

MARINE LAW ENFORCEMENT TRAINING PROGRAM TRAVEL EXPENSE WORKSHEET

CLAIMANT / STUDENT NAME <i>(Last, First)</i>			POSITION / RANK		
AGENCY NAME <i>(As listed on MOU)</i>			AGENCY TELEPHONE NO. ()		
WORK ADDRESS <i>(Street, City, State, Zip Code)</i>					
NAME OF TRAINING COURSE ATTENDED				TRAINING COURSE DATE(S)	
LOCATION OF TRAINING COURSE <i>(City of Destination)</i>			TRAINING RUN BY (AGENCY/COMPANY NAME)		
City (Departure)	Date	Time	City (Return)	Date	Time
TRANSPORTATION COSTS					
PRIVATE VEHICLE	\$0.67 / per mile	X	TOTAL MILEAGE	= \$	REIMBURSEMENT COST
PARKING/TOLL (Receipts Required)				= \$	TOTAL RECEIPTS
AIRFARE (Receipts Required)				= \$	TOTAL RECEIPTS APPROVED
RENTAL VEHICLE (Receipts Required)				= \$	TOTAL RECEIPTS APPROVED
LODGING COSTS					
(Must be 50+ miles round-trip from work address to training)					
LODGING (Receipts Required)				= \$	TOTAL OF RECEIPTS
PARKING FOR LODGING (Receipts Required)				= \$	TOTAL OF RECEIPTS
Other (explained below - receipts may be required)				= \$	TOTAL OF RECEIPTS
PER DIEM (Meals) Maximum amount per meal/day listed - *any dinner \$25-26 must include receipt					
(Must be 50+ miles round-trip from work address to training)					
BREAKFAST	\$13.00 / per breakfast	X	NUMBER OF QUALIFYING MEALS	= \$	TOTAL REIMBURSEMENT COST
LUNCH	\$15.00 / per lunch	X	NUMBER OF QUALIFYING MEALS	= \$	TOTAL REIMBURSEMENT COST
DINNER*	\$26.00 / per dinner	X	NUMBER OF QUALIFYING MEALS	= \$	TOTAL REIMBURSEMENT COST
MISCELLANEOUS					
Miscellaneous Expenses (explained below - receipts may be required)				= \$	TOTAL OF RECEIPTS

TOTAL REIMBURSEMENT REQUESTED: \$

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SIGNATURE OF CLAIMANT ▶	PRINTED NAME	DATE
SUPERVISOR / TRAINING COORDINATOR APPROVAL ▶	PRINTED NAME	DATE