



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**

Mileage (TOTAL)

For office use only

Conf Dates:

Travel Dates:

Times:

TOTAL

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:

Digitized by srujanika@gmail.com

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