HOW TO COMPLETE A **CLAIM FOR EMPLOYEE TRAVEL** FORM (T2) TRAVEL FORM:

**THIS FORM MUST BE COMPLETED AND SUBMITTED WITHIN 15 WORKING DAYS UPON COMPLETION OF A TRIP.**

1. Date:
	* Put the date that the traveler is filling out the form.
2. Name, ID, Title and Department:
	* Put the traveler’s name, Employee ID number, title and department.
3. “I do” or “I do not have a travel advance”:
	* Check the appropriate box.
4. Claimant Signature:
	* The traveler must sign and date the form.

**List each day on a separate line.**

1. Date:
	* Put in the date of the first day of the trip.
2. Detail List Purpose **and** location of each trip:
	* Put in the purpose of the trip and the location of where the traveler went.
3. Method of Travel:
	* Use codes above the box to determine the method of travel.
4. Time:
	* Write in the time the traveler departed and returned. If there were multiple travel days, you don’t have to fill in the return time until they returned home. If they traveled one day, then put in the return time on the same line.
5. Trip Mileage:
	* Put in the mileage only if the traveler used their own vehicle. Use the Nevada State Official Mileage Chart to determine the miles (link is located on the GBC Controller’s Office webpage). If not listed, print out and attach MapQuest or Yahoo directions.
6. Transportation Costs:
	* Put in the amount of the mileage reimbursement. You can also put cab fare or shuttle fee here. An original receipt must accompany the claim form.
7. Daily Expense Requirements Meals/Lodging:
	* The time the traveler left determines whether or not breakfast, lunch or dinner can be claimed. The amounts are based on the per diem allowances on the GSA website.
	* Attach a copy of the GSA per diem allowances for lodging and Meals & Incidental Expenses.
	* Put in the amount for the hotel. List actual amount for each night separate. The original receipts must accompany the form.
	* If the traveler paid for parking, the original receipt is required.
8. Travel for the day:
	* Put in the total amount for each day’s expenses.

**Fill in the next line with the next day’s per diem.**

1. Airline Receipt/DPO#:
	* Put in the DPO number here and the amount in the Travel for the Day column.
	* Attach a copy of the DPO and airline itinerary.
2. Conference/Registration Fee/DPO#:
	* Put in the DPO number here and the amount in the Travel for the Day column.
	* Attach a copy of the DPO and registration form/information.
	* If there was a car rental, indicate DPO number, attach a copy of receipt and enter the amount in the Travel for the Day column.
3. Total:
	* Put in the total amount of the trip costs.
4. Approved by:
	* This must be signed by the supervisor or authorized account signer.
5. Distribution of Charges:
	* Put in the account number(s) to be charged.
6. If the cost per room varies per night, distribute the tax like the example below:

**Scenario** - Traveler stays in Las Vegas for 3 nights.  The first 2 nights are $89 and the 3rd night is $93.00, tax total is $32.52.  Total amount of the bill is $303.52.

Total room cost is $271.00 ($303.52 - $32.52)

$32.52 divided by $271 = .12 (%) tax percentage

$89 x 12% = $10.68 tax

$89 + 10.68 = $99.68 cost per room for the first 2 nights

$93 x 12% = $11.16 tax

$93 + $11.16 = $104.16 cost for room for the 3rd night

$99.68 +$99.68 + $104.16 = $303.52 (Add total cost of room each night to balance to bill total)

Turn in all copies of the Claim form, the Travel Request Authorization (T1) form and all the receipts to support the claim to the Controller’s Office **within fifteen (15) days** of completion of travel.