

Complete After Traveling
TRAVEL REIMBURSEMENT REQUEST

PAYEE (Please Print):	
Address:	
City, State Zip:	
Destination:	
Purpose:	

Dept:	
GL Acct:	
REIMBURSEMENT TYPE	
Per Diem	
Actual Expense	

ACTUAL DEPARTURE	
DATE:	FROM:
TIME:	TO:
ACTUAL RETURN	
DATE:	FROM:
TIME:	TO:

TRAVEL BY
County Vehicle
POV
Airline
Other/Passenger
Pickup Check
Mail Check

SIGNATURES:	
TRAVELER:	DATE:
DEPT HEAD OR COUNTY MANAGER:	DATE:

FINANCE USE ONLY				
PER DIEM CALCULATIONS		(OR)	ACTUAL EXPENSE CALCULATIONS (Receipts Required)	
# Days (In-State)	\$180		# Days Lodging	
# Days (Out-of-State)	\$180		# Days Meals (In-State)	\$70
# Days (Santa Fe)	\$249		# Days Meals (Out-of-State)	\$70
# Days (Int'l)	\$298		Transportation - Airfare (Coach Class Only)	
# Add'l Hours			Transportation - Rental Car, Taxi, Uber, etc...	
Other - (Rcpts Req)			Other -	
Other - (Rcpts Req)			Other -	
Other - (Rcpts Req)			Final Day # Hours -	
Mileage (from calculation below)			Mileage (from calculation below)	
Total Expenses			Total Expenses	
Less: 80% Advance			Less: 80% Advance	
TOTAL PER DIEM REIMBURSEMENT			TOTAL ACTUAL EXPENSE REIMBURSEMENT	

MILEAGE CALCULATION:		MAP MILES	@	\$0.67	per mile =	
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G/L ACCOUNT	AMOUNT	REVIEWER INITIALS & DATE:
		APPROVER INITIALS & DATE:
		COMMENTS:

All required itemized receipts must be attached or travel voucher may be returned for correction.