



## 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 \$0.70/Mile	
Date	Mileage

### *For office use only*

Conf Dates:

Travel Dates:

Times:

Mileage (TOTAL)

TOTAL

Name of account being charged:

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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:

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