

Travel and Per Diem Reimbursement

Center on Disabilities and Human Development

SEND TO: Richelle Tierney, CDHD, University of Idaho, 322 E. Front St. Ste 440, Boise, ID 83702.
 Allow at least two weeks for processing. Contact Richelle or 208-364-4582 with questions.

Name: _____

Complete Address: _____

Reason for Travel: _____

Destination: _____

Date of Travel	Time Left Home	Time Arrived Home	Number of Miles

Mileage is reimbursed at \$0.535 per mile.

**** PLEASE NOTE: The following times determine whether meals are reimbursable.**

Departure Times (from home):

- 7:00 a.m. and after - no breakfast
- 11:00 a.m. and after - no lunch
- 5:00 p.m. and after - no dinner

Arrival Times (back home):

- 8:00 a.m. and before - no breakfast
- 2:00 p.m. and before - no lunch
- 7:00 p.m. and before - no dinner

Per Diem Rates: In State

- Breakfast - \$11.25 (No. Meals ___)
- Lunch - \$15.75 (No. Meals ___)
- Dinner - \$24.75 (No. Meals ___)
- Whole Day - \$45.00 (No. Meals ___)

Per Diem Rates: Out of State

- Breakfast - \$12.75 (No. Meals ___)
- Lunch - \$17.85 (No. Meals ___)
- Dinner - \$28.05 (No. Meals ___)
- Whole Day - \$51.00 (No. Meals ___)

Per Diem	(Use guidelines above)	\$	_____
Personal Vehicle Mileage	(# miles x .535)	\$	_____
Vehicle Rental	(Receipt required)	\$	_____
Lodging	(Receipt required)	\$	_____
Gas for Rental Car	(Receipt required)	\$	_____
Parking	(Receipt required)	\$	_____
Other	(Receipt required)	\$	_____

Total Expenditures \$ _____