



COLLEGE OF EASTERN IDAHO

Travel Expense Report

P-Card, Cash Receipts and form must be filed with
Procurement Office 24 hours after return of travel

Employee Name: _____

Employee ID #: _____

Program # (PCA/GL): _____

Destination: _____

Dates of Travel								Pre-Paid CEI Check	P-Card	Travel Advance Issued	Amount to be Reimbursed
Departure Time (at Home Station)											
Arrival Time (at Home Station)											
Meals	5209										
Lodging	5203										
Air Fare	5204										
Registration	5202										
Miscellaneous Expense											
Public Transportation	5210										
Parking	5210										
Rental Vehicle	5210										
College Vehicle Miles	5210							Total Miles			
Personal Vehicle Miles	5210							Total Miles			
Rate .36 or .725 (GSA 1/1/26)								Total Personal Vehicle Miles x Rate			
Totals (values in parenthesis indicate a negative number and reimbursement to CEI)											

Comments/Explanation:

Maximum Meal Allowance

	Breakfast	Lunch	Dinner	All Day
Standard Rate*	\$13.60	\$20.40	\$34.00	\$68.00
Boise	\$17.20	\$25.80	\$43.00	\$86.00
Sun Valley	\$16.00	\$24.00	\$40.00	\$80.00
Coeur d'Alene	\$14.80	\$22.20	\$37.00	\$74.00

*Standard rate applies to all other Idaho cities that are not listed

Breakfast: Departure 7:00 AM or before. Return 8:00 AM or after.

Lunch: Departure 11:00 AM or before. Return 2:00 PM or after.

Dinner: Departure 5:00 PM or before. Return 7:00 PM or after.

I hereby certify that the travel or services in this expense report are correct and just.

Date

Employee Signature

Date

Purchasing Approval

Date

Supervisor Approval

Date

Paid Approval