



100 E Abriendo Avenue  
Pueblo, CO 81004

## TRAVEL REQUEST / EXPENSE REIMBURSEMENT

<b>NAME</b>	<b>DEPARTMENT</b>
<b>EVENT</b>	<b>LOCATION</b>
<b>TOTAL TRAINING HOURS</b>	<b>DATES</b>

REQUEST				REPORT			
	Estimated Expense	Pay in advance*		Amt. paid in advance	Reimbursable Expenses	Rcpt ✓	TOTAL Include amts. pd. in
		Check	VISA				
Registration fees							
Transportation Luggage							
Air							
Ground							
Parking							
Mileage @ \$0.70/mile <small>(see reverse side)</small>							
Lodging							
Per diem** / food ___days @							
Other _____							
<b>TOTAL</b>							

\*Provide Finance with any necessary paperwork and/or information where to send check.

APPROVALS				
	REQUEST		REPORT / EXPENSE REIMBURSEMENT	
<b>Supervisor</b>		<b>Date</b>		<b>Date</b>
<b>Director/Assoc.Dir.</b> <small>(required for out of county travel)</small>		<b>Date</b>		<b>Date</b>
<input type="checkbox"/> <b>Denied / Reason</b>			<b>ACCT #</b>	<b>VENDOR #</b>

\*\*Per diem rates available at: [http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=17943](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943) – Per diem claimed must be substantiated with list of days, meals and actual costs OR receipts.



100 E Abriendo Avenue  
Pueblo, CO 81004

<b>NAME</b>	<b>DEPARTMENT</b>
-------------	-------------------

### MILEAGE BY PERSONAL VEHICLE

Purpose	Date	From	To	Miles Driven
			Total Miles	
			X \$0.70 01/01/2025	
			<b>Amount to reimburse</b>	
<b>APPROVAL – Mileage Only</b>				
<b>Supervisor</b>		<b>Date</b>	<b>ACCT #</b>	<b>VENDOR #</b>
<b>Director/Assoc.Dir.</b> (required for out-of-county travel)		<b>Date</b>		
<input type="checkbox"/> <b>Denied / Reason</b>				