

IDAHO WING TRAVEL FORM

This form is a request for approval of future travel.

This form is a request for reimbursement of past travel. Attach detailed receipts.

Check only one box

Name: _____ Phone Number: _____

Address: _____

CAP ID: _____ E-mail: _____

Date(s) of Travel: _____ Location of Travel: _____

Purpose of Travel: _____

Reimbursable Expenses:	Cash or Personal Credit Card	Corporate Credit Card
Lodging	-	-
Airfare	-	-
Baggage Fees	-	-
Rental Car	-	-
Taxi/Tolls/Etc.	-	-
Vehicle Fuel	-	-
Airport Parking Fees	-	-
Miscellaneous	-	-
Meals Only	-	-
Per Diem	-	-
TOTALS	\$ -	\$ -

If the wing reimburses for per diem, the member must either use the GSA per diem rates for the city where the hotel is located or a flat rate that cannot be more than the GSA rate. Per diem cannot be claimed unless the trip includes an overnight stay.	
Per Diem Calculator:	
Total Days of Trip (not less than 2)	
Allowable Per Diem Rate	\$ -
Meal Deductions	\$ -
Total	\$ -

\$ -

Total Reimbursement due to member:

Please detail Miscellaneous Expenses Below:

DATE (mm dd yy)	DESCRIPTION OF EXPENSE	AMOUNT
TOTAL		\$ -

ID Wing will reimburse only those expenses authorized in their Travel Financial Management Procedure OI.

Only vehicle fuel may be reimbursed for travel that does not include an overnight stay.

If ID Wing reimburses members for mileage instead of actual fuel purchased, they may not reimburse more than the current IRS standard mileage rate for business miles driven.

Submit completed requests for reimbursement of past travel with detailed receipts showing the amount, date, place, and essential character of each expense to wing for approval and reimbursement.

Individuals who fail to turn in their travel expense report within 60 days after the trip is completed will not be reimbursed.

Claimant Name: _____ Date (dd mmm yy): _____

All travel requests and expenses will be approved in Sertifi.

The ID Wing Finance Committee must approve all travel requests and expenses over \$1,500.

Submit all travel requests and reimbursements to the Idaho Wing Administrator.