

Agriculture Department Travel Request

Date_____

Traveler_____Destination_____#going_____

Travel Date(s)_____Time leaving_____returning_____

Purpose of trip_____Account to be charged_____

Vehicle request:___ univ car___ mini van___ 15 passenger van___ own car*

Approximate mileage: _____

Expenditures:

Amount requested

Actual mileage_____

Lodging for ___night(s) - Motels are reimbursed at a rate of \$60-70 downstate(depends on county), \$80 Chicago Metro, \$149 downtown Chicago, \$110 out of state, \$153 Washington DC. If over, see Karen.

Meals - In-state (leaving before 6a) \$5.50 for breakfast
Out-of-state (leaving before 6a) \$6.50 for breakfast
or In-state-(returning after 7p) \$17.00 for dinner
Out-of-state (returning after 7p) \$19.00 for dinner
No lunch allowed

Perdiem - Must be gone overnight or in excess of 18 hours. In-state Rate is \$7.00 per quarter day Or \$8.00 for Out-of-state.

Mileage - University **car** is charged **.41** per mile
University **mini van** is charged **.45** per mile
15-Passenger van is charged **.54** per mile
Personal vehicles are reimbursed **.55** per mile.

Plane/train/taxi fare - (need original passenger's ticket)

Other expenses - tolls, etc

Remember : Karen needs ORIGINAL receipts!!!