

## **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.

Method for delivery of check:						
US Mail	Pick Up	RIVR Mailbox				

ATE	BREAKFAST	LUNCH	DINNER	INCIDENTALS	TOTAL	Conf Dates:
\ <u>'</u>	DICEART ACT	LONOIT	BINNER	INGIDENTALO	TOTAL	Travel Dates:
						Times:
						Tilles.
						-
		ME	EALS (TOTAL)			
			LODGING			
nter miles	s here		•			
	miles X 65.5	cents/mile (Ente	MILEAGE r miles in box to left)			
		CAB/PARK/F	RENTAL/TOLL			
			AIRFARE			
			•			
		RI	EGISTRATION			
(	OTHER:					Name of account being
			TOTAL			
4	L					W b
e not su	omilied these exper	ises for reimbul	rsement to any ou	ner enuly, and i nave	paid for all of	the above expenses my
RINT NA	AME:					
	FIRST NAME		LAST NAM	IE	WORK/CE	ELL#
DDRES	S:					
		CITY		STATE	ZIP CO	DE
GNATU	RE:					

Richmond, VA 23249

TEL: 804-675-5365 | FAX: 804-675-5020

FORM 101RIVR