

Staff Expense Reimbursement Including Travel

Name:

I would like to receive my payment via epay.

Address:

You will receive an email from bill.com to set this up

Email:

Mileage: IRS rate is \$0.625 per mile as of July 1, 2022 (Jan 2023)

Mileage description must include purpose of trip, end points, and miles traveled- for amt compute # of miles X .625.

A round trip can be listed as one line item.

Also indicate how mileage was calculated ex. via google map, waze, trip odometer etc.

Per Diem Rates -(out of state only): gsa.gov (click Per Diem at top of page)

Date	Description	Amount	Account #	Class #
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Grant Specific

Grant Specific

Grant Specific

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Sales Tax is NOT reimbursed.

A copy of the FCSN ST-2 is available on Staff Portal and must be presented to vendor prior to purchase

Total

Signature of Requester (QuickSign)

Date:

Signature of Requester (QuickSign)

Date:

Note: Original Receipts must be attached to this PDF (can use Combine feature)