

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 34.5 cents per mile for privately-owned vehicle \$ _____
Meals (daily allowance is \$42.00 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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* Federal M & IE rates can be obtained by contacting the Division of Finance, Department of Administration, at (907) 465-2240 or on the Internet at <http://policyworks.gov/org/main/mt/homepage/mt/perdiem/travel.shtml>. Click on the "Domestic Per Diem Rates" for the year you want. 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%.