

Agreement Invoice Travel Log

NDOT Form 163 v20.0812

Agreement #: Enter Agr. #

Travel Date:		Monday 5/4/2020	Tuesday 5/5/2020	Wednesday 5/6/2020	Thursday 5/7/2020	Tuesday 6/16/2020	Wednesday 6/17/2020
[1]	Travel Info						
	Traveler's Name	J. Jones	J. Jones	J. Jones	J. Jones	J. Jones	J. Jones
[2]	Vehicle Identification	2019 Mazda3 CVX180	2019 Mazda3 CVX180	2019 Mazda3 CVX180	2019 Mazda3 CVX180		
	Departure Time	5:45 AM				8:30 AM	
	Return Time				1:00 PM		3:00 PM
[3]	Mileage Expenses						
	Location(s) Traveled	Lincoln-Kearney	Job Site	Job Site	Kearney-Lincoln	Lincoln-York	York-Lincoln
	Miles Traveled	132	30	30	132	55	55
	Mileage Rate	\$ 0.575	\$ 0.575	\$ 0.575	\$ 0.575	\$ 0.575	\$ 0.575
	Allowable Mileage Cost	\$ 75.90	\$ 17.25	\$ 17.25	\$ 75.90	\$ 31.63	\$ 31.63
[4]	Meal & Incidental Expenses		Allowance exceeded				
	Max Daily Allowance	\$ 55.00	\$ 55.00	\$ 55.00	\$ 18.00	\$ 42.00	\$ 32.00
	Actual Cost - Breakfast	\$ 10.00	\$ 15.00	\$ 4.99	\$ 12.00	\$ -	\$ 12.00
	Actual Cost - Lunch	\$ 15.00	\$ 20.00	\$ 10.00	\$ -	\$ 13.00	\$ 15.00
	Actual Cost - Dinner	\$ 20.00	\$ 28.00	\$ 35.00	\$ -	\$ 28.00	\$ -
[5]	Incidentals (per agreement)	\$ 2.00	\$ 2.00	\$ 2.00	\$ -	\$ -	\$ -
	Allowable M&IE	\$ 47.00	\$ 55.00	\$ 51.99	\$ 12.00	\$ 41.00	\$ 27.00
[6]	Lodging Expenses						
	Max Daily Allowance (excl taxes)	\$ 96.00	\$ 96.00	\$ 96.00	\$ -	\$ 96.00	\$ -
	Actual Lodging Rate	\$ 84.00	\$ 84.00	\$ 84.00	\$ -	\$ 84.00	\$ -
	Actual Lodging Taxes	\$ 6.72	\$ 6.72	\$ 6.72	\$ -	\$ 6.72	\$ -
	Allowable Lodging Expense	\$ 90.72	\$ 90.72	\$ 90.72	\$ -	\$ 90.72	\$ -
	Other Travel Expenses						
	Airfare	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Rental Auto	\$ -	\$ -	\$ -	\$ -	\$ 98.15	\$ -
	Rental Auto Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.32
	Transportation (i.e. taxi)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable Other Expense	\$ -	\$ -	\$ -	\$ -	\$ 98.15	\$ 13.32
	TOTAL ALLOWABLE COSTS:	\$ 213.62	\$ 162.97	\$ 159.96	\$ 87.90	\$ 261.50	\$ 71.95
	\$ 957.90						

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)

- Organize meal receipts by traveler and by day.
- A non-labor cost charged as a direct cost cannot be included in Consultant's overhead rate calculation.
- [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] Examples: 2019 Chevy Equinox 24CXNH, Mazda3 VLC620
- [3] Enter travel origination, primary destination, and daily miles traveled.
- [4] Max. daily allowance for meals, incidentals, and Lodging obtained from: <http://www.gsa.gov/portal/category/100120> (based on work location). Incidentals include fees and tips given to baggage carriers and hotel staff.
- [5] Incidentals are defined a fees and tips given to baggage carriers and hotel staff
- [6] Enter lodging rate and taxes separately. Reimbursement of lodging taxes is prorated, if necessary.