TRAVEL EXPENSE CLAIM
 local agency.


1. Enter actual amount of lodging expense. Reimbursement will not occur without a receipt.
2. If you spent Sunday night at the hotel, you may claim $\$ 10$ for breakfast on Monday. No other breakfasts will be reimbursed. No receipt is necessary.
3. You may claim $\$ 30$ for dinner, for each night you spent at the hotel. No other dinners will be reimbursed. No receipt is necessary.
4. Enter the costs of your air/train/bus fare. Reimbursement will not occur without a receipt.
5. For type of transportation enter "R" for railway, "B" for bus or other public transit, "A" for airline, "PC" for private car
6. Enter the cost of any tolls, shuttles, rideshares, etc. Reimbursement will not occur without a receipt.
7. If you drove a private car, enter the miles driven. The form will calculate mileage reimbursement.

Reimbursement will not occur without a map verifying mileage.
8. Enter any miscellaneous pre-approved expenses, including registration (if paid by applicant). Reimbursement will not occur without a receipt.

## 9. The form will calculate all totals.

