

Step 1 – Approval & Purchase Order

- Fill out the reimbursement form with your name, PO number, the name of the conference/workshop and date of attendance.
- **Proof of attendance is required:** (sign in sheet, meeting minutes, certificate of completion)

Step 2 – Lodging & Meals

- Please use the following website for meal reimbursement rates:
<https://www.gsa.gov/travel>
- Enter the zip code of your destination and the current fiscal year.
- You will see the daily rate for meals & lodging based on the zip code and year.

PER DIEM LOOK-UP

1 Choose a location

State:

City (optional):

OR

ZIP:

Rates for Alaska, Hawaii, and U.S. territories and possessions are set by the [Department of Defense](#).

Rates for foreign countries are set by the [Department of State](#).

2 Choose a date

Select fiscal year:

OR


Travel start date (mm/dd/yyyy):

Travel end date (mm/dd/yyyy):

Rates are available between 10/1/2022 and 09/30/2025.

Example of Lodging + Meal rates for Westchester County

(Each destination will have different rates)




Daily lodging rates (excluding taxes) | October 2024 - September 2025

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter results...

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Tarrytown / White Plains / New Rochelle	Westchester	\$161	\$161	\$161	\$161	\$161	\$161	\$161	\$161	\$161	\$161	\$161	\$161

Showing 1 to 1 of 1 entries



Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Filter results...

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Tarrytown / White Plains / New Rochelle	Westchester	\$92	\$23	\$26	\$38	\$5	\$69.00

Lodging

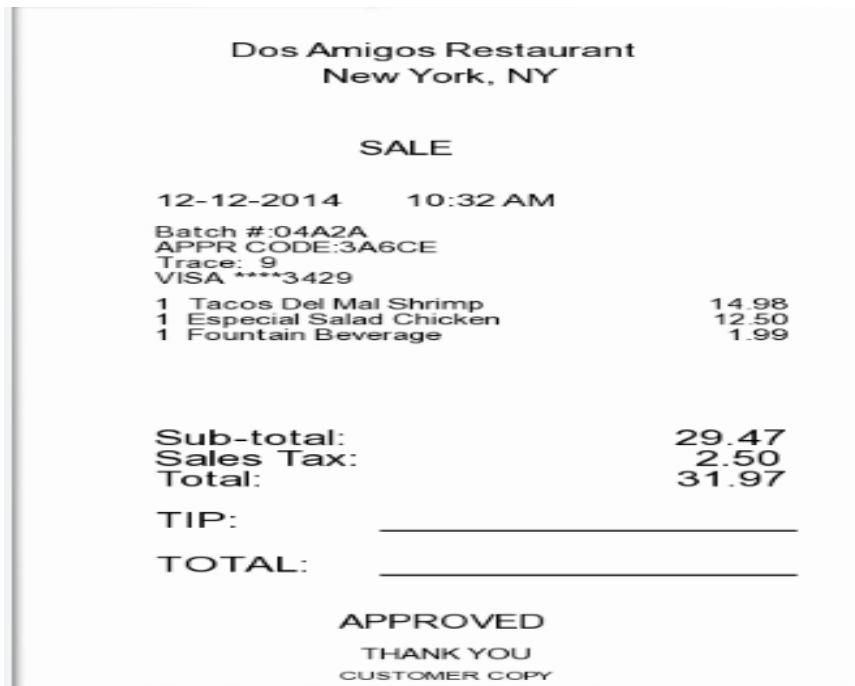
- Tax is excluded for lodging.
- If the venue recommends a hotel and you choose to stay at the recommended hotel, the higher rate would be reimbursed with proof of recommendation.
- No internet, movies or food/room service is reimbursed.

Meals

- Meals on the first and last day of travel are reimbursed at 75% of the M&IE Total – Refer to meal and expense rates breakdown.
- For meal reimbursement you must provide an original **itemized** receipt. No alcohol is reimbursed.
- Tax is included for meals as long as it does not exceed the M&IE rate.
- Tip up to 20% is included for meals as long as it does not exceed the M&IE rate.

- If the event includes food you won't be reimbursed that meal. Ex: If breakfast is included at the event you will be reimbursed for lunch and dinner with an itemized receipt.
- The daily meal allowance may not be combined into one meal.

Example of an Itemized Receipt



Step 3 – Mileage

- Attach a mileage report from google maps.
- Should your departure/return be closer to the district, the lesser mileage will be reimbursed.


Step 4 - Bank Statement

- Please provide a bank or credit card statement showing all charges you wish to be reimbursed for.
- Includes Employee name and account number
- Includes purchases to be reimbursed

- Credit cards should be employee name not spouse
- Using reward points will not be reimbursed

Example of a Bank Statement

TemplateLAB



231 Valley Farms Street
Santa Monica, CA 90405
firstcitizensbank@domain.com

STATEMENT OF ACCOUNT

Account Number: 111-254-567-890
Statement Date: mm/dd/yyyy
Period Covered: mm/dd/yyyy to mm/dd/yyyy

Page 1 of 1

John Smith
2450 Courage St, STE 108
Brownsville, TX 78521

<Branch Name>

Opening Balance: 175,800.00
Total Credit Amount: 510,000.00
Total Debit Amount: 94,000.00
Closing Balance: 591,800.00
Account Type: Current Account
Number of Transactions: 8

Transactions				
Date	Description	Credit	Debit	Balance
mm/dd/yyyy	Payment - Credit Card		5,400.00	170,400.00
mm/dd/yyyy	Payment - Insurance		3,000.00	167,400.00
mm/dd/yyyy	Account Transfer In	500,000.00		667,400.00
mm/dd/yyyy	Cheque Deposit	10,000.00		677,400.00
mm/dd/yyyy	Payment - Electricity		1,500.00	675,900.00
mm/dd/yyyy	Payment - Water Utility		800.00	675,100.00
mm/dd/yyyy	Payment - Car Loan		3,500.00	671,600.00
mm/dd/yyyy	Account Transfer Out		80,000.00	591,600.00
	--- End of Transactions ---			

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Final Approval

- Sign the travel reimbursement form **only** and submit it to your supervisor with the receiving copy of the purchase order for their review, final approval and signature
 - **NOTE: Your supervisor's signature is required on both the approved purchase order and travel reimbursement form.**