

# Agreement Invoice Travel Log

Agreement #: \_\_\_\_\_

Travel Date:

|                                      |                            |      |      |      |      |      |
|--------------------------------------|----------------------------|------|------|------|------|------|
| [1] <b>Travel Info</b>               | Traveler's Name            |      |      |      |      |      |
|                                      | Departure Time             |      |      |      |      |      |
|                                      | Return Time                |      |      |      |      |      |
|                                      |                            |      |      |      |      |      |
| [2] <b>Personal Mileage Expenses</b> | Location(s) Travelled      |      |      |      |      |      |
|                                      | Miles Travelled            |      |      |      |      |      |
|                                      | Mileage Rate               |      |      |      |      |      |
|                                      | Allowable Mileage Cost     |      |      |      |      |      |
| [3] <b>Meals Expenses</b>            | Meal Per Diem              |      |      |      |      |      |
|                                      | Actual Cost - Breakfast    |      |      |      |      |      |
|                                      | Actual Cost - Lunch        |      |      |      |      |      |
|                                      | Actual Cost - Dinner       |      |      |      |      |      |
|                                      | Allowable M&IE             |      |      |      |      |      |
| [4] <b>Lodging Expenses</b>          | Per Diem (excl taxes)      |      |      |      |      |      |
|                                      | Actual Lodging Rate        |      |      |      |      |      |
|                                      | Actual Lodging Taxes       |      |      |      |      |      |
|                                      | Allowable Lodging Expense  |      |      |      |      |      |
| <b>Other Travel Expenses</b>         | Airfare                    |      |      |      |      |      |
|                                      | Rental Auto                |      |      |      |      |      |
|                                      | Rental Auto Fuel           |      |      |      |      |      |
|                                      | Transportation (i.e. taxi) |      |      |      |      |      |
|                                      | _____                      |      |      |      |      |      |
|                                      | Allowable Other Expense    |      |      |      |      |      |
| <b>TOTAL ALLOWABLE COSTS:</b>        |                            | \$ - | \$ - | \$ - | \$ - | \$ - |
|                                      | <b>\$ -</b>                | ←    |      |      |      |      |

Detailed meal receipts itemizing all food and drink must be obtained from vendor. A credit card receipt alone IS NOT sufficient documentation. **RECEIPTS for meals under \$5 are not required to be included with the invoice.**

Notes: (provide clarification of expenses or additional breakdown of expenses by project, if applicable)

[1] Enter traveler's name (different column for each traveler), enter Departure Time on first day of travel, Return Time on last day of travel.  
 [2] Enter travel origination, primary destination, and daily miles traveled.  
 [3] Meals and Lodging Per Diem rates obtained from: <http://www.gsa.gov/portal/category/100120>. (based on work location)  
 [4] Enter lodging rate and taxes separately. Reimbursement of lodging taxes is prorated, if necessary.