FIN Web Travel Expense Reimbursement Claim Support - 2013

FIN
Financial Information Network

(for Travel after 1/1/2013)

Employee Information

Name _____

Address _____
(Home Mailing)

City _____ Zip _____

Employee ID # _____ FIN Vendor # _____

Description of Travel

Purpose _____

Destination(s) _____

Date(s) _____
Date & Time travel started and stopped

Meals

Do not include meals included in room rate or meeting/conference registration fee.

_____ Breakfasts ($13) _____ Lunches ($17) _____ Dinners ($36)

_____ Complete Days ($66) **Total Meals** $ _____

Business Meals

Must attach detailed/itemized original receipt.

Purpose _____

Attendees _____

Amount $ _____

Transportation

Include Google Map or Mapquest for mileage.

Private Auto _____ miles @ $.565 / mile. ☐ See log for detail. $ _____

☐ County Car/Carpool Used

Airfare _____ $ _____

Shuttle/Taxi/Car Rental _____ $ _____

Misc Transportation Expenses _____ $ _____
(Parking, Gas, Tolls, etc.)

$ _____

Except for mileage claim, attach itemized original receipt **Total Transportation** $ _____

Miscellaneous Expenses

Include misc reimbursable hotel charges, registration fees, materials, etc.
Attach itemized original receipts

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

Total Miscellaneous Expenses $ _____

Notes

_____

_____

_____

_____

Lodging

Nightly Rate should include room charges & taxes only.

(Nightly Rate)

Location _____ nights @ $ _____ $ _____

Location _____ nights @ $ _____ $ _____

Attach itemized original receipts. **Total Lodging** $ _____

Accounting

LIAcct	Program	Org Unit	Project	Activity	Area

Authorization

Undersigned states that all items on this claim are true and correct and within SB County Travel Policy.

_____
Employee Signature   Date   Phone / Ext

_____
Authorized Signature (if applicable)   Date   Phone / Ext

Summary

Total Travel Expense $ _____

Less: Previous Reimbursements/
Cash Advance $ _____

Less: County Credit Card $ _____

Paid by Others/Paid for Others $ _____
(Explain in Notes)

Net Amount due to Employee $ _____

To claim reimbursement for travel prior to 1/1/2013 use the 2012 Travel Expense Reimbursement Claim Support