

APPALACHIAN STATE UNIVERSITY
REQUEST FOR REIMBURSEMENT OF TRAVEL AND OTHER EXPENSES
 INCURRED IN THE DISCHARGE OF OFFICIAL DUTY-INCLUDING PER DIEM

INSTRUCTIONS TO CLAIMANT: Attach all necessary receipts and other supporting documents to this form and submit the original to the Controller's Office. Retain one (1) copy.

Payee's Name	Banner ID Number	Date of this Request
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Payee's Address	Purpose of trip
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Department	Title
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Fund	
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	In/State	Out/State	Out/Country
Transportation			
Air	731110	731210	731310
Ground	731120	731220	731320
Other	731130	731230	731330
Subsistence			
Lodging	731140	731240	731340
Meals	731150	731250	731350
Other	731160	731260	731360
Registration	731190	731290	731390
Total Expense			

	Amount
Total Expense	\$ 1
Deduct: Advance	1
Deduct:	1
Amount Due Appalachian	1
Amount Due Claimant	1
Amount subject to Federal and State Income Tax Law	

Under penalties of perjury, I certify this is a true and accurate statement of the city of lodging, expenses and allowances incurred in the service of the State.

I have examined this reimbursement request and certify that it is just and reasonable.

(Claimant)

I have examined this reimbursement request and certify that it is just and reasonable.

(Supervisor)

I have examined this reimbursement request and certify that it is just and reasonable.

(Optional)

(Controller's Office)

TRAVEL				TRANSPORTATION			SUBSISTENCE			OTHER EXPENSES	
Show each city visited & departure/return times				(1) Mode	Daily Private Car Mileage	Amount	(2) Type	Amount	Daily Totals	Explanation	Amount
Date	From	To	Time								
				P			B				
				A	-		L				
				R			D				
				O	-		H				
				P			B				
				A	-		L				
				R	-		D				
				O	-		H				
				P			B				
				A	-		L				
				R	-		D				
				O	-		H				
				Totals to Reverse Side if more travel							

- (1) Mode of Travel
 P - Pri-owned car
 A - Air
 R - Rental car
 O - Other, rail or bus

- (2) Type of subsistence:
 B - Breakfast
 L - Lunch
 D - Dinner
 H - Hotel

Times of departure and return are required.
Refer to Resource Manual Travel Section, Policy 9

for current subsistence rates <http://www.resourcemanual.appstate.edu/travelandtrans/policy.htm#pol9>

Show each city visited & TRAVEL: departure/return times				TRANSPORTATION			SUBSISTENCE			OTHER EXPENSES	
Date	From	To	Time	(1) Mode	Daily Private Car Mileage	Amount	(2) Type	Amount	Daily Totals	Explanation	Amount
-----TOTALS BROUGHT FORWARD-----											
				p			B				
				A	-		L				
				R	-		D				
				o	-		H				
				p			B				
				A	-		L				
				R	-		D				
				o	-		H				
				p			B				
				A	-		L				
				R	-		D				
				o	-		H				
				p			B				
				A	-		L				
				R	-		D				
				o	-		H				
				p			B				
				A	-		L				
				R	-		D				
				o	-		H				
				p			B				
				A	-		L				
				R	-		D				
				o	-		H				
				p			B				
				A	-		L				
				R	-		D				
				o	-		H				
				Totals							