

**ITEMIZED TRIP INFORMATION**

Traveler \_\_\_\_\_  attorney  legal assistant  investigator  witness

Reason for travel \_\_\_\_\_ Travel date(s) \_\_\_\_\_

Airfare (coach fare or actual fare, whichever is less) \$ \_\_\_\_\_

Ground transportation

Car rental and taxi outside traveler's home city \$ \_\_\_\_\_

Mileage at the rate allowed for state employees using privately-owned transportation\* \$ \_\_\_\_\_

Meals (daily allowance is \$60.00 within Alaska and the federal

M & IE (meals and incidental expenses) rate outside Alaska\*\*) \$ \_\_\_\_\_

Lodging (actual room costs only) \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

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Ground transportation

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Mileage as above \$ \_\_\_\_\_

Meals (daily allowance is \$60.00 within Alaska and the federal

M & IE (meals and incidental expenses) rate outside Alaska\*\*) \$ \_\_\_\_\_

Lodging (actual room costs only) \$ \_\_\_\_\_

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Lodging (actual room costs only) \$ \_\_\_\_\_

**TOTAL COST** \$ \_\_\_\_\_

\* Go to [www.state.ak.us/courts](http://www.state.ak.us/courts) , click on "mileage rate", and follow the link to the website listing current mileage rates.

\*\* Federal M & IE rates can be obtained by contacting the Division of Finance, Department of Administration, at (907) 465-2242 or on the Internet at: [www.gsa.gov/Portal/gsa/ep/home.do?tabId=0](http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0) To get the rate for each meal, multiply the daily rate by the following percentages and round off to the nearest dollar: Breakfast 21%, Lunch 26% and Dinner 53%.