

REQUEST FOR TRAVEL REIMBURSEMENT
Department of Computer Science
Virginia Tech

Date: _____ **SS#** _____
Name/Title: _____
Complete Address: _____

Phone #: _____ **Email Address:** _____
Account number to charge: _____
(If not Computer Science's account, please provide department number.)

Destination: _____
Purpose of trip: _____
(If conference travel, please provide conference name.)

Date/Time Departed: _____
Date/Time Returned: _____
Miles (Personal Auto): _____ **To/From:** _____
Motor Pool: _____ **Rode with:** _____
Airline: TA(yes/no) _____ **Personal funds/price:** _____

▪EXPENSES▪

Please attach receipts.

(Day 1) Date: _____ **Lodging Amount:\$** _____
Name of hotel: _____ **Conference hotel: Yes** _____ **No** _____
M&IE Amount:\$ _____ **Other daily expenses*:\$** _____

(Day 2) Date: _____ **Lodging Amount:\$** _____
Name of hotel: _____ **Conference hotel: Yes** _____ **No** _____
M&IE Amount:\$ _____ **Other daily expenses*:\$** _____

(Day 3) Date: _____ **Lodging Amount:\$** _____
Name of hotel: _____ **Conference hotel: Yes** _____ **No** _____
M&IE Amount:\$ _____ **Other daily expenses*:\$** _____

*Other daily expenses include taxi, limo, tolls, baggage hdlg, porter, parking (where?), conference registration, rental car, etc.

(Day 4) Date: _____ **Lodging Amount:\$** _____

Name of hotel: _____ Conference hotel: Yes _____ No _____
M&IE Amount: \$ _____ Other daily expenses*: \$ _____

(Day 5) Date: _____ Lodging Amount: \$ _____
Name of hotel: _____ Conference hotel: Yes _____ No _____
M&IE Amount: \$ _____ Other daily expenses*: \$ _____

Individual Meal Amounts

| TOTAL | \$30 | \$34 | \$38 | \$42 | \$46 |
|-----------------|---------|---------|---------|---------|---------|
| Breakfast | \$6 | \$7 | \$8 | \$9 | \$10 |
| Lunch | \$6 | \$7 | \$8 | \$9 | \$10 |
| Dinner | \$16 | \$18 | \$20 | \$22 | \$24 |
| Incidentals | \$2 | \$2 | \$2 | \$2 | \$2 |
| 75% Travel Days | \$22.50 | \$25.50 | \$28.50 | \$31.50 | \$34.50 |

Reimbursement for personal vehicle mileage:
*32.5 cents per mile under 100 miles.
*.23 cents per mile over 100 miles.

Lodging/M&IE Rate: In-State

| City | Lodging/Meals | City | Lodging/Meals | City | Lodging/Meals |
|-----------------------|---------------|-----------------------|---------------|---------------------|---------------|
| Standard/B'burg | 55/30 | Charlottesville | 66/42 | Woodbridge | 69/38 |
| Lexington | 53/30 | Lynchburg | 64/38 | Manassas | 62/34 |
| Tidewater(Apr-Dec) | 109/38 | Tidewater(Nov-Mar) | 55/38 | Richmond | 77/38 |
| Roanoke | 59/34 | Wallops Is(Jun-Sep) | 89/34 | Wallaps Is(Oct-May) | 69/34 |
| Williamsburg(Apr-Oct) | 99/38 | Williamsburg(Nov-Mar) | 59/38 | Wintergreen | 110/46 |

Lodging/M&IE Rate: Out-of-State

| City | Lodging/Meals | City | Lodging/Meals | City | Lodging/Meals |
|------------------|---------------|---------------|---------------|------------------|---------------|
| Atlanta | 93/38 | Baltimore | 110/42 | Boston | 192/46 |
| Chicago | 130/46 | Cincinnati | 88/46 | Cleveland | 88/42 |
| Dallas | 89/46 | Denver | 88/42 | Detroit | 109/46 |
| Ft. Worth | 94/38 | Houston | 88/42 | Kansas City | 88/42 |
| Las Vegas | 88/42 | Los Angeles | 99/46 | Miami | 89/42 |
| Minneapolis | 91/46 | New Orleans | 88/42 | NYC | 198/46 |
| Orlando | 88/42 | Philadelphia | 118/46 | Phoenix(Jan-Apr) | 107/42 |
| Phoenix(Apr-Dec) | 88/42 | Pittsburgh | 88/46 | San Antonio | 91/42 |
| San Diego | 96/46 | San Francisco | 139/46 | Seattle | 104/46 |
| St. Louis | 88/46 | D.C.* | 118/46 | | |

*Washington, D.C. includes: Cities of Alexandria, Falls Church, Fairfax; Counties of Arlington, Loudoun, Fairfax, Montgomery MD, Prince George MD.

Foreign per diem rates can be found at: <http://www.state.gov/m/a/als/prdm/>