



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)

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:

CITY

STATE

ZIP CODE

SIGNATURE:

RETURN TO:

RICHMOND INSTITUTE FOR VETERANS RESEARCH

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