GADSDEN STATE COMMUNITY COLLEGE

In-State Travel Form

Department

Pay from _____ Funds

Approved _____
Budget Manager (Supervisor if traveler is Budget. Manager)

_____
Official Station or Base

Traveler Name and Send Check To:
VENDOR # A

Month Day Year	Points of Travel From	To	Private Car Miles	Hour of Departure AM	Hour of Departure PM	Hour of Return to Base AM	Hour of Return to Base PM	Overnight Per Diem $85/$100	Payroll Per Diem $12.75/34.00

Total Miles Driven	0	Overnight Per Diem **710600**	$ 0.00
Multiply by Current Mileage Rate	**0.725**	Misc Exp (Parking) **710800**	$
Mileage Reimbursement	$ 0.00	Registration **710700**	$
		Mileage Reimbursement **710400**	$ 0.00
		Total To Be Paid By Travel Check	$ 0.00
		Total of Partial Day Per Diem to be included in Payroll Check (less applicable taxes)	$ 0.00

Detail miscellaneous expense below and furnish receipts.

Overnight Per Diem:
For only 1 night: $85.00 per diem is paid for each day of travel when overnight stay is required. If more than one overnight, then per diem becomes $100 per diem.

Partial Day Per Diem:
$12.75 per diem is paid for travel of six to twelve hours.
$34.00 per diem is paid for travel in excess of twelve hours.

I HEREBY CERTIFY that the travel and expense indicated heron was accomplished in the performance of official duties pursuant to travel authority granted me.

_____
Signature of Traveler

Revised 01/05/26