

## Rev. 01/2025

Address	Telephone
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Mileage	→	Please report the actual miles driven under Mileage column. Current reimburse rate is								
Per Diem	→	<b>When on approved SECC travel.</b> Please input the correct amount under Per Diem column.								
		<table border="0"> <tr> <td>Full Per Diem</td> <td>\$60.00 (employee paid for 1 meal a day, we provide ½ per diem rate (\$30); employee paid for 2+ meals a day, we provide full per diem rate).</td> </tr> <tr> <td>When fully entertained</td> <td>\$20.00 (employee did not purchase any meals for the day)</td> </tr> <tr> <td>Family authorized travel: Worker &amp; Spouse</td> <td>\$120.00</td> </tr> <tr> <td>Each Child</td> <td>\$30.00</td> </tr> </table>	Full Per Diem	\$60.00 (employee paid for 1 meal a day, we provide ½ per diem rate (\$30); employee paid for 2+ meals a day, we provide full per diem rate).	When fully entertained	\$20.00 (employee did not purchase any meals for the day)	Family authorized travel: Worker & Spouse	\$120.00	Each Child	\$30.00
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When fully entertained	\$20.00 (employee did not purchase any meals for the day)									
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Travel	→	Transportation other than by personal vehicle.								
Lodging	→	Actual lodging expense. <b>Hotel charge slip required.</b>								

**APPROVED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_