

Agreement Invoice Travel Log

Agreement #: _____

Travel Date:		Monday 1/4/2016	Tuesday 1/5/2016	Wednesday 1/6/2016	Thursday 1/7/2016	Friday 1/8/2016
[1] Travel Info	Traveler's Name					
	Departure Time					
	Return Time					
[2] Personal Mileage Expenses	Location(s) Travelled					
	Miles Travelled					
	Mileage Rate					
	Allowable Mileage Cost	\$ -	\$ -	\$ -	\$ -	\$ -
[3] Meals Expenses	Meal Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Cost - Breakfast	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Cost - Lunch	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Cost - Dinner	\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable M&IE	\$ -	\$ -	\$ -	\$ -	\$ -
[4] Lodging Expenses	Per Diem (excl taxes)	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Lodging Rate	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Lodging Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable Lodging Expense	\$ -	\$ -	\$ -	\$ -	\$ -
Other Travel Expenses	Airfare	\$ -	\$ -	\$ -	\$ -	\$ -
	Rental Auto	\$ -	\$ -	\$ -	\$ -	\$ -
	Rental Auto Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
	Transportation (i.e. taxi)	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ALLOWABLE COSTS:		\$ -	\$ -	\$ -	\$ -	\$ -
\$ -						

Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone IS NOT sufficient documentation. **RECEIPTS for meals under \$5 are not required to be included with the invoice.**

Notes: (provide clarification of expenses or additional breakdown of expenses by project, if applicable)

- [1] Enter traveler's name (different column for each traveler), enter Departure Time on first day of travel, Return Time on last day of travel.
- [2] Enter travel origination, primary destination, and daily miles traveled.
- [3] Meals and Lodging Per Diem rates obtained from: <http://www.gsa.gov/portal/category/100120>. (based on work location)
- [4] Enter lodging rate and taxes separately. Reimbursement of lodging taxes is prorated, if necessary.