City of Tukwila
Expense Reimbursement Form
Expense Reimbursement Policy

EMPLOYEE INFORMATION

Name	
Department	
Residence Address	
Budget Code	
PA Code	

EXPENSE INFORMATION

Reason/Purpose for Expense	

Required for Travel Reimbursement Only

	Travel Destination		Travel Date	Travel Start Time	Travel End Time
START					
END					

Date	Purchase/Activity Description	OTHER Amount	MILEAGE Miles Traveled	MILEAGE Mileage Rate	MILEAGE Mileage Reimburse-ment	LODGING Amount	MEALS Breakfast	MEALS Lunch	MEALS Dinner	Total Reimbursement Amount
				-	-					$ -
				-	-					$ -
				-	-					$ -
				-	-					$ -
				-	-					$ -
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				-	-					$ -
				-	-					$ -
TOTALS		$ -	0	0.580	$ -	$ -	$ -	$ -	$ -	$ -

EXPENSE REIMBURSEMENT CHECKLIST FOR ATTACHMENTS

	All Receipts (receipts not needed when claiming per diem for meals)
	Mapped travel route for claimed mileage
	GSA Per Diem Rates for Destination Location
	Add $5 Incidental allowance to meals as follows for per diem: $1 Breakfast, $2 Lunch and $2 Dinner
	Conference/Meeting Agenda
	Flight Itinerary (tickets)

EXPENSE SUMMARY *(Finance Use Only)*

Mileage	$ -
Lodging	$ -
Meals	$ -
Other Expenses	$ -
Total Reimbursement	$ -

EMPLOYEE CERTIFICATION

Certification: " I certify that the statements in the above schedule are true and just in all respects; the payment of the amounts claimed herein has not and will not be reimbursed to me from any other sources; that travel performed by me for which reimbursement is claimed was performed while on City business an that no claims are included for expenses of a personal or political nature or for any other expenses not authorized by Tukwila Municipal Code; that the most economical means available were used to accomplish this business travel; and that I actually incurred or paid the operating expenses of the motor vehicle for which reimbursement is claimed on a mileage basis. The signatures on this form constitute approval for use of private auto within the Tukwila area or a 50-mile radius of the duty station and that the conditions of the use of private auto have been met and adhered to."

Employee Certification	Date
Approval	Date