

## 2. Overnight Trip – Employee – Some meals provided by host

Sally Rogers is an employee who lives in White Marsh, works at the main UMB campus in Baltimore in the Department of Financial Services-Payroll, and needs to attend a three-day workshop on Employer Taxes in New York City. The conference fee is \$1,200.00. Breakfast and lunch are provided each day. Sally leaves from Baltimore-Washington International (BWI) Airport on June 3 and returns on June 7.

Workshop dates: Monday, June 4 – Wednesday, June 6.

Time: 8:00 – 5:00 each day

The conference fee was paid on the P-Card.

Sally requests reimbursement for mileage, airfare, airport parking, taxis, lodging, and meals.

\*Is a Travel Request (TR) Required?

Answer: Yes. Employee overnight trips require a TR.

Commute miles = 12.8 miles

Mileage between White Marsh and BWI = 24.6 miles

Round trip airfare paid by Sally = \$400.00

Sally parked in the long-term parking lot @\$8.00 per day.

\*\*Answer:

### **Mileage:**

Eligible for reimbursement:  $24.6 - 12.8 = 11.8$  miles each way

The eTravel System will automatically calculate the reimbursement amount for the mileage.

### **Airfare:**

Sally is eligible for full reimbursement for airfare. Sally did not purchase any extras.

### **Airport Parking:**

Sally is eligible for full reimbursement for airport parking.

### **Taxis:**

Sally submits two taxi receipts for transportation from and to the NY airport.

### **Lodging:**

Sally submits detailed hotel bill showing no extra services were purchased.

### **Meals:**

The GSA rate is used:

New York City - -

M&IE = \$74.00

Subtract Incidental Rate of \$5.00 = \$69.00

Breakfast = \$17.00 Lunch = \$18.00; Dinner = \$34.00

75% = \$51.75

Sally is eligible for 75% of the per diem on June 3 (day of departure) and June 7 (day of return).

Breakfast and lunch are provided each day of the conference. Sally is eligible for dinner per diems for these days.

**Note:**

Two rows of expenses are shown for demonstration only. An actual submission must list each day's expenses in separate rows for a total of 5 days. BWI parking can be shown on the last day. The total amount of \$2,145.50 is a random amount for demonstration only.