



April 2, 2009

**Instructions For Completing  
The Out-Of-Area Travel Reconciliation**

A copy of the form is located on the agency website. It can be printed and filled out by hand, or filled out on the computer with the calculations made for you.

1. Fill in your name and the date in the appropriate places.
2. If you are driving an agency or personal vehicle, fill out the block with odometer readings, points of travel, departure and arrival information.
3. If you have other expenses, fill them out in the block provided. You **MUST** provide a receipt.
4. Record transportation costs by any common carrier that was not prepaid. You **MUST** provide a receipt.
5. Record the miles driven if you used your personal vehicle. Remember to check to see what the current allowance is.
6. Record the per diem allowance. Note that most allowances will not be the same every day. The allowance has a start time on the day you leave and an end time on the day you return. Also remember that if meals are provided free of charge by the activity you are attending **OR** the hotel you are staying in, you do not qualify for a per diem for that meal.
7. Record any travel advance that received before the trip.
8. Total the figures recorded and enter the amount due. If an amount is due to the agency, return the form with the amount due.
9. Sign the Out-Of-Area Travel Reconciliation and submit it to your program director. You may also have to submit the form to the Executive Director after receiving approval from your program director.