

**Ag Business Center (ABC)
TRAVEL EXPENSES**

PLEASE COMPLETE AFTER TRIP

Your Name: _____

Trip Destination: _____ Account #: _____

Purpose and Justification: _____

Date Left: _____ Date Returned: _____

Via: Personal Car Rental Car State Car Airplane (Proof of payment required if purchased via Internet)

Are you claiming meal *per diem*? (No receipts needed.) Yes No

Daily per diem rate: _____ (Accounting can provide rate.)

- Find *Per Diem* rates at: http://www.state.co.us/gov_dir/gss/cen/travel1/stmp/per_diem.htm
- If the *Per Diem* location/rate is not listed, use **\$39** as the daily rate.
- DO NOT claim meals covered under Hospitality or in Registration Fees.
- You can claim less than the maximum allowable *per diem* – NOT MORE.
- **Note:** First and last day of travel are reimbursed at 75% per diem rate no matter what time the travel begins or ends. Day trips, which start and end on the same day, are not eligible for meal reimbursement.

Date	Total Food Expense Per Day List actual meal expenses by date. OR if claiming per diem, list meals to be reimbursed: B=Breakfast; L=Lunch; D=Dinner (no receipts needed).

If more than one person per hotel room, list other person(s) _____

Are they claiming expenses? **YES** **NO** Comments: _____

If spouse was sharing room, was rate the same for 1 or 2 persons? **YES** **NO**

OTHER EXPENSES (list dollar amounts)

Airfare (purchased via Internet)	_____	Lodging	_____
Registration Fee (ACARD)	_____	Shuttle	_____
Registration Fee (personal funds)	_____	Mileage*: _____ miles x \$.50 =	_____
Rental Car / Gas Expense	_____	Road Tolls	_____
DIA Parking	_____	Supplies	_____
Hotel Parking	_____	Internet	_____
Taxi	_____	Phone	_____
Bus / Metro	_____	Other _____	_____
Excess Baggage Fee	_____		

(*mileage from CSU to DIA = 150 miles; 150 x .50 = \$75.00)