

TRAVEL REIMBURSEMENT INVOICE

DATE: _____ **TAX PAYOR ID# (SS#):** _____

PURPOSE OF TRAVEL _____

NAME AND ADDRESS: _____

MILEAGE:

Travel from _____ to Boise & return. License Plate # _____

Total miles _____ @ \$.485 per mile = _____

MEALS: (Per Diem)

MEALS FOR ONE DAY TRAVEL (W/0 AN OVER NIGHT STAY) IS NOT REIMBURSEABLE

Day of Departure:

Breakfast, Lunch & Dinner \$30 (Departure before 07:00)

Lunch & Dinner \$27.00 (Departure between 07:01 to 11:00)

Dinner \$16.50 (Departure time between 11:01 - 17:00)

Full Day: \$30 (Subsequent full day away from home station)

Day of Return:

Breakfast \$7.50 (Return time between 08:00 to 13:59)

Breakfast & Lunch \$18.00 (Return time between 14:00 - 18:59)

Full Day \$30 (Return time 19:00 or later)

Departure Date and Time: _____ **Return Date and Time:** _____

Date	Breakfast	Lunch	Dinner	Daily Total
TOTAL MEAL EXPENSES				

MISCELLANEOUS EXPENSES: (Attach original receipt)

Amount: \$ _____ Description: _____

MILEAGE	
MEALS	
MISCELLANEOUS	
GRAND TOTAL	

SIGNATURE: _____