

**TRAVEL CLAIM FORM**  
(Paper)



CITY OF  
**REXBURG**  
America's Family Community

VENDOR #

EMPLOYEE:

TODAY'S DATE:

ACCOUNT	AMOUNT	APPROVED
<input type="text"/>	<input type="text"/>	<input type="text"/>

DESTINATION:   
PURPOSE:

Departure Date:  Departure Time:

Return Date:  Return Time:

**MEALS:**

Circle those used:	BREAKFAST	LUNCH	DINNER	TOTAL
Most of Idaho	9	13	29	51.00
Boise	9	13	29	51.00
Percent of Total:	18%	26%	56%	100%
Other Per Diem Total:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Enter Amounts:</i>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>	<b>TOTAL</b>
SUNDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MONDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TUESDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WEDNESDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
THURSDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FRIDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SATURDAY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

For all other per diem rates,  
Contact the Financial Management  
Department

**Meals for travel shall be reimbursed according to the following schedule:**  
Breakfast-Depart prior to 7:00 am  
Lunch -Depart prior to 12:00 noon  
and return after 2:00 pm  
Dinner -Return after 7:00 pm

TOTAL MEALS:

MILEAGE  (ONE WAY)  
X 2  
 (TOTAL MILES)  
0.540 CENTS PER MILE

**Mileage:**

Idaho Falls	29 Miles
Blackfoot	54 Miles
Pocatello	78 Miles
Twin Falls	186 Miles
Boise	308 Miles
Nampa	328 Miles
Couer d' Alene	472 Miles
Salt Lake City	241 Miles

**\*\*\*DO NOT ENTER A \$ AMOUNT IF YOU USE A CITY CREDIT CARD**

MOTEL:  City Charge Card  Reimbursable  
 PER NIGHT X  NIGHTS

PARKING:  City Charge Card  Reimbursable

TAXI:  City Charge Card  Reimbursable

AIRPLANE TICKET:  City Charge Card  Reimbursable

RENTAL CAR:  City Charge Card  Reimbursable

GAS FOR RENTAL:  City Charge Card  Reimbursable

OTHER:

OTHER:

I understand that if any of these above expenses end up being not applicable that I must return those amounts.  
I also understand that I must return receipts for all of the above except meals and mileage.

EMPLOYEE SIGNATURE