



## CITY OF IDAHO FALLS EXPENSE STATEMENT

TRAVELER(S): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

TRIP NUM: \_\_\_\_\_

COST CODE: \_\_\_\_\_ = %

DEPARTMENT: \_\_\_\_\_

\_\_\_\_\_ = %

**Transportation Expenses** (A) Airfare, (CC) City car fuel, (R) Rental, (S) shuttle, (T) Taxi (PC Personal Car)

Date	Departure Time	From	To	Arrival Time	Type	Amount
<b>Total Transportation:</b>						<b>\$0.00</b>

**Meals:** (fill in each meal amount & number of travelers)

Date	Breakfast	Lunch	Dinner	Daily Total	# of Travelers
				0.00	1
				0.00	1
				0.00	1
				0.00	1
				0.00	1
				0.00	1
				0.00	1
				0.00	1

*Please mark provided meals with a "P"*

Amount	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
\$ -	
<b>Total Meals:</b>	<b>\$0.00</b>

**Per Diem Allowance:** <http://www.gsa.gov/portal/content/104877>

(Click on link above to find per diem amount)

<b>2016-2017 City Breakdown</b>	<b>\$51</b>	<b>\$54</b>	<b>\$59</b>	<b>\$64</b>	<b>\$69</b>	<b>\$74</b>
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Meal guidelines of trips more than a single day:

Breakfast-Departure 7:00 a.m. or before. Return 8:00 a.m. or after.

Lunch - Departure 11:00 a.m. or before. Return 2:00 p.m. or after.

Dinner - Departure 5:00 p.m. or before. Return 7:00 p.m. or after.

**Lodging Expenses:** *(Itemized daily)*

Dates	Hotel Name	Amount
<b>Total Lodging:</b>		<b>\$0.00</b>

**Miscellaneous Expenses:** *(Registration, Taxi, Shuttle, Bags, etc.)*

Date	Explanation	Amount
<b>Total Miscellaneous:</b>		<b>\$0.00</b>

**Comments:**


**Summary of Expenses:**

**TOTAL EXPENSES:** \_\_\_\_\_

- Ck#
- Ck#
- Ck#
- Ck#
- Ck#
- Ck#
- Ck#
- Ck#

\_\_\_\_\_

*(+) = Amount Due Traveler OR (-) = Amount Due City* **TOTAL AMOUNT DUE:** \_\_\_\_\_

*Check # or Receipt #*

\_\_\_\_\_  
Traveler's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director Approval

\_\_\_\_\_  
Date