



**Site Visit Travel Expense Reimbursement Request (Continued)**

**SECTION 7 – Additional Travel Expense Worksheet**

Dates of Travel							
Personal auto mileage (50.0 cents/mile)							
Parking							
Airline Ticket							
Additional Airline Fees							
GSA Per Diem M&I							
GSA Lodging							
Lodging Taxes							
Rental Car							
Gas for a Rental Car							
Internet							
Public Transportation							
<b>Totals</b>							

Note: – Remember to list your dates of travel along the top of the worksheet, total each section both horizontally and vertically, and only claim 75% of the M&I rate for your first and last day of travel. Visit [www.gsa.gov](http://www.gsa.gov) for Domestic Per Diem Rates.

Participant Name \_\_\_\_\_