

**ITS Program Advisory Committee Meeting
June 17, 2011**

Travel Expense Report Instructions

1. Please submit your completed Travel Expense Report by July 1, 2011.
2. The Travel Expense Report consists of a Microsoft Excel Workbook with two Worksheets (a Travel Expense Sheet and a Travel Mileage Sheet) that is available in the June 17, 2011, section of the ITS PAC Website at <http://www.its.dot.gov/itspac/index.htm>. A printed copy of the Travel Expense Report is attached.
3. Complete the Expense Report as follows:

- a. Airline, train, or other transit system fare to meeting location:

If the SAIC Travel Services Group coordinated your travel, leave this row blank. If you made your own travel arrangements, enter the total cost of your ticket, not to exceed the “coach class” fare.

- b. Mileage:

In the Travel Mileage Sheet, enter the mileage from your home to or from the airport/train station, less the distance of your daily commute, and other business miles driven in the appropriate date row. The total mileage and reimbursement will be automatically calculated in both the Mileage and Expense Sheets.

- c. Lodging:

Enter the cost of the room per night, not to exceed the maximum allowable lodging per diem rate and excluding taxes, in the appropriate date column. The maximum allowable lodging per diem rate for Washington, DC for June 2011 is \$211.00. Extra expenses (movies, snacks, etc.) will not be reimbursed.

- d. Lodging Tax:

Enter the lodging tax per night in the appropriate date column. Only the tax on the allowable per diem rate will be reimbursed.

- e. Meals and Incidental Expenses (M&IE):

Enter M&IE per day (fees and tips given to porters, baggage carriers, bellhops, and hotel maids; ITS PAC-related postage; etc.) in the appropriate date column. The maximum allowable M&IE per diem rate for Washington, DC for June 2011 is \$71.00, except that on your first and last travel days, the M&IE rate is 75% of the maximum rate, or \$53.25.

Please deduct \$18.00 from your June 17 Meals and Incidental expenses for the government-provided lunch.

f. Parking and Tolls:

Enter parking expenses and tolls associated with your ITS PAC-related travel in the appropriate date column.

g. Taxi/Public Transportation:

Enter taxi/public transportation expenses associated with your ITS PAC-related travel in the appropriate date column.

h. Miscellaneous:

Enter the total of any ITS PAC-related expenses for office supplies, copying and faxing, courier, telephone calls, etc.

i. Below the expenses table, enter to whom the reimbursement check should be made payable and the address to which the check should be mailed.

4. Sign and date the Travel Expense Sheet and fax the Expense Sheet, the Mileage Sheet, and copies of air/train fare receipts (only if you purchased your own travel tickets), lodging receipts, and receipts for any authorized expense over \$75.00 to: 703-263-9003, Attention: Citizant Accounting.

5. Mail original Expense and Mileage Sheets and receipts to:

Citizant
5180 Parkstone Dr., Suite 100
Attention: Accounting
Chantilly, VA 20151

6. If you have specific questions about Travel Expense Report preparation, please call Carlos R. Vélez at 202-314-3821.

Enclosure

Travel Expense Report (Microsoft Excel File available in the June 17, 2011, section of the ITS PAC Website at <http://www.its.dot.gov/itspac/index.htm>.)

Travel Expense Sheet
ITS Program Advisory Committee
Version 2.3

Name (please type or print): _____

Project Name: ITS Program Advisory Committee

Citizant Project Number: 10072.001.8100

Project Manager: Erik Wik

Project Mgr Ph Num: 202-314-3828

From Date: June 10, 2011

To Date: June 19, 2011

The "Mileage" total expense will be calculated automatically from entries on the Travel Mileage Sheet.

	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
	6/10/2011	6/11/2011	6/12/2011	6/13/2011	6/14/2011	6/15/2011	6/16/2011	6/17/2011	6/18/2011	6/19/2011	
Expense Type											
Air or Train Fare											\$0.00
Mileage	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lodging											\$0.00
Lodging Tax											\$0.00
Meals & Incidental Expenses											\$0.00
Parking and Tolls											\$0.00
Taxi / Public Transportation											\$0.00
Miscellaneous											\$0.00
Total Expenses											\$0.00

Make reimbursement check payable to (please type or print): _____

Mail reimbursement check to (please type or print): _____

Sign and date below, and fax this Travel Expense Sheet, the Travel Mileage Sheet, and copies of receipts to 703-263-9003, Attention: Citizant Accounting. Mail originals to the address below. If you have any questions or need additional assistance, please

Citizant
5180 Parkstone Dr., Suite 100
Attention: Accounting
Chantilly, VA 20151

I certify that the expenses entered above are correct.

Signature: _____

Date: _____

Approval (for Citizant use): _____

Date: _____

Travel Mileage Sheet
ITS Program Advisory Committee
Version 2.3

Name (please print): _____
Project Name: ITS Program Advisory Committee
Citizant Project Number: 10072.001.8100
Project Manager: Erik Wik
Project Mgr Ph Num: 202-314-3828

From Date: June 10, 2011 To Date: June 19, 2011

Mileage Rate = \$0.51

Date	From	To	Travel Miles	Less: Daily Commute	Net Reimb. Miles	Total
6/10/2011			0	0	0	\$0.00
6/11/2011			0	0	0	\$0.00
6/12/2011			0	0	0	\$0.00
6/13/2011			0	0	0	\$0.00
6/14/2011			0	0	0	\$0.00
6/15/2011			0	0	0	\$0.00
6/16/2011			0	0	0	\$0.00
6/17/2011			0	0	0	\$0.00
6/18/2011			0	0	0	\$0.00
6/19/2011			0	0	0	\$0.00
					Total	\$0.00