



PROJECT NAME: \_\_\_\_\_

PROJECT ID NUMBER: PROJ \_\_\_\_\_

REPORTING PERIOD: From \_\_\_\_\_ To \_\_\_\_\_

TRAVEL							
Doc #	Attendee Name	Lodging Cost	Air fare/Mileage Cost	Per diem Meals Cost	Total Cost	Federal Share	Match Share
<b>Total Cost</b>							

Instructions:

1. **Project Name & ID:** This information can be obtained from the Expense Reimbursement form.
2. **Reporting Period:** Identify the first and last day of the reporting period (month/day/year).
3. **Document Number:** Assign a number or letter to each bill/receipt/invoice and attach to this cover sheet.
4. **Attendee name:** Enter Employee attending conference, training, or other travel.
5. **Cost of Item:** Enter cost of each item.
6. **Amount for this Reimbursement:** Enter total grant expenditures.
7. **Match Amount for this Item:** Enter total match associated with each item (where applicable).
8. **Provide a Travel Log:** Provide dates of travel, traveler’s name, destination, and mileage.
  - All reimbursement requests for travel, lodging and subsistence (per diem – i.e., hotel and meals) must be on a form that is signed by BOTH the employee and the supervisor. Hotel receipts must be submitted as supporting documentation.
9. **Using State of NC per diem:** Hotel receipts are required (to a maximum of \$75.10 in-state and \$88.70 out of state, plus tax unless prior permission for an excess amount is obtained). The traveler is authorized for \$8.60 for breakfast, \$11.30 for lunch and \$19.50 in-state/ \$22.20 for out-of-state dinner. State mileage rate is .58 per mile. (**These rates are in effect as of July 2019.**)
10. **Using GRANTEE agency’s per diem:** Submit copy of travel policy to the Grants Management Specialist at the beginning of the grant period. Follow grantee’s written policy. If the agency’s Travel Policy is updated, submit a revised version. Expenses may not exceed the established State Rates.