

MARINE LAW ENFORCEMENT TRAINING PROGRAM TRAVEL EXPENSE WORKSHEET

SIGN AND SUBMIT COMPLETED PACKETS TO:
lawenforce@parks.ca.gov

CLAIMANT / STUDENT NAME <i>(Last, First)</i>					
AGENCY NAME <i>(As listed on MOU)</i>				AGENCY TELEPHONE NO.	
WORK ADDRESS <i>(Street, City, State, Zip Code)</i>					
NAME OF TRAINING COURSE ATTENDED				TRAINING COURSE DATE(S)	
LOCATION OF TRAINING COURSE <i>(City of Destination)</i>					
Visit the CalHR Travel Reimbursement webpage for current reimbursement rates/limits.					
City (Departure)	Date	Time	City (Return)	Date	Time
TRANSPORTATION COSTS					
PRIVATE VEHICLE		TOTAL MILEAGE _____ / per mile X		= \$	REIMBURSEMENT COST
PARKING/TOLL (Receipts Required)				= \$	TOTAL RECEIPTS
AIRFARE (Receipts Required)				= \$	TOTAL RECEIPTS APPROVED
RENTAL VEHICLE (Receipts Required)				= \$	TOTAL RECEIPTS APPROVED
LODGING COSTS					
(Must be 50+ miles round-trip from work address to training)					
LODGING (Receipts Required)				= \$	TOTAL OF RECEIPTS
PARKING FOR LODGING (Receipts Required)				= \$	TOTAL OF RECEIPTS
Other (explained below - receipts may be required)				= \$	TOTAL OF RECEIPTS
PER DIEM (Meals)					
(Must be 50+ miles round-trip from work address to training)					
BREAKFAST (Complete page 2)				= \$	TOTAL REIMBURSEMENT COST
LUNCH (Complete page 2)				= \$	TOTAL REIMBURSEMENT COST
DINNER (Complete page 2)				= \$	TOTAL REIMBURSEMENT COST
MISCELLANEOUS					
Miscellaneous Expenses (explained below - receipts may be required)				= \$	TOTAL OF RECEIPTS


TOTAL REIMBURSEMENT REQUESTED: \$

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SIGNATURE OF CLAIMANT ▶	PRINTED NAME	DATE
SUPERVISOR / TRAINING COORDINATOR APPROVAL ▶	PRINTED NAME	DATE

MARINE LAW ENFORCEMENT TRAINING
PROGRAM TRAVEL EXPENSE WORKSHEET - Continued
(Per Diem Meals Worksheet)

CLAIMANT / STUDENT NAME <i>(Last, First)</i>
Visit the CalHR Travel Reimbursement webpage for current reimbursement rates/limits.

PER DIEM (Meals) WORKSHEET (<u>Must</u> be 50+ miles round-trip from work address to training) 					
BREAKFAST		LUNCH		DINNER	
Date	Amount	Date	Amount	Date	Amount