

Travel Expense Voucher ( G X F D W L R Q

Northern

Updated 0 /01202

## Transportation Policy

### Authorized Conference Travel

Travel allowance of 6 cents per mile.

An overnight stop will be allowed for distances in excess of 500 miles per day by the most direct route.

#### Per diem (meals):

Single:	.5 days = \$29.00	for one meal per day
	1 day = \$58.00	for two or more meals per day
Spouse:	.5 days = \$1 .50	for one meal per day
	1 day = \$29.00	for two or more meals per day

4. Original receipts are required for all parking, fares, motels, etc. For motels, the motel folio (detailed invoice from the motel) is also required

### Exceptions

Exceptions to the above policies may occur for some special events as notified.