

Agreement Invoice Travel Log

Agreement #: VK1700

	Monday 1/4/2016	Tuesday 1/5/2016	Wednesday 1/6/2016	Monday 1/4/2016	Tuesday 1/5/2016
Travel Info					
Traveler's Name	J. Smith	J. Smith	J. Smith	K. Johnson	K. Johnson
Departure Time	5:45 AM			10:00 AM	
Return Time			1:00 PM		6:00 PM
Personal Mileage Expenses					
Location(s) Travelled	Lincoln - Cherry Co.	various	Scottsbluff - Omaha	Kansas City - Omaha	Omaha - Lincoln - K.C.
Miles Travelled	254	35	475		
Mileage Rate	\$ 0.54	\$ 0.54	\$ 0.54	\$ -	\$ -
Allowable Mileage Cost	\$ 137.16	\$ 18.90	\$ 256.50	\$ -	\$ -
Meals Expenses					
Meal Per Diem	\$ 51.00	Per Diem exceeded	\$ 51.00	\$ 64.00	\$ 51.00
Actual Cost - Breakfast	\$ 3.44	\$ 7.32	\$ -	\$ -	\$ 6.12
Actual Cost - Lunch	\$ 7.73	\$ 18.56	\$ 9.34	\$ 6.34	\$ 11.75
Actual Cost - Dinner	\$ 12.98	\$ 28.35	\$ -	\$ 23.85	\$ -
Allowable M&IE	\$ 24.15	\$ 51.00	\$ 9.34	\$ 30.19	\$ 17.87
Lodging Expenses					
Per Diem (excl taxes)	\$ -	Per Diem exceeded	\$ 91.00	\$ -	\$ 107.00
Actual Lodging Rate	\$ -	\$ 101.00	\$ 101.00	\$ -	\$ 107.00
Actual Lodging Taxes	\$ -	\$ 12.32	\$ 12.32	\$ -	\$ 11.43
Allowable Lodging Expense	\$ -	\$ 102.10	\$ 102.10	\$ -	\$ 118.43
Other Travel Expenses					
Airfare		\$ -	\$ -	\$ -	\$ -
Rental Auto		\$ -	\$ -	\$ -	\$ 97.13
Rental Auto Fuel		\$ -	\$ -	\$ 23.54	\$ 28.67
Transportation (i.e. taxi)	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -
Allowable Other Expense	\$ -	\$ -	\$ -	\$ 23.54	\$ 125.80
TOTAL ALLOWABLE COSTS:	\$ 161.31	\$ 172.00	\$ 367.94	\$ 53.73	\$ 262.10

\$ 1,017.08

Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone IS NOT sufficient documentation. **RECEIPTS for meals under \$5 are not required to be included with the invoice.**

Notes: (provide clarification of expenses or additional breakdown of expenses by project, if applicable)

Example breakdown of travel expenses per project:
CN 12345 - \$701.25 ; CN 54321 - \$315.83

- [1] Enter traveler's name (different column for each traveler), enter Departure Time on first day of travel, Return Time on last day of travel.
- [2] Enter travel origination, primary destination, and daily miles traveled.
- [3] Meals and Lodging Per Diem rates obtained from: <http://www.gsa.gov/portal/category/100120>. (based on work location)
- [4] Enter lodging rate and taxes separately. Reimbursement of lodging taxes is prorated, if necessary.