

INSTRUCTIONS

SAMPLE

ROW ITEM

INSTRUCTIONS

Name

Use first and last name

Date of Report

Date report is being completed. This should be as soon as possible after the trip and by the end of month of the trip.

Dates of Travel

This is the range of dates for the trip starting with the first travel day to the event and ending with the return travel date.

Destination

City and State of the event

Purpose of Travel

Name of the event such as APA Conference or CALCOG Meeting, et al

Work Element No.

Work element paying for the event and associated travel

Travel:

Method of getting to and from the event such as staff car, personal car, plane, train, bus, et al. May include more than one.

Lodging:

Hotel/Motel Costs. Use the Direct Cost WE column for the portion allowed by Caltrans and the General Fund Cost column for any excess. Total hotel cost should appear in the Total Cost column. Any portion of the cost paid by you should also appear in the Employee Funds column. Typically this costs were put on the RTPA credit card.

Meals:

Breakfast/Lunch/Dinner Costs. Use the Direct Cost WE column for the portion allowed by Caltrans and the General Fund Cost column for any excess. Total meal cost should appear in the Total Cost column. Any portion of the cost paid by you should also appear in the Employee Funds column. Typically this costs are paid by you.

Incidentals:

You may claim \$5.00 for each complete 24 hour period you are away.

Parking:

All parking costs including airport parking and fees incurred at the location.

Registration:

Costs to register for the event at the location or prepaid.

Tolls:

Use for any road use or bridge tolls.

Other:

All other allowable expense incurred on or for the trip.

COLUMN ITEM

INSTRUCTIONS

Direct Cost WE

Portion of cost chargeable to direct work element. Use Caltrans limits for meals and lodging.

General Fund Cost

Postion of cost in excess of Caltrans limits and under RTPA limits.

Employee Funds

Portion of cost in previous columns paid with employee funds.

Total Cost

Formula adds Direct WE and General Fund columns for total cost.

Advance issued to employee

Funds issued to you in advance of the trip.

Paid with RTPA credit card

Amount for items charged to RTPA credit card.

Total paid by RTPA

Formula to total expenses prepaid by RTPA

Amount due employee

Formula to calculate any money due the employee

Amount due RTPA (attach check)

Formula to calculate any money due back to RTPA

Total costs of travel

Formula to calculate total cost of trip

INSTRUCTIONS

Mileage Tab

Tab to assist in calculating costs associated with using own vehicle.

Mileage

SAMPLE ITEMIZATION OF MILEAGE CLAIMED FOR REIMBURSEMENT

DATE	TRAVEL			PURPOSE	WE #	Miles	Rate	Amount
	FROM	TO	TO					
Trips When Staff Vehicle <u>NOT</u> Available								
						0	\$0.575	\$0.00
						0	\$0.575	\$0.00
						0	\$0.575	\$0.00
						0	\$0.575	\$0.00
						0	\$0.575	\$0.00
				Total		0		\$0.00
Trips When Staff Vehicle <u>IS</u> Available								
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
						0	\$0.15	\$0.00
				Total		0		\$0.00

TOTAL MILES TRAVELED 0

* IRS increased mileage rate effective 01/01/2015

Total when Staff Vehicle is not available	\$0.575	<u>\$0.00</u>
Total when Staff Vehicle is available	\$0.15	<u>\$0.00</u>

MILEAGE REIMBURSEMENT TOT \$ -

Association of Monterey Bay Area Governments

TRAVEL EXPENSE REPORT

SAMPLE

Name <u>John Smith</u>	Date of Report <u>12/16/2019</u>
Dates of Travel <u>12/4 - 12/6/2019</u>	Destination <u>San Diego, CA</u>
Purpose of Travel <u>Annual APA Convention</u>	

COSTS INCURRED: PLEASE ATTACH ALL RECEIPTS

For expenses exceeding State of CA meals/lodging reimbursement (below) charge excess amount to the General Fund column.

<http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>

Work Element No. 622

	Direct Cost W.E.	General Fund Cost	Employee Funds	Total Cost
Travel: <u>Air Fare + Mileage to Airport (54 x \$0.64)</u>	\$ 896.56	\$ -	\$ 34.56	\$ 896.56
Lodging: <u>2 Nights at Hilton @ \$196.00+\$24.00 tax</u>	\$ 298.00	\$ 142.00	\$ -	\$ 440.00
Meals: <u>3 full days @ \$41.00</u> (Departed 5:00 AM Returned 7:00 PM)	\$ 123.00	\$ -	\$ 123.00	\$ 123.00
Other Expenses:	\$ -	\$ -	\$ -	\$ -
Incidentals: <u>2 x \$5.00</u>	\$ 10.00	\$ -	\$ 10.00	\$ 10.00
Parking: <u>Airport Parking 3 Days @ \$36.00</u>	\$ 108.00	\$ -	\$ 108.00	\$ 108.00
Registration: <u>APA Conference Registration</u>	\$ 400.00	\$ -	\$ -	\$ 400.00
Tolls: <u>(Details Here)</u>	\$ -	\$ -	\$ -	\$ -
Other: <u>(Details Here)</u>	\$ -	\$ -	\$ -	\$ -
Totals	\$ 1,835.56	\$ 142.00	\$ 275.56	\$ 1,977.56

Advance issued to employee	Date _____	Check# _____	\$ -
Paid With AMBAG Credit Card			\$ 1,702.00
Total Paid by AMBAG			\$ 1,702.00
Amount due employee			\$ 275.56
-or-			
Amount due Ambag (attach check)			\$ -

Should equal
Cell I33

Total costs of travel \$ 1,977.56

Employee Signature _____

Supervisor Approval _____

Executive Director Approval _____

Finance Review _____