

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 |
| $\frac{3}{4}$ day | (18 hours) | 41.25 | 45.75 | 41.25 |
| $\frac{1}{2}$ day | (12 hours) | 27.50 | 30.50 | 27.50 |
| $\frac{1}{4}$ 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 $\frac{1}{4}$ 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 |
| $\frac{3}{4}$ day | (18 hours) | 48.75 | 53.25 | 48.75 |
| $\frac{1}{2}$ day | (12 hours) | 32.50 | 35.50 | 32.50 |
| $\frac{1}{4}$ 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 $\frac{1}{4}$ day rate show above.

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

Lodging Reimbursement Rate:

| | <u>In-State</u> | <u>Oklahoma City</u> |
|----------|-----------------|----------------------|
| Standard | \$96.00 | \$104.00 |

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

Visit: www.gsa.gov

Rates effective 10/1/2020-9/30/2021