

TRAVEL EXPENSE DETAIL REPORT

This form is to be completed for any travel reimbursement expense submitted for a TRC project. At a minimum, this form must include: all dates travelled, locations travelled, *all* travelers for each day, and an expenses log for each traveler detailing all expenses included in the claim. The Department can only reimburse for *actual* cost associated with the travel, not a flat per diem. Current rates can be found on the US General Services Administration website. Receipts for meal reimbursements (only allowed with over-night travel) are not required if listed on this form. Any other expense claimed for reimbursement must be verified with an original receipt. Hotel and airfare receipts *must* be original zero balance receipts to verify actual amount paid including tax. If claiming the expense of a rental vehicle you are not able to also claim mileage.

Additional forms may be submitted if trip is longer than 3 days. A separate form must be submitted for each trip. If completed for out-of-state travel, an Out-of-State Travel approval sheet must have been submitted *prior* to trip and must be approved by the Department for reimbursement to be issued.

Name		Project	TRC	Claim #
Date of Travel		Out-of-State?		

TRIP LOG

Date	From/Destination	List of Travelers and Day's Tasks

EXPENSE LOG FOR:

Category	Date	Details	Subtotal
Transportation			
Personal <input type="checkbox"/>		Mileage(using Rand McNally or Official State Hwy Map): x	
Rental <input type="checkbox"/>		Gas Expense: Rental Cost:	
Air <input type="checkbox"/>		Date Tickets Bought: Ticket Cost:	
Lodging			
		Hotel Location :	
		Hotel Location :	
		Hotel Location :	
Daily Meals			
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
Total			

Form Completed by: _____

Date: _____

EXPENSE LOG FOR:

Category	Dates	Details	Subtotal
Transportation			
Personal <input type="checkbox"/>		Mileage(using Rand McNally or Official State Hwy Map): x	
Rental <input type="checkbox"/>			Gas Expense: Rental Cost:
Air <input type="checkbox"/>		Date Tickets Bought:	Ticket Cost:
Lodging			
		Hotel Location :	
		Hotel Location :	
		Hotel Location :	
Daily Meals			
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
		Total	

EXPENSE LOG FOR:

Category	Dates	Details	Subtotal
Transportation			
Personal <input type="checkbox"/>		Mileage(using Rand McNally or Official State Hwy Map): x	
Rental <input type="checkbox"/>			Gas Expense: Rental Cost:
Air <input type="checkbox"/>		Date Tickets Bought:	Ticket Cost:
Lodging			
		Hotel Location :	
		Hotel Location :	
		Hotel Location :	
Daily Meals			
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
		<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	
		Total	