staff, or representative to report the accident as soon as possible. Follow the procedures outlined in the MPO Standard Operating Manual.

## 9. ACCOUNTABILITY & AUDITING

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### Monitoring

Travel expenditures will be reviewed by the SCMPO's Executive Director prior to requesting reimbursement through the SCMPO fiscal agent accounting software Munis.

## **Audits**

Travel records and reimbursements may be subject to audit by federal and state agencies, or third-party auditors to ensure compliance with federal/state requirements and proper use of federal funds. Receipts must be retained for six (6) years.

## **10. POLICY VIOLATIONS**

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Any violations of this policy, including misuse of funds, failure to comply with reimbursement procedures, or failure to attend the scheduled event(s) may result in disciplinary action. This could include the requirement to repay improperly claimed funds, suspension of travel privileges, or termination of employment or contracts.

## **11. POLICY UPDATES**

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This travel policy will be reviewed annually and updated as necessary to remain in compliance with federal regulations, changes in funding sources, or organizational needs. Any updates or changes will be communicated to all SCMPO employees, board members, committee members, consultants, and contractors.

## **12. CONCLUSION**

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The MPO is committed to the responsible, efficient, and transparent use of federal funds. This policy provides clear guidance on travel-related expenses, ensures compliance with federal regulations, and promotes sound fiscal practices for all travel funded through regional, state, and federal sources.

## **ATTACHMENT A: TRAVEL REQUEST & AUTHORIZATION FORM**

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**Sun Corridor MPO**  
**Travel Request & Authorization Form**

Date:	In-State:	<input type="checkbox"/>	Out of State:	<input type="checkbox"/>	UPWP	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Account #:					Travel Dates:	From:	1/0/1900	To:	1/0/1900

Name of Employee:	
Destination:	
Purpose of Trip:	

**Maximum Allowances**

Conference Registration Cost	\$	-	Conference Registration Total	\$	-
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**Meal Expenses (Per Diem)**

In-State (Per Day)  Out of State (Per day)

**GSA Per-Diem Rates**

<https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=perdiem>

**GSA Per Diem Files**

<https://www.gsa.gov/travel/plan-a-trip/per-diem-rates/per-diem-files>

**GSA Trip Calculator Tool:**

<https://www.gsa.gov/travel/#tab--perdiem-tab>

Six (6) hours or more but less than twenty-four (24) hours - Travelers must be in travel status for a minimum of six (6) hours to be eligible for 75 percent of the applicable M&IE rate for each calendar day you are in a travel status (SAAM 50-25).

24 hours or more, on

Day of departure - 75 percent of the applicable M&IE rate.

Full days of travel - 100 percent of the applicable M&IE rate. 100 percent of the applicable M&IE rate.

The last day of travel - 75 percent of the applicable M&IE rate.

Date:	1/0/1900	1/1/1900	1/2/1900	1/3/1900	1/4/1900	1/5/1900	1/6/1900	<b>Totals</b>
Day:	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
<b>M&amp;EI</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lunch	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dinner	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Incidental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

SCMPO Car

POV



#### Mileage for POV

Miles	Rate Billed	Total	Mileage reimbursement will be calculated based on the most direct and efficient route available between the employee's official work station or place of residence and the destination and must be 50 miles or more. Travelers cannot claim both fuel cost and mileage for reimbursement, mileage only will be reimbursed.	
0	0.70	\$ -		

#### Lodging

Name of Hotel							
Address							
Phone			Confirmation Number				
GSA Lodging Rate Per Night	No Days	Room Rate Per Night	Tax Rate	Total	Parking Fees	Service Charge	Total
	0	\$ -	0.000%	\$ -	\$ -	\$ -	\$ -

#### Transportation

Date:	1/0/1900	1/1/1900	1/2/1900	1/3/1900	1/4/1900	1/5/1900	1/6/1900	Totals
Day:	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Airfare								\$ -
Ground Transportation								\$ -
Baggage								\$ -
Parking/Tolls								\$ -
Misc								\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Total Travel Cost**

\$ -

Signature of Traveler		Approved By:	
Date Signed:		Date Signed:	

## **ATTACHMENT B: TRAVEL REIMBURSEMENT FORM**

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Metropolitan Planning Organization

TRAVEL REIMBURSEMENT FORM						REQUEST NUMBER	
PERIOD COVERED:		NAME AND TITLE:					
PROGRAM CHARGED							
PL		SPR		5305d		NON-FEDERAL	
Other							
CHARGE TO GL#:							
PURPOSE OF TRAVEL:							
MEALS CALCULATOR							
<i>Please attach detailed meal receipts in the order recorded. Credit card receipts without detail are not acceptable.</i>							
Date	Place / Description	Total Paid	Max Policy	Disallowable	Ineligible \$	Explain Ineligible \$	Total Allowed
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
	M&EI	\$ -	\$ -	\$ -	\$ -		\$ -
	Breakfast	\$ -			\$ -		
	Lunch	\$ -			\$ -		
	Dinner	\$ -			\$ -		
TOTAL MEALS FOR REIMBURSEMENT							\$ -
RENTAL CAR / TAXI / TRANSIT/Uber/Lift/ Etc							
<i>Please attach receipt</i>							
Date	Description	Type	Receipt \$	Disallowable	Reason for Disallowance	Total Billed	
		\$ -	\$ -			\$ -	
		\$ -	\$ -			\$ -	
		\$ -	\$ -			\$ -	
		\$ -	\$ -			\$ -	
		\$ -	\$ -			\$ -	
		\$ -	\$ -			\$ -	
		\$ -	\$ -			\$ -	
TOTAL RENTAL CAR / TAXI / TRANSIT FOR REIMBURSEMENT							\$ -

PROGRAM CHARGED									
PL		SPR		5305d		NON-FEDERAL		Other	
CHARGE TO GL#:									
MILEAGE									
<i>Mileage reimbursement will be calculated based on the most direct and efficient route available between the employee's official workstation or place of residence and must be 50 miles or more. Travelers cannot claim both fuel cost and mileage for reimbursement, mileage only will be reimbursed.</i>									
Date	Description	Miles	Map or Log?	Rate Billed	Max Policy	Disallowed	Reason for Disallowance	Total Billed	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
			Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
		0.00	Map	\$ 0.700	\$ 0.655	\$ -	N/A	\$ -	
TOTAL MILEAGE FOR REIMBURSEMENT								\$ -	
LODGING									
<i>Please note in comments if hotel rate applies.</i>									
No Days	Lodging Place / Dates	Date Paid	Per Night Paid	Tax Rate	Total Paid	Policy Max/Night	Total Allowable By Policy	Disallowed by Policy	Total Billed
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
0			\$ -	0.000%	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL LODGING FOR REIMBURSEMENT								\$ -	
MISCELLANEOUS TRAVEL EXPENSES									
<i>Please attach detailed receipt.</i>									
Date	Description/Reason for Expense			Receipt \$	Disallowed	Reason for Disallowance	Total Billed		
				\$ -	\$ -		\$ -		
				\$ -	\$ -		\$ -		
				\$ -	\$ -		\$ -		
				\$ -	\$ -		\$ -		
				\$ -	\$ -		\$ -		
				\$ -	\$ -		\$ -		
				\$ -	\$ -		\$ -		
				\$ -	\$ -		\$ -		
				\$ -	\$ -		\$ -		
TOTAL MISCELLANEOUS EXPENSE FOR REIMBURSEMENT								\$ -	
Total Travel Reimbursement Requested {should match \$ on Billing Report}								\$ -	
<i>Detailed Receipts must be submitted to be reimbursed. Please include receipt attachments in the same order as they are listed on this page.</i>									
Comments									
Signature of Traveler						Approved By:			
Date Signed:						Date Signed:			