

# The Council of State Governments Reimbursement Request Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

**Business Purpose:** WI Leg Committee Yucca Mountain Tour  
Las Vegas, NV; December 5, 2006

**Return To:**  
The Council of State Governments  
Midwestern Office  
P.O. Box 981  
Sheboygan, WI 53082-0981  
**Questions:** 920-803-9976

**PLEASE TAPE ALL SMALL RECEIPTS TO THE BACK OF THIS FORM OR ANOTHER 8x11 SHEET OF PAPER. STAPLE ALL SHEETS TOGETHER.**

Date	Location	Rental Car <sup>1</sup>	Total Airfare <sup>2</sup>	Mileage	Per Diem <sup>3</sup>	Lodging	Travel <sup>4</sup>	Other <sup>5</sup>	Total
				____ x 0.445 = ____					
				____ x 0.445 = ____					
				____ x 0.445 = ____					
				____ x 0.445 = ____					
				____ x 0.445 = ____					
				____ x 0.445 = ____					
<b>Totals</b>									

<sup>1</sup>Expenses for rental car should not exceed that of similar cab fare. **Only rates up to a mid-size car level will be approved. Attach receipt.**  
<sup>2</sup>Enter the total cost of airline tickets in this column. Attach receipt.  
<sup>3</sup>**See the instructions for a note regarding tips. Please subtract \$18 on the 5<sup>th</sup> for lunch (provided). Please also subtract \$12 for breakfast each day (provided).**  
<sup>4</sup>Include all travel-related items (e.g., parking, tolls, taxi). Attach receipts.  
<sup>5</sup>Include state and local taxes. Attach receipts.

*I hereby certify that the above expenditures represent cash spent for legitimate company business only and include no items of a personal nature.*

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

**CSG USE ONLY**

Cost Center	A/C#	Amount	Approved by:
02-09-00-5071-5524		\$ _____	_____
<b>TOTAL TO BE REIMBURSED</b>		\$ _____	_____



# The Council of State Governments

## Reimbursement Request Form Instructions

**Business** WI Leg Committee Yucca Mountain Tour  
**Purpose:** Las Vegas, NV; December 5, 2006

1. Print name, address, and telephone number.
2. Date: Use a separate row for each date.
3. Location: Enter point of origin and destination for each day of travel.
4. Rental Car: Expenses should not exceed that of similar cab fare. Attach your original receipt to the form.
5. Airfare: Attach your original receipt to the form.
6. Mileage: Mileage will be reimbursed at \$0.445 per mile. Calculate from point of origin (home or office) to destination. Enter each day separately.
7. Per diem: The federal rate for meals and incidental expenses in Las Vegas is **\$64 per day. Please subtract \$18 on the 5<sup>th</sup> for lunch (provided) and \$12 for breakfast for each day (provided).** No receipts are needed for meal expenses. Partial days should be calculated according to time of departure and time of return based on the following schedule:

	Traveling to Las Vegas	Returning from Las Vegas
12:01 a.m. to 6:00 a.m.	\$64	\$16
6:01 a.m. to 12:00 p.m.	\$48	\$32
12:01 p.m. to 6:00 p.m.	\$32	\$48
6:01 p.m. to 12:00 a.m.	\$16	\$64

**Clarification of tips:** Please note that, according to federal travel regulations, "incidental expenses" include tips "to porters, baggage carriers, bellhops, [and] hotel maids. . . . Tips related to meals are covered as part of your per diem meals expenses." Tips for business-related transportation (e.g., airport shuttle) should be listed under "Other."

8. Lodging: Hotel expenses will be reimbursed at a maximum of **\$99 per night, not including tax.** (Itemize taxes under "Other.") Attach your original receipt to the form.
9. Travel: Include parking, tolls, taxi, etc. Attach your original receipts.
10. Other: Include state and local taxes, telephone, and miscellaneous supplies in excess of the customary incidental amount. Attach your original receipts (if applicable).
11. **REMEMBER TO SIGN THE FORM. Tape all small receipts to the back of the form or another 8.5 x 11 sheet of paper before sending. Staple all sheets together.**
12. Return to CSG Midwest at the address on the form.

If you have any questions about these instructions, please contact Lisa Janairo at 920-803-9976.

