

# NEO A&M COLLEGE

## Travel Reimbursement Summary

Name _____ CWID: _____ Date: _____	
Department #: _____ Department Name: _____	
Purpose of Travel: _____	
College Vehicle #: _____ or License # of Privately Owned Vehicle _____	
<b>(Destination/Purpose lines for multiple points visited.)</b>	
<b>DEPARTURE:</b> FROM _____ DATE _____ TIME _____ am/pm	
Destination/Purpose: 1. _____ Arrival Date&Time _____ am/pm -Departure Date&Time _____ am/pm	
Destination/Purpose: 2. _____ Arrival Date&Time _____ am/pm -Departure Date&Time _____ am/pm	
Destination/Purpose: 3. _____ Arrival Date&Time _____ am/pm -Departure Date&Time _____ am/pm	
<b>RETURN:</b> TO _____ DATE _____ TIME _____ am/pm	

### Travel Reimbursement Calculation\*

**Per Diem: 75% First & Last day of travel, 100% each day in between.**

(\$68.00 in-state/\$80.00 Oklahoma County)

\$ \_\_\_\_\_

Less Meals Provided:

( \_\_\_\_\_ ) = \$ \_\_\_\_\_

	<u>Continental/Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
In-State-	\$16.00	\$19.00	\$28.00
OK County-	\$20.00	\$22.00	\$33.00

**Lodging:**

(Maximum \$110.00 in-state/\$116.00 Oklahoma County)

\$ \_\_\_\_\_

**Mileage:**

(Use of Personal Vehicle/\$0.70 per mile)

\$ \_\_\_\_\_

**Public Transportation:**

(Non-mileage; e.g., railroad, airplane, bus, taxi, etc.)

\$ \_\_\_\_\_

**Miscellaneous Expense:**

(e.g., toll, parking, business-related phone calls, registration fees, etc.)

\$ \_\_\_\_\_

**Total Travel Expense Claimed**      \$ \_\_\_\_\_

**\*Out-of-State Rates for per diem and lodging to be determined by GSA Regulations\***

*I, the undersigned, upon oath, do depose and say that I have full knowledge of the above and foregoing account; that said account is just, correct, due, and according to law; and that the amount claimed after allowing all just credits; is now due and wholly unpaid, and that I am duly authorized to make the affidavit, so help me God. I also, upon oath, say these expenses were incurred by me while performing an official college function and that a false application for reimbursement of travel expense will be grounds for termination and criminal prosecution.*

\_\_\_\_\_  
Claimant Signature



\_\_\_\_\_  
Date

# NEO A&M COLLEGE

## Travel Reimbursement Authorized Rates\*

### Meals and Incidental Expenses: Per Diem

- Per Diem can only be claimed on an overnight stay.
- Continental Breakfast is considered a meal.
- 75% of the per diem rate is used to calculate the first and last day of travel, 100% per diem rate for each day in between.

Primary Destination 	County 	M&IE Total	Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Oklahoma City	Oklahoma	\$80	\$20	\$22	\$33	\$5	\$60.00

### Mileage Reimbursement/Privately Owned Vehicle: (\$0.70)

### Lodging Reimbursement Rate:

Standard	<u>In-State</u> \$110.00	<u>Oklahoma County (OK City)</u> \$116.00
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**Visit: [www.gsa.gov](http://www.gsa.gov)**

**Rates effective 10/01/2024-09/30/2025**