

## Payment procedure: Mileage & Travel Reimbursement Requests

1. For travel expenses, including mileage, lodging & meals, use the **Mileage Request form** found at <http://www.cascadepacific.org/forms.htm>.
2. Payee collects all receipts and invoices for lodging & meal expenses to be reimbursed. NOTE: Only expenses that have a receipt or invoice can be reimbursed.

To complete the **Mileage & Travel Reimbursement Request form**, print legibly and:

- A.** Include the payee name & current date. (Must be dated **after** travel dates.)
  - B.** Include the Project Title & Grant Number.
  - C.** Check the box for the funding source that will be used to pay the mileage & travel expenses. If "Other," write the grantor's name (or "Local Match," if applicable).
  - D.** Include 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. For lodging and meal expenses, **attach a receipt** or list a per diem amount; refer to the grant instructions or grantor Web site for the allowable per diem amount. When claiming meals, include the time you left for the trip and the time you returned from the trip.
  - E.** Include the payee's mailing address.
  - F.** Include your name and contact information on the "Submitted by" line.
  - G.** Obtain the Contract Officer's **original signature** (not a copy or stamp) on the "Authorized by" line at the bottom. Include the date, along with the Contract Officer's printed name, title and contact information.
3. Contract Officer reviews the Mileage & Travel Reimbursement Request form. By signing it, the Contract Officer verifies that the expenses are accurate and appropriate for the payee's work; that the expenses are allowed by the funding source and payee's contract; and that the travel occurred within the grant period. NOTE: The form must be dated and have an **original Contract Officer signature**, not a copy or stamp.
  4. Submit the following documents, together, to CPRCD:
    - Approved Mileage & Travel Reimbursement Request form
    - All receipts & invoices listed on the form
  5. As long as the grant funds are available, CPRCD will issue a check within 7-10 business days of receiving a properly-completed Mileage & Travel Reimbursement Request form & accompanying receipts/invoices.

### NOTES:

- CPRCD must have a signed copy of all grant agreements** used to pay the payee, as well as all grant applications. The grant must allow the expenses being requested.

