



# MISSOURI RURAL TRANSIT ASSISTANCE PROGRAM

## PERSONNEL TRAVEL FORM

PLEASE SUBMIT A PERSONNEL TRAVEL FORM FOR EACH PERSON THAT TRAVELED ALONG WITH APPROPRIATE RECEIPTS AND ATTACH TO THE AGENCY INVOICE FOR TRAINING REIMBURSEMENT FORM.

**NAME OF TRAVELER:** \_\_\_\_\_

**GRANTEE/AGENCY NAME:** \_\_\_\_\_

**AGENCY MAILING ADDRESS:** \_\_\_\_\_

**PURPOSE OF TRAVEL:** \_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**DATE/START TIME OF TRAVEL:** \_\_\_\_\_ **DATE/END TIME OF TRAVEL:** \_\_\_\_\_

**EXPENSES:**

|   |           |
|---|-----------|
| _____ MILES @ \$.655 PER MILE <b>IF POV IS USED</b>       | \$        |
| ROUNTRIP AIRFARE  | \$        |
| BAGGAGE FEES  | \$        |
| TRANSPORTATION (INCLUDES TAXI'S, SHUTTLES, & UBER)        | \$        |
| RENTAL CAR (IF APPROVED BY MO RTAP MANAGER)               | \$        |
| RENTAL CAR FUEL   | \$        |
| LODGING   | \$        |
| MEALS (BASED ON PER DIEM RATE OF TRAVEL LOCATION)         | \$        |
| CONFERENCE REGISTRATION FEES                              | \$        |
| PARKING FEES (AIRPORT AND HOTEL <b>@ SELF-PARK RATE</b> ) | \$        |
| OTHER EXPENSES:   | \$        |
| <b>TOTAL EXPENSES</b>                                     | <b>\$</b> |

PLEASE BE AWARE THAT RECEIPTS ARE REQUIRED FOR LODGING, AIRFARE, RENTAL CAR (IF PRE-APPROVED BY MO RTAP MANAGER), AND CONFERENCE REGISTRATION FEES. LODGING RECEIPT MUST REFLECT A \$0 BALANCE. ANY QUESTIONS PLEASE CALL PAT DIAKU, PROGRAM SPECIALIST, AT (573) 341-6155 OR EMAIL TO diakup@mst.edu