

Agreement Invoice Travel Log

NDOT Form 163 v22.0112

Agreement #: _____

Travel Date: _____

[1] Travel Info	Traveler's Name						
	Departure Time						
	Return Time						
[2] Mileage Expenses	Location(s) Traveled						
	Miles Traveled						
	Mileage Rate	\$ 0.655	\$ 0.655	\$ 0.655	\$ 0.655	\$ 0.655	
	Allowable Mileage Cost	\$ -	\$ -	\$ -	\$ -	\$ -	
[3] Meal & Incidental Expenses	Federal Per Diem Rate	\$59.00	\$59.00	\$59.00	\$59.00	\$59.00	
	Check box if first or last day of travel -->	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Check box for each meal reimbursed allowed for each day	Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	State's Allowable Per Diem M&IE	\$ -	\$ -	\$ -	\$ -	\$ -	
[4] Lodging Expenses	Max Daily Allowance (excl taxes)	\$ -	\$ -	\$ -	\$ -	\$ -	
	Actual Lodging Rate	\$ -	\$ -	\$ -	\$ -	\$ -	
	Actual Lodging Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	
	Allowable Lodging Expense	\$ -	\$ -	\$ -	\$ -	\$ -	
[5] Other Travel Expenses	Airfare	\$ -	\$ -	\$ -	\$ -	\$ -	
	Rental Auto	\$ -	\$ -	\$ -	\$ -	\$ -	
	Rental Auto Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	
	Transportation (i.e. taxi)	\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	
		\$ -	\$ -	\$ -	\$ -	\$ -	
	Allowable Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL ALLOWABLE COSTS:		\$ -	\$ -	\$ -	\$ -	\$ -	
	\$ -						

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

Any non-labor cost charged as a direct cost to NDOT 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] Enter travel origination, primary destination, and daily miles traveled. Mileage rate eff. Jan. 2023 is \$0.655
- [3] Max. daily allowance for meals and incidentals set at 70% of federal GSA rate obtained from <http://www.gsa.gov/portal/category/100120> (based on work location). Incidentals include fees/tips given to baggage carriers or hotel staff. Enter full daily GSA rate in first row.
- [4] Enter lodging rate and taxes separately. Reimbursement of lodging taxes is prorated, if necessary. Rates eff. 10/21-09/22 are \$110 Omaha, \$96 Rest of Nebraska
- [5] Attach detailed receipts and add description of other travel expenses not pre-listed on the form.