

### TRAVEL EXPENSE LOG FORM

<b>Name:</b>	<b>Grant Number:</b>	<b>Budget Category:</b>	<b>Jurisdiction/Employer:</b>
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<b>Purpose of Trip(s):</b>
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Date/Time		Place of Departure and Destination	Per Diem				Transportation					Total Daily Expenses	
Depart	Return		Lodging	Breakfast	Lunch	Dinner	Mileage		Rental	Air	Parking		Other Expenses
							Miles	Amount					
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
													\$ -
<b>TOTAL</b>			\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

\_\_\_\_\_  
 SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
 GRANTEE SIGNATURE (IF CONTRACTOR USED)

Only travel expenses directly related to the implementation of the grant can be claimed. Please provide documentation/receipts for all expenses except meals. This includes car rental, airline tickets, and lodging. Please see guidelines as noted in the example. Lodging in most counties is \$84 per night plus tax. The rate for Los Angeles and San Diego Counties is \$110 per night with Alameda, San Francisco, San Mateo, and Santa Clara counties up to \$140 per night. Other expenses may include toll fees, gas, or other miscellaneous items.

For travel taking place January 1, 2009 or later, the mileage rate is \$0.50 per mile.

**Example of Completed TRAVEL EXPENSE LOG FORM**

<b>Name: Jane Broccoli</b>	<b>Grant Number: UBGXX-XX-123</b>	<b>Budget Category: Personnel/Other</b>	<b>Jurisdiction/Employer: Green County</b>
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**Purpose of Trip(s): To attend the 2-day Used Oil HHW Workshop at Anytown, CA on January 3 & 4, 2009**

Date/Time		Place of Departure and Destination	Per Diem				Transportation					Total Daily Expenses	
Depart	Return		Lodging	Breakfast	Lunch	Dinner	Mileage		Rental	Air	Parking		Other Expenses
							Miles	Amount					
1/3/09 0700		Green County to Anytown	\$ 65.00		\$ 10.00	\$ 18.00	100	\$ 50.00					\$ 143.00
	1/4/09 1630	Return to Green County		\$ 6.00	\$ 10.00		100	\$ 50.00					\$ 66.00
													\$ -
TOTAL								\$100.00					\$209.00

\_\_\_\_\_  
SUPERVISOR'S SIGNATURE

\_\_\_\_\_  
GRANTEE SIGNATURE (IF CONTRACTOR USED)

<b>Note:</b>	<b>If your trip was:</b>	<b>To be able to claim</b>	<b>Travel Reimbursement Guideline</b>
	<i>Less than 24 hrs</i>	Breakfast	Travel time must begin at or before 6:00 am and ends at or after 9:00 am
		Dinner	Travel begins at or before 4:00 pm and ends at or after 7:00 pm
	<i>More than 24 hrs</i>	Breakfast	Travel time must begin at or before 6:00 am and ends at or after 9:00 am
		Lunch	Travel begins at or before 11:00 am or it travel ends at or after 2:00 pm
		Dinner	Travel begins at or before 4:00 pm and ends at or after 7:00 pm
Breakfast	Actual up to \$6.00	Incidentals	Actual up to \$6.00
Lunch	Actual up to \$10.00	Lodging with receipt *	Actual up to \$84 + tax
Dinner	Actual up to \$18.00	Lodging without receipt	N/A

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