



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													
Lodging													
Air Fare													
Registration													
Miscellaneous Expense													
Public Transportation													
Parking													
Rental Vehicle													
College Vehicle Miles										Total Miles			
Personal Vehicle Miles										Total Miles			
Rate .35 or .70 (GSA 1/1/25)										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