



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 70 cents/mile

MILEAGE _____
(Enter miles in box to left)

CAB/PARK/RENTAL/TOLL _____

AIRFARE _____

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: _____

FIRST NAME
LAST NAME
WORK/CELL#

ADDRESS: _____

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