





Instructions:

1. **Document number:** Assign an identification number or letter to each document related to the cost reimbursement requested e.g., hotel bill, credit card statement, bank statement, issued or cleared check showing proof of payment, etc. and associated with the travel expense.
2. **Attendee name/job title:** Enter employee attending conference, training, or other travel.
3. **Fare cost:** Enter airfare, train, mileage transportation cost per each employee (state per diem rate for in-state travel, federal per diem rate for out-of-state travel)
4. **Lodging costs:** Enter overnight accommodations, hotel costs per each employee (state per diem rate for in-state travel, federal per diem rate for out-of-state travel)
5. **Meals cost:** Enter subsistence costs per each employee (state per diem rate for in-state travel, federal per diem rate for out-of-state travel)
6. **Total cost:** Enter total costs per each employee, includes lodging, airfare, mileage, subsistence costs per each employee (state per diem rate for in-state travel, federal per diem rate for out-of-state travel)
7. **Federal share:** Enter amount of to be paid by the grant.
8. **Match share:** Enter amount of to be paid by the grantee agency (if applicable)

For this request to be approved, back up documentation must be included with this coversheet: Mileage/travel log for each employee, dates of travel, destination, and mileage. All reimbursement requests for travel, lodging and subsistence must be listed on a form that is signed by both the employee and supervisor. Lodging, luggage, and transportation receipts must be included as supporting documentation. Failure to comply with these instructions may result in the delayed or denial of this request. For Per Diem costs visit [www.osbm.nc.gov](http://www.osbm.nc.gov) or [www.gsa.gov](http://www.gsa.gov)