

Traveler Form

Employee Name: _____

Destination: _____

Reason for Travel:

Important Deadlines:

- Submit this form **at least 2 weeks before departure** to Admin
(If less than 2 weeks, supervisor approval is required)
- **Receipts due within 7 days** of return
- **Expense Report** must be submitted **within 15 days** of travel

Dates of Travel: _____

Departure Time: _____ AM / PM _____ Arrival Time: _____ AM / PM _____

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Per Diem Meal Claim Guidelines

Eligible if departure or return meets these times:

- **Breakfast:** Leave before 7:00 AM or return after 10:00 AM
- **Lunch:** Leave before 11:00 AM or return after 3:00 PM
- **Dinner:** Leave before 5:00 PM or return after 7:00 PM

Hotel Reservation: ☐ Yes ☐ No

If Yes:

- **Check-In Date:** _____
- **Check-Out Date:** _____
(Attach hotel reservation confirmation receipt)

Mode of Transportation:

☐ Vehicle ☐ Flying (*Attach flight receipt*)

If Vehicle:

☐ GBC Vehicle (must reserve in advance)

☐ Personal Vehicle (*Reimbursed at half rate if used by choice*)

Worktag Being Charged: _____

Receipts Turned In By (Date): _____

Employee Signature: _____

Date: _____