

## Payee Checklist for Mileage & Travel Reimbursement Request Forms

- Collect your receipts for lodging & meals. Make sure the dates on the receipts fall within the grant period.
- Make sure you're preparing the right type of form. For travel expenses, including mileage, lodging & meals, use the **Mileage Request form**. For office-related and miscellaneous expenses (such as paper, ink cartridges and telephone charges), use the **Expense Request form**.
- To prepare the form:
  - Download & print an **Expense Request form** from <http://www.cascadepacific.org/forms.htm>.
  - Fill out the form by printing legibly.
  - Include your name & mailing address.
  - Include the Project Title & current date.
  - Include the funding source (project name & grant number) that will be used to pay the expenses. NOTE: The funding source must allow payment of expenses.
  - Includes one trip per line. For mileage, include the date of travel, where you traveled from, your destination, and the reason for traveling. If the mileage is round-trip, check the round-trip column. Include the miles traveled, then multiply this number by the current mileage rate specified in the "Trip Total" column. (NOTE: The mileage rate changes periodically. Mileage can only be claimed for trips that have already been taken.) For lodging expenses, **attach a receipt**. For meals, **attach receipts** or include a per diem amount. Be sure to include the travel departure and arrival times. (NOTE: Meals cannot exceed the per diem amount allowed by the grantor. Departure & arrival times enable CPRCD to determine the allowed per diem.)
  - Attach all receipts to the form.
  - Sign your name under "Submitted by."
- Submit the form, along with all receipts and invoices, to the Coordinator or Project Manager.  
**OR**
- If there is no Coordinator or Project Manager, submit the form, receipts and invoices to the Contract Officer. Have the Contract Officer date and sign the form on the "Authorized by" line at the bottom. NOTE: This must be an **original signature** (not a copy or stamp).
- If there is no Coordinator or Project Manager, submit the Mileage & Travel Reimbursement Request form, together with all receipts, to:

Cascade Pacific RC&D  
33630 McFarland Road  
Tangent, OR 97389

**Questions?** Call (541) 967-5925 x4 or email [maureen@cascadepacific.org](mailto:maureen@cascadepacific.org).

## Coordinator/Project Manager Checklist for Mileage & Travel Reimbursement Request Forms

- Make sure a receipt or invoice is included for each expense claimed (other than mileage).
- Make sure the receipts/invoices are for expenses allowed by the grant.
- Make sure the dates on the receipts/invoices fall within the grant period.
- Make sure the amounts entered on the form match the amounts on the receipts/invoices.
- Make sure the payee prepared the right type of form. Travel expenses (including mileage, lodging & meals) require the **Mileage Request form**. Office-related and miscellaneous expenses (such as paper, ink cartridges and telephone charges) require the **Expense Request form**.
- Make sure the form:
  - Is legible.
  - Includes the payee's name & mailing address.
  - Includes the Project Title & current date.
  - Includes the funding source (project name & grant number) that will be used to pay the expenses. NOTE: The funding source must allow payment of these expenses.
  - Includes one trip per line. For mileage, form must include the date of travel, where payee traveled from and destination, and the reason for traveling. If applicable, the round-trip column should be checked. Miles traveled should be multiplied by the current mileage rate specified in the "Trip Total" column. (NOTE: Mileage can only be claimed for trips that have already been taken.) For lodging expenses, **receipt must be attached**. All meals must include either a per diem amount or a receipt, as well as the travel departure time and arrival time. (NOTE: Meals cannot exceed the per diem amount allowed by the grantor. Departure & arrival times enable CPRCD to determine the allowed per diem.)
  - Includes payee's signature under "Submitted by."
- Make sure all receipts are attached to form.
- Have a Contract Officer sign the form on the "Authorized by" line at the bottom. NOTE: This must be an **original signature** (not a copy or stamp). Include the date.

Submit the Mileage & Travel Reimbursement Request form, together with all receipts, to:

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## Contract Officer Checklist for Mileage & Travel Reimbursement Request Forms

- If the project is being overseen by a Coordinator or Project Manager, make sure s/he has completed the Coordinator/Project Manager Checklist for Mileage & Travel Reimbursement Request Forms.

**OR**

- If there is no Coordinator or Project Manager, see the Coordinator/Project Manager Checklist for Mileage & Travel Reimbursement Request Forms.

Once you are certain that the form has been filled out correctly:

- Verify that the expenses are accurate and appropriate for the payee's work.
  - Verify that the expenses are allowed by the funding source and payee's contract.
  - Verify that the travel occurred within the grant period.
  - Sign and date the form. **NOTE:** The form must have your **original signature**, not a copy or stamp.
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- If there is no Coordinator or Project Manager, submit the Mileage & Travel Reimbursement Request form, together with all receipts, to:

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33630 McFarland Road  
Tangent, OR 97389

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