

## Travel Voucher/Expense Reimbursement Report

Employee \_\_\_\_\_ Department \_\_\_\_\_  
 Travel Purpose \_\_\_\_\_  
 Travel Location \_\_\_\_\_

Travel Itinerary:	Date	Location	**Allowed		
			Miles	Per Diem	Lodging
Start (depart)**					
Day 1					
Day 2					
Day 3					
Day 4					
Day 5					
Day 6					
End (arrive)**					

**\*\*50% of Per Diem paid on 1st and Last travel day - please see policy**

<b>Totals</b>			
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**Travel Mode:** Vehicle (Choose One) \_\_\_\_\_  
 Other-Describe Mode \_\_\_\_\_

**Travel Status:** Local (less than 75mi one way-actual expenses) \_\_\_\_\_  
 Long-Distance (more than 75mi one way-per diem) \_\_\_\_\_

Deduct Meals provided by Event or Business Meals:		Date	Which Meal	Per Diem Deduction	Date	Which Meal	Per Diem Deduction	
All								
Partial								
(Breakfast 20% , Lunch 30%, Dinner 50% of Per Diem)								
2023 Per Diem = \$73.00								
							<b>Total</b>	

**Other Reimbursable Expenses:**

Date	Description	Amount
<b>Total Other Reimbursable Expenses</b>		

**Reimbursement Payment Summary (Amounts from above):**

	<b>Add:</b>	Miles	Rate	Amount
	Transportation			
	Allowed Per Diem			
	Lodging			
	Reimbursable Expenses			
<b>Less:</b>	Meals Provided			
	Prior Advances received			(enter negative value-->)
<b>Amount Due To/(From) employee</b>				

I certify that the above statements are true and accurate in all respects and that the amounts indicated are due to me in conjunction with my official duties as a Grand County employee.

**Employee Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Department Head** \_\_\_\_\_ Date \_\_\_\_\_

The per diem rate for travel within Colorado is established annually by the BOCC.  
 Per diem rates for other locations are listed at [GSA.gov/perdiem](http://GSA.gov/perdiem).  
 (Attach additional pages if more space is needed)

