

TRAVEL EXPENSE LOG FORM

Name:	Grant Number:	Budget Category:	Applicant Name:
-------	---------------	------------------	-----------------

Purpose of Trip(s):

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					
													\$
													\$
													\$
													\$
													\$
													\$
													\$
													\$
													\$
													\$
													\$
													\$
TOTAL			\$	\$	\$	\$		\$	\$	\$	\$	\$	\$

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 the Travel Reimbursements section on the reverse.

For travel taking place January 1, 2014 or later, the mileage rate is \$0.56 per mile.

For travel taking place January 1, 2015 or later, the mileage rate is 57.5 cents per mile.

Example of Completed TRAVEL EXPENSE LOG FORM

<b>Name:</b> Mike Patton	<b>Grant Number:</b> UBGXX-XX-123	<b>Budget Category:</b> Personnel/Other	<b>Jurisdiction/Employer:</b> Sacramento County
<b>Purpose of Trip(s):</b> To attend the 2-day Used Oil HHW Workshop in San Francisco, CA on January 3 & 4, 2015			

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					
1/3/15 0700		Sacramento to SF	\$ 120.00		\$ 11.00	\$ 23.00	100	\$ 57.50					\$ 211.50
	1/4/15 1630	SF to Sacramento		\$ 7.00	\$ 11.00		100	\$ 57.50					\$ 75.50
TOTAL								\$115.00					\$ 287.00

<u>Travel Reimbursements</u> ( <a href="http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx">http://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx</a> )					
<u>Meals and Incidentals</u> ( <a href="http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx">http://www.calhr.ca.gov/employees/Pages/travel-meals.aspx</a> )		Breakfast	Lunch	Dinner	Incidentals
		Actual up to \$7.00	Actual up to \$11.00	Actual up to \$23.00	Actual up to \$5.00
<b>Trips of 24 Hours or More</b> For travel lasting 24 hours or more, employees may claim meals based on the following timeframes:					
First Day of Travel			Continuing After 24 Hours		
Trip begins at or before 6 am - Breakfast may be claimed			Trip ends at or after 8 am - Breakfast may be claimed		
Trip begins at or before 11 am - Lunch may be claimed			Trip ends at or after 2 pm - Lunch may be claimed		
Trip begins at or after 5 pm - Dinner may be claimed			Trip ends at or after 7 pm - Dinner may be claimed		
<b>Trips of Less than 24 Hours</b> For travel lasting less than 24 hours, employees may claim breakfast and/or dinner, based on the following timeframes:					
Trip begins at or before 6 am and ends after 9 am - Breakfast may be claimed			Trip begins at or before 4 pm and ends at or after 7 pm - Dinner may be claimed		
<b>Note:</b> "Incidentals" means fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.					
<u>Lodging Reimbursement</u> ( <a href="http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx">http://www.calhr.ca.gov/employees/Pages/travel-lodging-reimbursement.aspx</a> )		Approved overnight lodging expenses may be reimbursed. Employees must stay at a commercial lodging establishment catering to short-term travelers, such as a hotel, motel, bed and breakfast, public campground, etc. A receipt must be provided in order to claim reimbursement; no reimbursement will be paid without a receipt.			