Law Enforcement Training Advisory Commission

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Phone (217) 726-7014 * Fax (217) 726-7833 * Email: letac@sbcglobal.net
Ellen L. Petty, Director

TRAVEL REIMBURSEMENT FORM

Traveler Information		
	Name:	**Date:**
	Address:	**Phone:**
		Email:
	Reason for Travel:	

Travel Date	Departed From:		Arrived At:		Miles Driven	Quarters of Per Diem
	Place	Time	Place	Time		
				TOTALS:		

Mileage can only be claimed for personal vehicle use. Per diem will not be approved if travel time is deemed unneccessary or excessive.
Per diem is only permitted with an overnight stay. Receipts must be provided & attached for any additional expenses claimed.

Traveler's Notes:

For Office Use Only:

Approved Mileage Reimbursement:
Approved Per Diem:
Other Expenses Approved:
Total Approved Travel Payment:

Traveler's Signature

MTU Director's Signature