



# 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				
<b>Breakfast:</b> Departure 7:00 AM or before. Return 8:00 AM or after.				
<b>Lunch:</b> Departure 11:00 AM or before. Return 2:00 PM or after.				
<b>Dinner:</b> 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