

Volunteer Travel Voucher/Expense Reimbursement Report

Volunteer _____ **Department** _____
Travel Purpose _____
Travel Location _____

| Travel Itinerary: | Date | Location | Miles | **Allowed Per Diem | Lodging |
|-------------------|------|----------|-------|--------------------|---------|
| Start (depart)** | | | | | |
| Day 1 | | | | | |
| Day 2 | | | | | |
| Day 3 | | | | | |
| Day 4 | | | | | |
| Day 5 | | | | | |
| Day 6 | | | | | |
| End (arrive)** | | | | | |

****50% of Per Diem paid on 1st and Last travel day - please see policy**

| | | | |
|---------------|--|--|--|
| Totals | | | |
|---------------|--|--|--|

Travel Mode: County Vehicle _____ Personal Vehicle _____
 Other-Describe Mode _____

Travel Status: Local (less than 75mi one way-actual expenses) _____
 Long-Distance (more than 75mi one way-per diem) _____

| Deduct Meals provided by Event or Business Meals: | | Date | Which Meal | Per Diem Deduction | Date | Which Meal | Per Diem Deduction |
|---|--|------|------------|--------------------|------|------------|--------------------|
| All | | | | | | | |
| Partial | | | | | | | |
| (Breakfast 20% , Lunch 30%, Dinner 50% of Per Diem) | | | | | | | |
| 2020 Per Diem = \$69.00 | | | | | | | |
| Total | | | | | | | |

| Other Reimbursable Expenses: | | |
|--|-------------|--------|
| Date | Description | Amount |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Other Reimbursable Expenses | | |

| Reimbursement Payment Summary (Amounts from above): | | | |
|---|-------|------|--------|
| | Miles | Rate | Amount |
| Add: | | | |
| Transportation | | | |
| Allowed Per Diem | | | |
| Lodging | | | |
| Reimbursable Expenses | | | |
| Less: | | | |
| Meals Provided | | | |
| Prior Advances received | | | |
| Amount Due To/(From) volunteer | | | |

I certify that the above statements are true and accurate in all respects and that the amounts indicated are due to me in conjunction with my volunteer duties.

Volunteer Signature _____ Date

Department Head _____ Date

The per diem rate for travel within Colorado is established annually by the BOCC.
 Per diem rates for other locations are listed at GSA.gov/perdiem.
 (Attach additional pages if more space is needed)