

ITEMIZED TRIP INFORMATION

Traveler _____ attorney legal assistant investigator witness

Reason for travel _____ Travel date(s) _____

Airfare (coach fare or actual fare, whichever is less) \$ _____

Ground transportation

Car rental and taxi outside traveler's home city \$ _____

Mileage at the rate allowed for state employees using privately-owned transportation* \$ _____

Meals (daily allowance is \$60.00 within Alaska and the federal

M & IE (meals and incidental expenses) rate outside Alaska**) \$ _____

Lodging (actual room costs only) \$ _____

TOTAL COST \$ _____

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Mileage as above \$ _____

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TOTAL COST \$ _____

* Go to www.state.ak.us/courts , click on "mileage rate", and follow the link to the website listing current mileage rates.

** Federal M & IE rates can be obtained by contacting the Division of Finance, Department of Administration, at (907) 465-2242 or on the Internet at: www.gsa.gov/Portal/gsa/ep/home.do?tabId=0 To get the rate for each meal, multiply the daily rate by the following percentages and round off to the nearest dollar: Breakfast 21%, Lunch 26% and Dinner 53%.