



**Trip information table:** Use *Google Maps* to find miles for each trip - it is not necessary to include maps with your travel claim. When transporting child(ren), enter the *first name and last initial* in the "case detail" column in the trip information table.

| Travel date | Beginning and ending points of travel -<br>Use address and city name | Round-trip<br>Y/N | Purpose of trip | Case detail | Miles |
|-------------|--|-------------------|-----------------|-------------|-------|
|             |  |                   |                 |             |       |
|             |  |                   |                 |             |       |
|             |  |                   |                 |             |       |
|             |  |                   |                 |             |       |
|             |  |                   |                 |             |       |

Explain as necessary (e.g. address could not be mapped; took a different route.)

**Expenses Claimed**

Mileage reimbursement rounded to the nearest cent: Total Miles \_\_\_\_\_ x \$0.625 = \_\_\_\_\_

Per diem (when applicable, Financial Services calculates): \_\_\_\_\_

Lodging (attach original receipts showing the balance paid in full): \_\_\_\_\_

Client meals (attach original receipts): \_\_\_\_\_

List other items: \_\_\_\_\_

Tolls \_\_\_\_\_

Local transport  
(such as shuttle or taxi) \_\_\_\_\_

Miscellaneous \_\_\_\_\_

**Grand Total** \_\_\_\_\_

When claiming per diem, attach an agenda if you attended a conference or training.

**Coding**

Charge this claim to:

4 digit finance account 5 digit finance location

**Claimant Signatures and Claim Approval**

\_\_\_\_\_  
Claimant signature

\_\_\_\_\_  
Date

**Submit**

\_\_\_\_\_  
Authorized approval signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
State office approval signature

\_\_\_\_\_  
U#

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division director approval for claims over 90 days old

\_\_\_\_\_  
Date

Comments (Financial Services and CWS only):

[Large empty text area for comments]