



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

Meals & Incidentals (Use Federal Per Diem Rates Based on Location Per Diem Rates GSA)	
DATE	M&IE Total (First & Last Day of Travel Rate is different)

For office use only

Conf Dates:

Travel Dates:

Times:

MEALS (TOTAL) _____

LODGING _____

Enter miles here

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

CAB/PARK/RENTAL/TOLL _____

AIRFARE _____

REGISTRATION _____

OTHER: _____

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:

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