



The Geological Society of America

Travel Expense & Per Diem Reimbursement Form

Submit form within three weeks. Use this sheet only for expenses which you do NOT charge to a GSA credit card or vendor account.

Convert all amounts to USD.

See below or click to view

[Employee Travel Policy](#)

[Non Employee Travel Guidelines](#)

Check Payable to
Address

City	State	Zip	

Date
Employee ☐
Non-Employee ☐

Name and description of authorized business

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Enter Date >>									Total
Travel - See Policy/Guidelines for instructions and links to per diem and mileage rates.									
Air									
Baggage Fees									
Hotel									
Personal Vehicle @ IRS mileage rate									
Rental Car									
Ground Transportation (Taxi, etc)									
Parking & Tolls									
Other									
Per Diem for Meals & Incidentals - See Policy/Guidelines for guidance on First/Last day of travel and links to per diem rates.									
Breakfast									
Lunch									
Dinner									
Incidentals									
Meals & Entertainment with Others - Requires Pre-Approval by Executive Director/CEO excludes alcohol <small>(Provide description of event and attendees.)</small>									
Other Expenses									
Totals									

I certify that the these expenditures were incurred by me in the course of performing official business on behalf of the Geological Society of America and respectfully request reimbursement. If I am requesting a receipt to support a tax-deductible charitable contribution, I also certify that there was no significant element of personal pleasure, recreation or vacation in the travel:

Total Expense
Less: Amount Claimed as Charitable Contribution*
Balance Due to Claimant

Submitted by

Date

Approved by

Date

Amount > \$2000 Approved by

Date

Account Coding

Amount

For Accounting purposes:

*Charitable receipt sent

Dynamics Document #

Date sent
