



PROJECT NAME: _____

PROJECT ID NUMBER: _____

REPORTING PERIOD: From _____ To _____

TRAVEL							
Doc Id #	Attendee Name/Title	Lodging Cost	Airfare/Transport Cost	Meals Cost	Total Cost	Federal Share	Match Share
Total Cost							

Instructions:

- Document number:** Assign an identification number or letter to each document related to the cost reimbursement requested e.g., hotel bill, credit card statement, bank statement, issued or cleared check showing proof of payment, etc. and associated with the travel expense
- Attendee name/title:** Enter employee attending conference, training, or other travel
- Cost of per item:** Enter lodging, airfare, mileage, subsistence costs per each employee (state per diem rate for in-state travel, federal per diem rate for out-of-state travel)
- Total cost:** Enter total costs per each employee
- Federal share:** Enter amount of to be paid by the grant
- Match share:** Enter amount of to be paid by the grantee agency (if applicable)

For this request to be approved, back up documentation must be included with this coversheet: Mileage/travel log for each employee, dates of travel, destination, and mileage. All reimbursement requests for travel, lodging and subsistence must be listed on a form that is signed by both the employee and supervisor. Lodging, luggage, and transportation receipts must be included as supporting documentation. Failure to comply with these instructions may result in the delayed or denial of this request. For Per Diem costs visit www.osbm.nc.gov or www.gsa.gov