

NEO A&M COLLEGE

Travel Reimbursement Summary

Name _____		CWID: _____		Date: _____	
Department #: _____		Department Name: _____			
Purpose of Travel: _____					
College Vehicle #: _____ or License # of Privately Owned Vehicle _____					
(Destination/Purpose lines for multiple points visited.)					
DEPARTURE: FROM _____ DATE _____ TIME _____ am/pm					
Destination/Purpose: 1. _____		Arrival Date&Time _____		am/pm -Departure Date&Time _____ am/pm	
Destination/Purpose: 2. _____		Arrival Date&Time _____		am/pm -Departure Date&Time _____ am/pm	
Destination/Purpose: 3. _____		Arrival Date&Time _____		am/pm -Departure Date&Time _____ am/pm	
RETURN: TO _____ DATE _____ TIME _____ am/pm					

Travel Reimbursement Calculation*

Per Diem:

(\$55.00 in-state/\$61.00 Oklahoma County) \$ _____

(\$55.00 – Enid/Garfield County)

Less Meals Provided (_____) = \$ _____

(\$13.75 in-state/\$15.25 Oklahoma County/\$13.75 Enid/Garfield County)

Per Diem in Lieu of Subsistence:

(\$65.00 in-state/\$71.00 Oklahoma County) \$ _____

(\$65.00 – Enid/Garfield County)

Less Meals Provided (_____) = \$ _____

(\$16.25 in-state/\$17.75 Oklahoma County/\$16.25 Enid/Garfield County)

Lodging:

(Maximum \$94 in-state/\$95 Oklahoma City/\$94 Enid/Garfield County) \$ _____

Mileage: (Use of Personal Vehicle/\$0.33 per mile) \$ _____

Public Transportation:

(Non-mileage; e.g., railroad, airplane, bus, taxi, etc.) \$ _____

Miscellaneous Expense:

(e.g., toll, parking, business-related phone calls, registration fees, etc.) \$ _____

Total Travel Expense Claimed

\$ _____

*Out-of-State Rates for per diem and lodging to be determined by GSA Regulations

I, the undersigned, upon oath, do depose and say that I have full knowledge of the above and foregoing account; that said account is just, correct, due, and according to law; and that the amount claimed after allowing all just credits; is now due and wholly unpaid, and that I am duly authorized to make the affidavit, so help me God. I also, upon oath, say these expenses were incurred by me while performing an official college function and that a false application for reimbursement of travel expense will be grounds for termination and criminal prosecution.

Claimant Signature

Date

SEE REVERSE SIDE FOR AUTHORIZED RATES

NEO A&M COLLEGE

Travel Reimbursement Authorized Rates*

Meals and Incidental Expenses - Maximum Daily Allowance:

		<u>In-State</u>	<u>Oklahoma County</u>	<u>Enid/Garfield Cnty</u>
1 day	(24 hours)	\$55.00	\$61.00	\$55.00
¾ day	(18 hours)	41.25	45.75	41.25
½ day	(12 hours)	27.50	30.50	27.50
¼ day	(6 hours*)	13.75	15.25	13.75

*Payment for each quarter day or major fraction thereof (more than 3 hours), will be made at the ¼ day rate show above.

Per Diem in Lieu of Subsistence - Maximum Daily Allowance:

		<u>In-State</u>	<u>Oklahoma County</u>	<u>Enid/Garfield Cnty</u>
1 day	(24 hours)	\$65.00	\$71.00	\$65.00
¾ day	(18 hours)	48.75	53.25	48.75
½ day	(12 hours)	32.50	35.50	32.50
¼ day	(6 hours*)	16.25	17.75	16.25

*Payment for each quarter day or major fraction thereof (more than 3 hours), will be made at the ¼ day rate show above.

Mileage Reimbursement/Private Owned Vehicle: (\$.33)

Lodging Reimbursement Rate:

	<u>In-State</u>	<u>Oklahoma City</u>	<u>Enid/Garfield Cnty</u>
Standard	\$94.00	\$95.00	\$94.00

*Out-of-State Rates for per diem and lodging to be determined by GSA Regulations

Visit: www.gsa.gov

Rates effective 10/1/18-9/30/19