



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 .38 or .76 (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.

_____ Employee Signature	_____ Date	_____ Purchasing Approval	_____ Date
_____ Supervisor Approval	_____ Date	_____ Paid Approval	_____ Date