

TRAVELER'S EXPENSES

Planning, Development, and Dissemination
Laurent Clerc National Deaf Education Center

(202) 651-5855 TTY/V
(202) 651-5857 FAX



Name: _____

Address: _____ City _____ State _____ Zip _____

LODGING



Hotel _____ # of Nights _____ Rate/night: \$ _____

MEALS



Breakfast # _____ Lunch # _____ Dinner # _____

***Note:** The standard per diem for meals will apply; no receipts required.

GROUND TRANSPORTATION

Personal Auto

Rental Auto

Trip To: _____ From: _____



Tolls: \$ _____ Parking \$ _____ / _____ / _____

Odometer Reading (Personal Auto only)

Beginning _____ Ending _____

TAXI OR SHUTTLE SERVICE



From: _____ To: _____ Cost: \$ _____

From: _____ To: _____ Cost: \$ _____



From: _____ To: _____ Cost: \$ _____

MISCELLANEOUS EXPENSES (Itemize)

Gratuities _____ / _____ / _____

Telephone Calls _____ / _____ / _____

Other Expenses _____ Cost: \$ _____

_____ Cost: \$ _____

Please return this form with original receipts and carrier ticket stubs within 5 days of return to Michelle Jefferson.

(Travel Guidelines on back)

TRAVEL GUIDELINES

The following guidelines reflect Gallaudet University policies and are pertinent for travel being coordinated by the Planning, Development, and Dissemination.

TRAVEL ADVANCE AND TICKETS:

Travelers on/off campus: Electronic Ticket

NOTE: The Accounting Department will not issue a travel advance if you have any outstanding travel vouchers.

TRAVEL BY PERSONAL CAR:

Mileage is reimbursed at the rate of 56 cents per mile. Submit your beginning and ending odometer readings to Michelle Jefferson within five (5) days of travel.

MEALS:

Number of meals allowed is based on the duration of travel and actual departure/arrival times.

Meals will not be reimbursed if:

- * meal was served on the plane
- * departure time (after 9:00 a.m.) is late enough to have breakfast at home
- * return time (before 6:00 p.m.) is early enough to have dinner at home

Standard per diem - \$42 (Breakfast - \$8, Lunch - \$10, Dinner - \$24)

TELEPHONE CALLS:

One or two personal long distance calls to your family are allowed in order to inform them of your safe arrival and of your departure.

WHEN YOU RETURN:

Within five (5) days of your return, submit original ticket stub and original receipts to Michelle Jefferson.

Travelers on Campus:

Hand-deliver: KDES - Room 3400
Mail: KDES - Room 3400, CAMPUS

Travelers from off-Campus:

Gallaudet University
Planning, Development, and Dissemination
KDES, Room 3400
800 Florida Avenue, NE
Washington, DC 20002-3695

Travel receipts should include ORIGINAL versions of the following:

- * hotel bill
- * registration fee, if not prepaid
- * parking, taxis, tolls, and other expenses you incur
- * plane/train/bus passenger receipts OR automobile odometer readings
- * rental car receipts, if applicable

NOTE: The per diem for meals will apply; no receipts required unless being reimbursed by an outside agency.

ENJOY YOUR TRIP!
