

Trav-207-In State

Summary Page		
1	In State	Chose "In State" from Drop Down
2	Name	Enter Name of Traveler
3	Employee ID #	Enter Travelers Employee ID
4	Travel Dates	In state travel requires whole month from the first day of the month to the last day of the month even if you only traveled a few days during the month From: Enter the Month, First Day of Month, Year of Travel To: Enter The Month, Last Day of Month, Year of Travel
5	Title	Enter travelers title
6	Org	Enter home org of traveler
7	License Number	Enter travelers vehicle license plate number (If claiming Mileage)
8	Signature	Traveler will Sign and Date
9	Travel Supervisor	Traveler will have their Travel Supervisor to approve
Purpose and Mileage Page		
1	Date of Travel	Enter the date you started travel If your trip started in previous month, enter date of travel for previous month with "0" miles
2	Purpose of Trip	Purpose of trip needs to start with what traveler did on this trip to benefit extension (Action Word). <ul style="list-style-type: none"> • Example: Attend small fruit and vegetable conference • Example: Present poster on fruit and vegetable disease *If you attended Conference or Training this is coded differently in Financial Services and needs to be referenced. *Traveler must enter purpose of Trip even if they aren't claiming mileage. *Return Trip is required
3	Fund Number	Enter the fund this expense will be charged to
4	Org	Enter the Org number this expense will be charge to
5	From	Enter the place you began your travel <ul style="list-style-type: none"> • Headquarters • Residence • Name of Town or Farm *Write it out to be Clear - No Abbreviation
6	Time	Enter the time of day that traveler actually left your destination for travel *These times are used to determine if you are eligible for meals so be precise
7	To	Enter the place you ended your travel <ul style="list-style-type: none"> • Headquarters • Residence • Name of Town or Farm *Write it out to be Clear - No Abbreviation
8	Time	Enter the time of day that traveler arrived at destination *These times are used to determine if you are eligible for meals so be precise
9	Miles	Enter Miles Claimed between the from and the to destination *Rand McNally or Map quest is used to determine acceptable mileage claimed *Round to the nearest number (NO DECIMALS)

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		If your travel started in previous month, enter "0" for mileage on last month's date. Both sides of trips need to be listed.
		Subsistence and Miscellaneous
1	Date	Enter the Date of the travelers claimed Expense
2	Place	Enter the place expense occurred <ul style="list-style-type: none"> • Example: Little Rock, Arkansas
3	Fund Number	Enter the fund this expense will be charged to
4	Org	Enter the Org number this expense will be charge to
5	Lodging	Enter the amount of Lodging Expense for that day of travel *Lodging receipt is required *Lodging receipt is required to be in the travelers name *Check Per Diem Rate at http://www.gsa.gov/portal/category/100120 *If hotel is over per diem a Trav-213 will need to be completed and approved *If lodging is shared between two people. A lodging receipt is required in each of the travelers name with their portion of the expense on it.
6	Breakfast	Enter the amount of actual breakfast charges *Traveler is required to leave Official Station prior to 6:30am in order to claim breakfast *Check Per Diem Rate at http://www.gsa.gov/portal/category/100120 *Meals will only be reimbursed at 75% of per diem on first and last day of travel *15% is allowed for tips
7	Lunch	Enter the amount of actual lunch Charges *Traveler is required to leave Official Station prior to 11:30am in order to claim Lunch and when returning to Official Station arrive by 12:30pm *Check Per Diem Rate at http://www.gsa.gov/portal/category/100120 *Meals will only be reimbursed at 75% of per diem on first and last day of travel *15% is allowed for tips
8	Dinner	Enter the amount of actual dinner charges *Traveler is required to leave Official Station by 5:00PM in order to claim dinner and when returning to their official station they arrive by 6:30pm *Check Per Diem Rate at http://www.gsa.gov/portal/category/100120 *Meals will only be reimbursed at 75% of per diem on first and last day of travel *15% is allowed for tips
9	Registration	Enter the amount of registration expense *Receipt is required
10	Parking	Enter the amount of parking expense *Receipt is required
11	Ground Transportation	Enter the amount Shuttle/Bus Expenses/Rental Car *Receipts is required in Travelers name *Rental car requires justification of why car is being rented
12	Flight	Out of State ONLY
13	Other	Enter the amount of any other charges that are incurred that are reimbursable <ul style="list-style-type: none"> • Internet Charges *Receipt required
14	Explanation	If "Other" Expense was used – Give Explanation of what charges were for <ul style="list-style-type: none"> • Internet Charges *Receipt required

IN-STATE TRAVEL FORM

TRAV-207

In State Travel requires whole month from first day of month through the last day of month even if you only traveled a few days in the month

IN-STATE Select from Dropdown box In State

Name of Traveler Required

Id # is Required

Name	Employee I.D. #	Travel Dates	
		From	To
Jane Doe	955955	7/1/2015	7/31/2015

Official Station
LRSO

Station is Required

Title	Program Assistant	Home Org #	9855
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Org is required

Private Vehicle Certification: I am the legal owner of the vehicle used for official transportation described on this form. Liability insurance is in force on this vehicle.		License number	TYO255
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If mileage is claimed, License # of personal vehicle used is Required

Travel Account Summary

Fund #	Org #	Mileage Charged	Lodging	Meals	Registration Fees	Parking	Ground Transp.	Flight	Other	Total

The following University employees were furnished official transportation without charge in this vehicle:

Certification: When signing this form, the traveler certifies that the expenses claimed are true and correct and were incurred in the performance of official duties and that meals and other expenses included in a registration fee or provided by others are not claimed for reimbursement.

Traveler Signature is required Signature	Date of Signature Required Date
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(Manual signature of person to whom account is due)

Supervisor of Traveler is required Approved	Date of Signature Required Date
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(Travel Supervisor)

Check Lodging amount to make sure it is within per diem. If over per diem amount a Trav213 form is required for reimbursement

Reimbursement of meals does NOT require receipts however needs to be actual cost of meals not to exceed per diem. Per diem rate can be checked at <http://www.gsa.gov/portal/category/100120>

Name Jane Doe
Period ended 07/31/15

IN-STATE Travel Form
Subsistence and Miscellaneous

Note Meals are reimbursed at 75% of per diem on first and last day of travel

Place is where you were when expenses occurred

Date	Place	Fund#	Org#	Lodging	Breakfast	Lunch	Dinner	Registration	Parking	Ground Trans.	Flight	Other	Explanation of Other
7/17/2015	Little Rock Arkansas	14000	9855	83.00			16.83						
7/18/2015	Little Rock Arkansas	14000	9855		5.63								Explanation is required if other charges are used

Lodging Receipt is required for reimbursement and is required to be in the name of the traveler. If Lodging is shared there will need to be receipt for shared amount in each travelers name