



## 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**

**For office use only**

Conf Dates:

**Travel Dates:**

Times:

### MEALS (TOTAL)

## LODGING

Enter miles here  MILEAGE   
miles X **72.5** cents/mile (Enter miles in box to left)

CAB/PARK/RENTAL /TOLL

## AIRBEAR

## REGISTRATION

OTHER:

**Name of account being charged:**

**TOTAL**

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:** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

RETURN TO: \_\_\_\_\_

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