

DAY DEPARTURE/ ARRIVAL TIME	TRANSPORTATION <i>Incl. mileage, cab fare, rental car, parking</i>	FOOD <i>Check all that apply. In-state rates listed.</i>	ROOM	OTHER <i>Internet, baggage fee</i>
Date: _____ Time: _____		Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner \$18.90:		
Date: _____ Time: _____		Breakfast \$8.40: Lunch \$11.00: Dinner \$18.90:		
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Special Situations

- When two or more persons travel together, it is necessary for each person to submit a separate reimbursement request.
- Partial day per diem permitted for breakfast only if departure is before 6:00 a.m., for lunch if departure is before noon or return after 2:00 p.m., and for dinner if departure is before 5:00 p.m. or return is after 8:00 p.m.
- Lodging at a non-commercial establishment (e.g., Airbnb) requires advance approval by the Office of State Budget and Management.
- Business class is permitted only for international flights.

PLEASE RETURN FORM TO PROGRAM COORDINATOR