

**TRAVEL REIMBURSEMENT SUMMARY**  
**Northeastern State University - Tahlequah, Oklahoma 74464-2300**

Date \_\_\_\_\_ c \_\_\_\_\_ Account Number \_\_\_\_\_  
 Name of Account \_\_\_\_\_  
 Claimant's Name \_\_\_\_\_ Soc.Sec.No. \_\_\_\_\_  
 Home Address \_\_\_\_\_

Is Claimant State Official or Employee      **Yes**      **No**      Official Duty Station \_\_\_\_\_

Is Car Government Owned      **Yes**      **No**      Vehicle License Tag Number \_\_\_\_\_

Nature of Business \_\_\_\_\_

Indicate point travel status began \_\_\_\_\_ Mileage Claimed: (at 0.50mile)  
 each point visited \_\_\_\_\_ Map 0  
 point travel status ended \_\_\_\_\_ Vicinity 0  
 Indicate hour and date travel status: \_\_\_\_\_ Total Mileage 0  
 Began at \_\_\_\_\_ on \_\_\_\_\_ Amount **\$0.00**  
 Ended at \_\_\_\_\_ on \_\_\_\_\_

Public Transportation Modes(s)      (Airfare) (Amtrack)      Amount      **\$0.00**

**Meals and Incidental**

GSA rate \$46 unless CONUS is higher: ([www.gsa.gov](http://www.gsa.gov))      Amount      **\$0.00**  
 CONUS rate \$66 in OK Co \$61 in Tulsa, Creek, Osage, Rogers

**Lodging**

GSA rate \$70 unless CONUS is higher: ([www.gsa.gov](http://www.gsa.gov))      Amount      **\$0.00**  
 CONUS rate \$84 in OK Co. \$81 in Tulsa, Creek, Osage, Rogers Co.

**Itemized Local Transportation Cost:**

Rental Car      Taxi      Shuttle      Amount      **\$0.00**

**Itemized Miscellaneous Cost:**      Registration:      Tolls      \$5.00

Telephone      Parking      Other      Amount      **\$0.00**

**TOTAL AMOUNT CLAIMED**      **\$0.00**

All reimbursement to be claimed for this trip are included on this form:      **Yes**      **X No**

I, the undersigned, upon oath, do depose and say that I have full knowledge of the above foregoing account, that said account is just, correct, due and according to law, and that the amount claimed after allowing all just credits, in now due and wholly unpaid, and that I am duly authorized to make this affidavit, so help me God. I also upon oath say these expenses were incurred by me while performing an official University function and that a false application for reimbursement of travel expenses will be grounds for termination and criminal prosecution.

Revised 01/10

REMARKS

\_\_\_\_\_  
**Date**      **Claimant's Signature**

RECEIPTS FOR: Lodging, airline fares, registration fee, use of leased or rented automobiles, toll road and parking fees **MUST BE ATTACHED.**

Payment is authorized:

\_\_\_\_\_  
**(Account Sponsor)**      **Date**      **Voucher prepared by:** \_\_\_\_\_  
**Ext.** \_\_\_\_\_