

Instructions For Completing the Travel Expense Report

1. Complete the top portion of the form, indicating your full address, travel origination and destination, travel dates and a brief explanation of the purpose for the travel.
2. **MEAL EXPENSE LOG:** Itemize all meal expenditures. Under the column “MEAL” indicate “B” breakfast, “L” lunch or “D” dinner. Alcoholic beverages will not be reimbursed. Attach original receipts.
3. **EXPENSE ITEMS:** List the total amount paid out for each expense line under “AMOUNT” and extend the applicable portion of that amount to “CHARGED TO SREMSC” or “PERSONALLY PAID”.

Meals: Total from the MEAL EXPENSE LOG.

Plane Fare: Includes travel agent fees. Attach original receipts.

Lodging: Include only the lodging and tax costs. Meals, telephone charges and parking charged to the room are to be listed under other expense lines. Attach original receipts.

Taxi: Receipts are requested, but not required for taxi use under \$10.00.

Other Transportation: This category includes parking, gas and any other miscellaneous vehicle expense. Car rental must have prior approval from Executive Director. Gasoline will not be reimbursed if charging mileage. Attach original receipts.

Mileage: Mileage is paid for use of personal vehicle at the IRS standard mileage rate.*

Other Expenses: Use this column to record any other allowable expenses not listed on the specific lines. Examples of miscellaneous expenses might be registration fees or supplies purchased. Attach original receipts.

4. **RECONCILING THE EXPENSES:** Total the three columns in the “TOTAL EXPENSES” boxes. The total of the “CHARGED TO SREMSC” column is transferred to the “LESS: Expenses charged to SREMSC” line. Write in any travel advance received. Subtract “Expenses charged to SREMSC” and “Travel Advance” from “TOTAL EXPENSES”.

If the result is positive, write on the “Total Reimbursement Requested” line. A check will be issued within two weeks of receiving the Travel Expense Report.

If the result is negative, write on the “Amount Due SREMSC” line and submit a check, payable to SREMSC, or cash when report is submitted.

* Go to www.irs.gov for standard mileage rate information