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| Attendee’s name: Work Phone:  Work Address:  Name and location of meeting: |

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| **PLEASE INCLUDE DATE IN EACH COLUMN** |  |  |  |  |  | **Total** |
| Air/train fare (*receipts required*) |  |  |  |  |  |  |
| Baggage (*receipts required*) |  |  |  |  |  |  |
| Hotel (*receipts required*) |  |  |  |  |  |  |
| Internet (*receipt required*) |  |  |  |  |  |  |
| Auto mileage **(*miles x $0.58*)** |  |  |  |  |  |  |
| Taxi/shuttle (*receipts required*) |  |  |  |  |  |  |
| Parking (*receipts required*) |  |  |  |  |  |  |
| Subway/bus |  |  |  |  |  |  |
| Tolls |  |  |  |  |  |  |
| ***Start and end time of trip:*** |  |  |  |  |  |  |
| **MEAL ALLOWANCE** |  |  |  |  |  |  |
| Breakfast (max. $12.00) |  |  |  |  |  |  |
| Lunch (max. $18.00) |  |  |  |  |  |  |
| Dinner (max. $36.00) |  |  |  |  |  |  |
| Incidentals/tips  ***(max.$5.00 per day)*** |  |  |  |  |  |  |
|  |  |  |  | **TOTAL=** |  | |

*\*Meal allowance amounts are the maximum allowed less any meals provided as part of the event;*

***receipts are not required.*** *The amount will be pro-rated based on start/end time from/to the traveler’s home or place of work based on the following: (75% for 6 hours; 50% for 4 hours; and 25% for 2 hours)*

If your reimbursement amount has to be split, please indicate name/address/amount for each check:

|  |  |
| --- | --- |
| 1. | $ |
| 2. | $ |

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| ***Attendees signature: Date:*** |

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| **Please send your signed copy to Kathy Burr in any of the three ways below:**   1. **Email** scanned copies of the signed form and receipts via email to “kathy@opsi.us” 2. **Mail** to OPSI, 700 Barksdale Rd, Suite1, Newark, DE 19711 3. **Fax** copies of the signed form and receipts to (302) 266-0976     ***Approved: Date:*** |