

# 2022 Travel Reimbursement Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Meals: Per Diem Rate (No Receipts Required)</b>				
<i>(Check all meals you traveled during; check day per diem rate if you traveled from 8am-5pm or more)</i>				
Date (Enter times traveled if not whole day)	Breakfast- \$18	Lunch - \$22	Dinner- \$34	Day- \$74.00
Number of full days traveling:				

<b>Milage Reimbursement - \$0.67 per mile (Map of Route w/ Milage Required, No Receipt Required)</b>
Total Milage: _____ X 0.67 = \$

<b>Lodging– \$150 per night in Washington; \$200 per night in major metropolitan areas* (No Receipts Required)</b>	
<i>(From May-October, per diem for hotels rates increases to \$250 per night in King County to compensate for summer rates.)</i>	
Dates: _____	Number of Nights: _____

<b>Miscellaneous Expense Reimbursement (Receipts Required)</b>		
<i>Ferries, Car Rentals, Parking, etc.</i>		
Date:	Item Description:	Total:

I hold the position of: \_\_\_\_\_ and having herewith presented my itemized account of expenditures to the sum of: \_\_\_\_\_ request reimbursement. I swear that the above expense is true as stated, and that the expenses charged were necessary and approved prior to expenditure.

\_\_\_\_\_  
Signature of Claimant

\_\_\_\_\_  
Signature of Approver

*\*Major metropolitan areas include: the greater Seattle area, Vancouver, and Portland. For other metropolitan areas, please speak to your supervisor prior to the trip to authorize a hotel rate increase. Employees with no previous permission from a supervisor are only eligible for the general hotel rate reimbursement outside of the pre-authorized metropolitan areas.*

