

## Out-Of-State Travel

Forms may be found here:

c) Cost of passports, in room safes, mini bars, in room movies, valet services, recreational activities, medical expenses incurred while traveling, upgrades s6p2/Lan

\*\*Please remember that the address should be the location determined as the employee's base. Do NOT forget to document the time of departure and return as those items are used to determine the eligibility of some reimbursements.

## 2) Subsistence-

There should be a line for each day that you are away from your base. Please include the points departing from and arriving at and your departure and arrival times. Traveler must be gone from base for more than six (6) hours to claim reimbursement of an expense other than mileage.

Lodging: If lodging is paid for via personal means and reimbursement is requested, itemized original receipts which show a zero-account balance must be submitted with the travel form.

Meals: If you are claiming all day per diem, the rate is \$34.00. Otherwise,

Gratuities should not exceed 20% for food service. All other gratuities should be deemed reasonable and necessary.

Baggage handling expenses to or from the place of lodging or when traveling to or from the airport or train station will be reimbursed up to a maximum of \$150.00. Baggage fees charged by airlines may be reimbursed for up to two bags each way.

Per Diem Example:

POINTS OF TRAVEL		SUBSISTENCE				
		Per				
Louisville, KY	Louisville, KY	\$34.00	\$ 210.41	\$ 244.41	6/01/23	

Actual Receipts Example:

POINTS OF TRAVEL		SUBSISTENCE					
		Per	Breakfast	Lunch	Dinner	Room	AMT
\$ 23.33	\$ 210.41	\$ 233.74					15/30/23
Louisville, KY		\$ 16.93	\$ 210.41	\$ 248.08	15/31/23		Franklin, KY
Louisville, KY		\$ 26.21	\$ 210.41	\$ 267.72	6/01/23		Louisville, KY

3) Private Mileage or Commercial Fares-

This section should match the subsistence section concerning the days reported. You may have one or both forms of mileage for a single trip. If you claim private mileage, you must attach a map of the miles driven. Remember that mileage is calculated from your base.



6) Accounting Information -

The "description of account" will be the budget number the funds are being reimbursed from. The account number for in-state travel is 7415. If the trip