

Town = \$68.05

Chris Koos \$2711.16

F65932

716

Town of Normal Travel Documentation and Reimbursement Form

Employee Name: Chris Koos Department and Position Title: Mayor

Reason for Travel/Description of Event: US Conf of Mayors 81st Annual Mtg. June 8-11, 2018, Boston, MA

Travel Status Start: 6/8/18 Fri
Travel Status End: 6/11/18 Mon
Total days on Travel Status: 4

Start date/time of Conference, Seminar, Meeting, etc.: 6/8/18 Fri
End date/time of Conference, Seminar, Meeting, etc.: 6/11/18 Mon

Registration Cost (To be paid in advance to ensure best pricing) Estimated Cost: Actual Cost: 875.00 How was actual amount paid? Town: Employee: 875.00

Lodging (To be booked/paid in advance to obtain the lowest possible rate) 990.00 1209.77

Transportation

Town Vehicle - (no estimate or actual cost needed if gas is obtained from the Public Works Facility)

Business purposes only (to and from airport and/or business related events)

Personal Vehicle Only allowed if no Town vehicle is available - reimbursement at IRS mileage rate

Documentation showing mileage must be supplied to obtain reimbursement

Reimbursement for business miles only (to and from airport and/or business related events)

Train To be booked/paid in advance to the extent possible to obtain the lowest possible rate

Receipt must be available to obtain reimbursement

Business purposes only (to and from business related events)

Ground transportation (Cab, Shuttle, etc....) 68.05

Business purposes only (to and from airport and/or business related events)

Receipt must be available to obtain reimbursement

Meals and Incidentals Expenses (M&IE) - select one (Receipts or Per Diem)

Receipts Reimbursement will only be made from a valid receipt showing items purchased

Maximum reimbursement per day is \$110

Per Diem Standard Rate: \$51.00 Metro Area Rate (population >500,000): \$74.00

Total Per Diem \$51.00 \$74.00

Breakfast \$11.00 \$17.00

Lunch \$12.00 \$18.00

Dinner \$23.00 \$34.00

Incidentals \$5.00 \$5.00

First/last day of travel 75% of per diem rate \$38.25 \$55.50

All other days at 100% per diem rate

Total per diem for travel (can be paid in advance of travel)

Total Cost

Amount due employee (if applicable) 2711.16

Employee Signature and Date

Department Head Signature and Date (Pre-Travel Approval) P. Reese 6/4/18

Department Head Signature and Date (Post-Travel) P. Reese 6/22/18

Documentation, receipts are valid/confirmed and in compliance with travel policy