

# SAO INDIVIDUAL TRAVEL EXPENSE REPORT

NAME \_\_\_\_\_ TRIP # \_\_\_\_\_

ADVANCE RECEIVED? YES \_\_\_ NO \_\_\_ AMOUNT \$ \_\_\_\_\_

Date form filed \_\_\_\_\_

## PER DIEM ALLOWNACES

Travel Office Use Only:

CITY \_\_\_\_\_ LODGING \_\_\_\_\_ M&IE \_\_\_\_\_ TOTAL \_\_\_\_\_

CITY \_\_\_\_\_ LODGING \_\_\_\_\_ M&IE \_\_\_\_\_ TOTAL \_\_\_\_\_

CITY \_\_\_\_\_ LODGING \_\_\_\_\_ M&IE \_\_\_\_\_ TOTAL \_\_\_\_\_

**Note:** The amount listed is the maximum reimbursable amount for lodging expenses, excluding taxes, unless authorization to exceed is on file *prior* to departure. *List lodging taxes under Section 3 / Reimbursable Business Expenses.*

*Please complete and return this form to Travel Office (MS-44) within 3 business days.*

**STAPLE RECEIPTS TO THIS FORM** (airline passenger, hotel, car rental and registration receipts as well as misc. business expenses over \$75) Expenses in foreign currencies must be converted into US Dollars. **List only expenses to be reimbursed by SAO.**

NOTE: Reimbursement may be delayed if form is incomplete.

Thank you for your cooperation.

## SECTION 1

### TRANSPORTATION TO/FROM SAO DUTY STATION (DESTINATION)

It's important for you to list your duty station under "Arrive". It is not necessary to list connecting points, only information to/from duty station. If you continued on to a second duty station, list it on this form. If more than two stations are visited on the same trip, please list information on a separate sheet.

DATE \_\_\_\_\_ LEAVE \_\_\_\_\_

DATE \_\_\_\_\_ ARRIVE (duty station) \_\_\_\_\_

DATE \_\_\_\_\_ LEAVE \_\_\_\_\_

DATE \_\_\_\_\_ ARRIVE (duty station) \_\_\_\_\_

DATE \_\_\_\_\_ LEAVE \_\_\_\_\_

DATE \_\_\_\_\_ ARRIVE (duty station) \_\_\_\_\_

**SECTION 2**

**RENTAL CAR INFORMATION – Attach Receipt**

Car rental direct billed to SAO. Amount \$ \_\_\_\_\_  
 Personal C.C. used to pay for business rental. Amount \$ \_\_\_\_\_

*NOTE: As the Smithsonian is a self-insurer, optional insurance (CDW, LWD, etc) is unnecessary, and therefore not reimbursable for rentals within the United States. Rentals outside the US may require optional insurance. The cost of the optional insurance would be reimbursable.*

**SECTION 3**

**SAO REIMBURSABLE BUSINESS EXPENSES**

This section for any phone calls, taxis, tolls, parking, \*lodging taxes, etc.

Date \_\_\_\_\_ Item \_\_\_\_\_ Cost \_\_\_\_\_  
Date \_\_\_\_\_ Item \_\_\_\_\_ Cost \_\_\_\_\_  
Date \_\_\_\_\_ Item \_\_\_\_\_ Cost \_\_\_\_\_  
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Date \_\_\_\_\_ Item \_\_\_\_\_ Cost \_\_\_\_\_

\_\_\_\_\_ POV (Personally owned vehicle) used. Miles traveled \_\_\_\_\_

**SECTION 4**

**SAO LODGING EXPENSES – Attach all receipts**

\*Do not include lodging taxes in this section

Arrive \_\_\_\_\_ property name \_\_\_\_\_ # of nights \_\_\_\_\_ cost \$ \_\_\_\_\_  
(per night)  
Arrive \_\_\_\_\_ property name \_\_\_\_\_ # of nights \_\_\_\_\_ cost \$ \_\_\_\_\_  
(per night)  
Arrive \_\_\_\_\_ property name \_\_\_\_\_ # of nights \_\_\_\_\_ cost \$ \_\_\_\_\_  
(per night)

**SAO MEALS & INCIDENTAL EXPENSES (M&IE)**

I am claiming the maximum M&IE expenses allowed.  
 I am claiming actual M&IE for the entire trip: TOTAL AMT. CLAIMED \$ \_\_\_\_\_

Was any portion of this trip spent on annual leave? No \_\_\_\_\_ Yes \_\_\_\_\_ Dates \_\_\_\_\_