Travel Reimbursement Checklist

(This is required in order to get you reimbursed by the government)

INSTRUCTIONS

(*Please print or type*)

Please scan and submit all receipts **WITHIN 5 BUSINESS DAYS** upon completion of your trip to gs_powell_center_travel@usgs.gov. Please check that the following receipts are attached:

- Hotel ($98.00 per night, plus taxes).
- Shuttle receipt from the Denver International Airport to your hotel.
- Shuttle receipt from your hotel back to the Denver International Airport.
- Parking at your home airport (up to $70.00, unless otherwise approved by Powell Center Staff).
- Taxi receipts to and from your home airport (up to $70.00, unless otherwise approved by Powell Center Staff).

You do not need to submit your meal receipts

Your meal rate is set by the Federal rate for the Fort Collins, Colorado area. The following is a detailed list of your meal rates:

- First day ..... $42.00 for the day
- Days in between ..... $56.00 for each day
- Last day ..... $42.00 for the day

Once this form has been completed, scan and email along with your scanned receipts to gs_powell_center_travel@usgs.gov.

Traveler Name: _____

Dates of Travel: _____

ITEM	COST
Hotel	$_____
Shuttle (Denver Airport to hotel)	$_____
Shuttle (Hotel to Denver Airport)	$_____
Parking (if applicable)	$_____
Taxi/shuttle (to home airport, if applicable)	$_____
Taxi/shuttle (from home airport, if applicable)	$_____
Baggage Fees (if applicable)	$_____

- Mileage (to/from home airport, if applicable _____ @ ($0.575 per mile)

NOTE: The Powell Center will pay your mileage to and from your home airport up to $70.00, unless otherwise approved by Powell Center Staff.

If you have any questions, please contact a Powell Center Travel Arranger:
Email: ***gs_powell_center_travel@usgs.gov***