

# MARINE LAW ENFORCEMENT TRAINING PROGRAM TRAVEL EXPENSE WORKSHEET

CLAIMANT / STUDENT NAME <i>(Last, First)</i>			POSITION / RANK		
AGENCY NAME <i>(As listed on MOU)</i>			AGENCY TELEPHONE NO. (      )		
WORK ADDRESS <i>(Street, City, State, Zip Code)</i>					
NAME OF TRAINING COURSE ATTENDED				TRAINING COURSE DATE(S)	
LOCATION OF TRAINING COURSE <i>(City of Destination)</i>			TRAINING RUN BY (AGENCY/COMPANY NAME)		

City (Departure)	Date	Time	City (Return)	Date	Time

### TRANSPORTATION COSTS

PRIVATE VEHICLE	\$0.575 / per mile	X	TOTAL MILEAGE	=	\$	REIMBURSEMENT COST
PARKING/TOLL (Receipts Required)				=	\$	TOTAL RECEIPTS
AIRFARE (Receipts Required)				=	\$	TOTAL RECEIPTS APPROVED
RENTAL VEHICLE (Receipts Required)				=	\$	TOTAL RECEIPTS APPROVED

### LODGING COSTS *(Must be 50+ miles round-trip from work address to training)*

LODGING (Receipts Required)				=	\$	TOTAL OF RECEIPTS
PARKING FOR LODGING (Receipts Required)				=	\$	TOTAL OF RECEIPTS
Other (explained below - receipts may be required)				=	\$	TOTAL OF RECEIPTS

### PER DIEM (Meals) *(Must be 50+ miles round-trip from work address to training)*

BREAKFAST	\$7.00 / per breakfast	X	NUMBER OF QUALIFYING MEALS	=	\$	TOTAL REIMBURSEMENT COST
LUNCH	\$11.00 / per lunch	X	NUMBER OF QUALIFYING MEALS	=	\$	TOTAL REIMBURSEMENT COST
DINNER	\$23.00 / per dinner	X	NUMBER OF QUALIFYING MEALS	=	\$	TOTAL REIMBURSEMENT COST

### MISCELLANEOUS

Miscellaneous Expenses (explained below - receipts may be required)				=	\$	TOTAL OF RECEIPTS
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**TOTAL REIMBURSEMENT REQUESTED: \$**

SIGNATURE OF CLAIMANT ▶	PRINTED NAME	DATE
SUPERVISOR / TRAINING COORDINATOR APPROVAL ▶	PRINTED NAME	DATE