

REGIONAL EDUCATION SERVICE AGENCY IV

EMPLOYEE TRAVEL REQUEST
(January 1, 2006 – Until Revised)

To be completed only for out-of-state travel

NAME: _____

DESTINATION: _____ DATES: _____

PURPOSE OF TRAVEL: _____

ESTIMATED COSTS

*MILEAGE _____ @ 44 ½ cents per mile \$ _____

*MEALS \$ _____

*LODGING \$ _____

*OTHER (PLEASE LIST) _____

_____ \$ _____

TOTAL \$ _____

*NOTE TRAVEL REGULATIONS ON BACK

SIGNATURE – ALL FORMS MUST BE SIGNED

DATE

SIGNATURE – EXECUTIVE DIRECTOR
FORM ETR – REVISED July 1, 2007

DATE

RESA IV TRAVEL REGULATIONS

PRIVATELY OWNED VEHICLES

Effective January 1, 2006 - until revised - \$.44 ½/business mile

RECEIPTS: The traveler must attach original receipts to travel settlement form.

Example

- ❖ Lodging
- ❖ Airline Tickets
- ❖ Itinerary
- ❖ Car Rental
- ❖ Registration

LODGING

Reimbursement shall include the actual expenses for overnight accommodations, use of a room during the day, and all applicable taxes and surcharges.

MEALS

Meal expense reimbursement is **for overnight trips only** and limited to actual expenses incurred for food, service and any gratuity of 15% or less, not to exceed the Authorized Daily Rate (ADR) as issued by the Travel Management Office.

No meal allowance for same day travel.

<u>IN STATE</u>	<u>OUT OF STATE</u>
Breakfast = 20% of ADR (\$7.00)	(\$10.00)
Lunch = 20% of ADR (\$7.00)	(\$10.00)
Dinner = 60% of ADR (\$21.00)	(\$30.00)
Authorized Daily Rate (ADR)	=\$35.00 in West Virginia
	=\$50.00 Out of State

Breakfast/Dinner may be claimed only when traveling two hours outside of normal workday hours, and when staying overnight.

Reimbursement of personal phone calls is limited to \$3.00 a day.

Account coding must be referenced or your travel will be returned.

Taken from State of West Virginia Travel Regulations, www.state.wv.us.