

Choctaw Professional Resources Enterprise TDY Travel Expense Report

Employee Name: _____ Contract Number: _____

SSN: _____ Home Location: _____

Date/Time Departed: _____ Date/Time Returned: _____

Purpose of Trip: _____

Day (M, T, etc)									
Date (1, 5, etc.)									
Daily Location									
Transportation	All transportation arrangements will be made through the CPRE Travel Office in San Antonio, Texas. All "original" travel receipts and itineraries must be included.								Amount Claimed
Airfare									
Parking									
Taxi									
Auto Rental									
Gas									
Total									
Lodging	CPRE travelers will use most current JTR Lodging Allowance as maximum lodging reimbursement amount that can be claimed.								
Actual Lodging Cost									
Actual Lodging Tax									
Lodging Allowance									
Meals	CPRE travelers will use the most current JTR Per Diem Allowance as flat rate for meal cost reimbursement. Meal receipts are not required.								
Per Diem Allowance									
Other Expenses	Claim other allowable expenses here. This includes telephone charges, faxes, laundry, etc.								
Total									
Mileage	When travel is performed using your personal automobile, CPRE will reimburse you for this use at the current Federal JTR rate. Starting and ending odometer readings <i>must</i> be in "miles."								
Starting odometer reading:									
Ending odometer reading:									
Total									
Remarks:									Grand Total Expenses
									Billable Amount
									Less Cash Advances and Charges to Company
									Due to Employee
									or
									Due to Company

Employee Signature/Date

FAO/ Supervisor Signature/Date

Program Manager Signature/Date

Travel Manager Signature/Date