

Trav-207-Out of State

Summary Page		
1	In State	Chose "Out of State" from Drop Down
2	Name	Enter Name of Traveler
3	Employee ID #	Enter Travelers Employee ID
4	Travel Dates	From: Enter the date you left for trip- Month, First Day of Month, Year of Travel To: Enter The date that you returned from trip, Last Day of Month, Year of Travel
5	Title	Enter travelers title
6	Org	Enter home org of traveler
7	License Number	Enter travelers vehicle license plate number (If claiming Mileage)
8	Signature	Traveler will Sign and Date
9	Travel Supervisor	Traveler will have their Travel Supervisor to approve
Purpose and Mileage Page		
1	Date of Travel	Enter the date you started travel
2	Purpose of Trip	<p>Purpose of trip needs to start with what traveler did on this trip with benefit to extension (Action Word).</p> <ul style="list-style-type: none"> • Example: Attend small fruit and vegetable conference • Example: Present poster on fruit and vegetable disease <p>*If you attended Conference or Training this is coded differently in Financial Services and needs to be referenced.</p> <p>*Traveler must enter purpose of Trip even if they aren't claiming mileage.</p> <p>*Return Trip is required</p>
3	Fund Number	Enter the fund this expense will be charged to
4	Org	Enter the Org number this expense will be charge to
5	From	<p>Enter the place you began your travel</p> <ul style="list-style-type: none"> • Headquarters • Residence • Name of Town or Farm <p>*Write it out to be Clear - No Abbreviation</p>
6	Time	<p>Enter the time of day that traveler actually left your destination for travel</p> <p>*These times are used to determine if you are eligible for meals so be precise</p>
7	To	<p>Enter the place you ended your travel</p> <ul style="list-style-type: none"> • Headquarters • Residence • Name of Town or Farm <p>*Write it out to be Clear - No Abbreviation</p>
8	Time	<p>Enter the time of day that traveler arrived at destination</p> <p>*These times are used to determine if you are eligible for meals so be precise</p>
9	Miles	<p>Enter Miles Claimed between the from and the to destination</p> <p>*Rand McNally or Map quest is used to determine acceptable mileage claimed</p> <p>*Round to the nearest number (NO DECIMALS)</p>
Subsistence and Miscellaneous		
1	Date	Enter the Date of the travelers claimed Expense
2	Place	<p>Enter the place expense occurred</p> <ul style="list-style-type: none"> • Example: Little Rock, Arkansas
3	Fund Number	Enter the fund this expense will be charged to

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4	Org	Enter the Org number this expense will be charge to
5	Lodging	<p>Enter the amount of Lodging Expense for that day of travel</p> <p>*Lodging receipt is required</p> <p>*Lodging receipt is required to be in the travelers name</p> <p>*Check Per Diem Rate at http://www.gsa.gov/portal/category/100120</p> <p>*If hotel is over per diem a Trav-213 will need to be completed and approved</p> <p>*If lodging is shared between two people. A lodging receipt is required in each of the travelers name with their portion of the expense on it.</p> <p>*Lodging receipt needs to show type of payment made</p>
6	Breakfast	<p>Enter the amount of actual breakfast charges</p> <p>*Traveler is required to leave Official Station prior to 6:30am in order to claim breakfast</p> <p>*Check Per Diem Rate at http://www.gsa.gov/portal/category/100120</p> <p>*Meals will only be reimbursed at 75% of per diem on first and last day of travel</p> <p>*15% is allowed for tips</p>
7	Lunch	<p>Enter the amount of actual lunch Charges</p> <p>*Traveler is required to leave Official Station prior to 11:30am in order to claim Lunch and when returning to Official Station arrive by 12:30pm</p> <p>*Check Per Diem Rate at http://www.gsa.gov/portal/category/100120</p> <p>*Meals will only be reimbursed at 75% of per diem on first and last day of travel</p> <p>*15% is allowed for tips</p>
8	Dinner	<p>Enter the amount of actual dinner charges</p> <p>*Traveler is required to leave Official Station by 5:00PM in order to claim dinner and when returning to their official station they arrive by 6:30pm</p> <p>*Check Per Diem Rate at http://www.gsa.gov/portal/category/100120</p> <p>*Meals will only be reimbursed at 75% of per diem on first and last day of travel</p> <p>*15% is allowed for tips</p>
9	Registration	<p>Enter the amount of registration expense</p> <p>*Receipt is required</p>
10	Parking	<p>Enter the amount of parking expense</p> <p>*Receipt is required</p>
11	Ground Transportation	<p>Enter the amount Shuttle/Bus Expenses/Rental Car</p> <p>*Receipts is required in Travelers name</p> <p>*Rental car requires justification of why car is being rented</p> <p>*Taxi required if over \$25.00</p>
12	Flight	<p>Enter amount of Expense on Airfare</p> <p>*Receipt required in travelers name</p> <p>*Type of payment required</p>
13	Other	<p>Enter the amount of any other charges that are incurred that are reimbursable</p> <ul style="list-style-type: none"> • Luggage Fees • Internet Charges <p>*Receipt required</p>
14	Explanation	<p>If "Other" Expense was used – Give Explanation of what charges were for</p> <ul style="list-style-type: none"> • Luggage Fees • Internet Charges <p>*Receipt required</p> <p>*This is a great place to list what was paid for by TCard</p>