**Mentor Grant 2014-2015**

**Out of Service Area Travel Reimbursement Instructions and Information**

The simplest way to complete this form out is to fill out your name, address, primary work location, and then sign/date as the claimant at the bottom of the travel reimbursement form. If you wish to fill in the rest on your own, please carefully follow the instructions below. If you choose to leave sections blank, they will be completed for you.

* **Please fill in your last name, first name, and home address**.
* If driving:
	+ **Fill in Primary Work Location** (unless retired) and your normal 1 way commute
		- Shortest route using Mapquest to compute miles
	+ No need to fill in Primary Work Location if retired - instead place a ‘T’ for Temporary above Commute (1w) line.
* **Reason for Travel** section must be described using the following details:
	+ Event name
	+ Event date(s)
	+ Event location and address
* **Transportation information** section – the mentor grant reimburses your for your drive there and back.\* (i.e. Home to Salem, Salem to Home.) Fill in the following rows according to your travel.
	+ Date of Travel
	+ Type of transportation (personal or \*rental car)
		- If using rental, do not fill out the rest of the transportation information.
	+ Departure Location (Generally ‘Home’)
	+ Travel Destination (i.e. Salem, OR)
	+ # of Miles Driven (.56/mile. Shortest route based on MapQuest)
	+ If you are not retired and have a primary work location, subtract your daily work commute from your travel as follows:
		- Write in miles subtracted into # miles drive column
		- Write ‘Adjustment for R/T from home’ within the same row
	+ If not driving (carpooling):
		- Write ‘Carpooled’ in type of transportation – do not fill out the rest of this section.
* Additional Expenses
	+ **Meal reimbursements** are the following amounts.

|  |  |
| --- | --- |
| Breakfast | $7.00 |
| Lunch | $7.00 |
| Dinner | $16.00 |

* + No receipts necessary for meals.
	+ Meal reimbursements have time limitations attached to them on the departure days. Breakfast is only reimbursed on the morning you leave if you must depart before 6am. Lunch is only reimbursed on the day you leave your home if you must leave before noon. Dinner is only reimbursed on the day you travel home if you must arrive after 6pm.
	+ If your hotel provides breakfast, the amount for breakfast will not be reimbursed to you.
* Lodging location and amount:
	+ Leave blank – Lodging is prepaid.
* **You may total your claim, or leave blank for me to fill in.**
* ***Please SIGN as the claimant at the bottom of the page.***

\* If your trip is lengthened for personal reasons, the SOESD only reimburses mileage for one-way.

\* If the SOESD provides the use of a rental vehicle, we do so as stated within our policy to always use the most economical means of travel, keeping in mind safety. Reimbursement of your mileage will not be reimbursed if you opt to take your own vehicle in this situation.

Please don’t forget to sign your travel reimbursement form.

Thank you,

Kelsey Huntley

Administrative Assistant

Mentor Program