Richmond Institute for Veterans Research

RIVR TRAVEL REIMBURSEMENT

RIVR TRAVEL POLICY

1. VA EMPLOYEES ON VA TRAVEL MUST COMPLETE VA FORM #0893.
   ALL OTHERS MUST COMPLETE FORM #100MRI.
2. ORIGINAL RECEIPTS MUST BE SUBMITTED, INCLUDING HOTEL RECEIPTS.
3. MEAL REIMBURSEMENTS ARE CALCULATED BASED ON FED PER DIEM RATES
4. LODGING LIMITS ARE $400/DAY, CONF HOTELS COVERED IN FULL WITH PROOF & RECEIPT.
5. RIVR DOES NOT REIMBURSE FOR RENTAL CARS, WITHOUT WRITTEN JUSTIFICATION

Method for delivery of check:

US Mail ☐ Pick Up ☐ RIVR Mailbox ☐

Itemized Travel Reimbursed at $0.725/Mile	
Date	**Mileage**

For office use only

Conf Dates:

Travel Dates:

Times:

Mileage (TOTAL) 0.00

TOTAL 0

Name of account being charged:

_____

I have not submitted these expenses for reimbursement to any other entity, and I have paid for all of the above expenses myself.

PRINT NAME: _____
FIRST NAME **LAST NAME** **WORK/CELL#**

ADDRESS: _____

_____
CITY **STATE** **ZIP CODE**

SIGNATURE: _____

RETURN TO:
RICHMOND INSTITUTE FOR VETERANS RESEARCH
1201 Broad Rock Blvd
Research Service 151
Richmond, VA 23249
TEL: 804-675-5365 | FAX: 804-675-5020

FORM 101RIVR