

INSTRUCTIONS FOR COMPLETING
THE OUT OF AREA TRAVEL REPORT

- 1 Name and Date of completing the report (report should be completed within 10 days of completing travel),
- 2 Complete odometer reading from start to finish if using your personal vehicle.
- 3 Complete the required information where you traveled from and to, time and date you arrived and returned.
- 4 Complete other expenses claimed in addition to per diem. Attach receipts for additional expenses (parking, taxi, shuttle, etc.).
- 5 Fill in appropriate transportation expenses bus tickets, air fare, train tickets or cost of other transportation.
- 6 When your personal vehicle is used mileage will be reimbursement at the current GSA reimbursement rate see Attachment III.
- 7 Calculate you per diem expense using the same M&IE rate used when calculating your per diem on your Request and Authorization for Out of Area Travel form.
- 8 Total Expenses add lines 1-4
- 9 If you received a travel advance enter that amount on line 6.
- 10 Total Amount Due subtract line 5 from line 6.
If line 5 is greater then line 6 then circle amount due to traveler and a check will be issued reimbursing you.
If line 6 is greater then line 5 then circle amount due to agency and attach a check cash, or money order reimbursing the agency.
- 11 Sign and forward to the appropriate Supervisor or Director.