

Payroll Check Date: _____
Office Use

Per Diem and Expense Reimbursement Claim

Date	Time of Meeting	Per Diem / Chair Pay	Drove to GC - Taxable		Did not Drive to GC - Non-Taxable		Official Business / Committee Represented / Meeting Location	Time Left Home	Time Returned Home	Breakfast	Lunch	Dinner	Amount/Description		Account	
			X	Miles	X	Miles							Meals	Other Items		
Column Totals							Per Diem/Meeting: 1st \$75/2nd \$25/3rd \$0	Total Meals Defaults to Non-Taxable	Taxable Meals							
01/01/22 IRS Rate/Mile			\$0.585		\$0.585		Standing Committee Chair Payment: \$25	Non-Taxable Meals				Receipts are required for reimbursement of meals and other items.				
Total Mileage: Taxable/Non-Taxable							Required for Meal Reimbursement: Include time left and time returned.	Payroll				Accounts Payable				
Miles to/from home to the government center (GC) for all meetings are taxable. If you stop at the GC en route to an off-site meeting location you must split your miles between both the taxable and non-taxable columns.										Taxable	Non-Taxable		Taxable	Non-Taxable		
								Per Diem & Standing Committee Chair Pay								
								Mileage								
								Meals				Meals				
												Other Items				
								Payroll Check Total					Accounts Payable Check Total			

Signature _____ Date _____