

ECOS EN2014 Expense Reimbursement Form

TRAVELER	
Name	John Doe
Organization	State Agency
Address	100 Main Street
City/State/ZIP	Anytown, State 12345
Phone	555.555.5555
Fax	555.555.5555
Email	jdoe@state.gov

*****PLEASE COMPLETE ELECTRONICALLY*****

Type in the requested information. Totals will be calculated automatically. Mail or email a signed and dated copy of this completed form and corresponding original receipts for all non-M&IE items exceeding \$25 within 30 days of the conclusion of travel to:

Environmental Council of the States
 ATTN: Joanne Key - EN2014
 50 F Street, NW; Suite 350
 Washington, DC 20001
 Phone: 202.266.4926
 Email: jkey@ecos.org

Requests received by ECOS after APRIL 1, 2014, will not be processed.

2014 Exchange Network National Meeting
 February 24-27, 2014; Philadelphia, PA
 Travel Start Date: 2/24/2014
 Travel End Date: 2/27/2014

(Travelers from AS, GU, HI, and MP: Convert your local travel dates to U.S. East Coast dates.)

Dates of Travel:	2/22/2014	2/23/2014	2/24/2014	2/25/2014	2/26/2014	2/27/2014	2/28/2014	3/1/2014	3/2/2014	TOTALS (\$)
TRANSPORTATION										
Air/Train Fare			350.00							350.00
POV Mileage*			15.00			15.00				
POV Reimbursement*	0.00	0.00	8.48	0.00	0.00	8.48	0.00	0.00	0.00	16.95
Subway/Shuttle/Taxi										0.00
Tolls			2.50			2.50				5.00
Transportation Subtotal	0.00	0.00	360.98	0.00	0.00	10.98	0.00	0.00	0.00	371.95
MEALS & INCIDENTALS (M&IE) **										
Breakfast			8.25	Provided	Provided	Provided				8.25
Lunch			12.00	16.00	16.00	12.00				56.00
Dinner			25.50	34.00	34.00	25.50				119.00
Incidentals			3.75	5.00	5.00	3.75				17.50
M&IE Subtotal	0.00	0.00	49.50	55.00	55.00	41.25	0.00	0.00	0.00	200.75
HOTEL AND OTHER (Specify "Other" charges)										
Room and Tax			179.03	179.03	179.03					537.09
Other 1: Airport Parking						30.00				30.00
Other 2:										0.00
Hotel and Other Subtotal	0.00	0.00	179.03	179.03	179.03	30.00	0.00	0.00	0.00	567.09
TOTAL AMOUNT OWED TRAVELER										1139.79

* Privately Owned Vehicle (POV) Reimbursement is **\$0.565** per mile.

I certify that the above claim is correct and in accordance with ECOS Travel Policy (Please sign and date):

John Doe March 13, 2014

Make Check Payable To: John Doe
 Mail Check To: John Doe
100 Main Street
Anytown, State 12345

M&IE Breakdown**	\$66	**In accordance with the Federal Travel Regulation, ECOS will reimburse 75% of M&IE (\$49.50 max.) on the first and last days of travel. For more information, see: www.gsa.gov/mie
Breakfast	11	
Lunch	16	
Dinner	34	
Incidentals	5	



OFFICE USE ONLY

APPROVED

CODE
1-5500-20-086-100-1

CHECK #