OMES FORM 18 (Revised 11/22)			AGENCY BUSINESS				CLAIM OF:			
·		FOR AGENCY	UNIT UNIT			Employee I.D. #:				
		TORMOLINOT	OOL.			Address				
Actual & Necessary Expense		IN-STATE OUT-OF-STATE				Address: FOR				
Travel Voucher		IN-STATE				FOR				
		OBJECT ACC 521110 Mileage	CT AMOUNT	OBJECT ACCT 521210 Mileage	AMOUNT	-				
IS CAR GO OWNED?							ΔGA	AINST		
		521120 Meals		521220 Transp				AII VOI		
YES _		521130 Public Tr	ans	521230 Meals		Agency, Bd.,				
NO _		521140 Misc		521240 Local Trans		Comm., Dept		NIMENIT		
		521150 Lodging		521250 Misc.				SNMENT		
IS CLAIMANT A STATE OFFICIAL OR EMPLOYEE?		NON ENDLOYEE		521260 Lodging		I hereby assign	this claim to			
			MPLOYEE							
		521310 All Trave	l			and authorize th said assignee.	e State Treasure	r to issue a warrant	in payment to	
YES _		0.1.7		0.1.7.1		oura accignico.				
NO _		Sub-T		Sub-Total			Naine and Cinn of			
OFFICIAL DUTY CTA:	TION	OSF-Audited By:  NATURE OF OFFICIAL BUSINESS:		Total Amount		,	Claimant Signature			
OFFICIAL DUTY STA	TION:	NATURE OF OF	FICIAL BUSINESS:	DIAL BUSINESS:				_		
						D	ate			
			PERSONA	L ACTUAL AND NE	CESSARY EXP	PENSES:				
		POINTS OF TR	RAVEL	MILEAGE					TOTAL	
				CLAIMED					MEALS / LODGING	
DATE	FRO	OM	ТО	-	BREAKFAST	LUNCH	DINNER	LODGING	LODOING	
				<u> </u>						
			TOTAL MILE	s				TOTAL		
not avail for location, may	y show or attach					* MILEAGE TO	OTAL AFTER T.C			
not avail for location, may	y show or attach or vicinity area.	n separate	RATE (PER MIL	E) \$			ľ		le 74, § 85.45l	
not avail for location, may sheet(s) listing the route o	y show or attach or vicinity area.	ileage Compari	RATE (PER MIL son (lower cost)	E) \$ Exemp	from Trip Optii	mizer	(Place'X' in app	). ADJUSTMENT	le 74, § 85.45l	
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Manager's Approval Signature (If required)

Date

## ALL MILEAGE CLAIMED SHOULD BE BASED ON GPS MILES OR ACTUAL MILES DRIVEN PER ODOMETER READINGS

- 1. If GPS printouts are attached to the claim, record the travel as city to city and record the GPS mileage for each trip. The odometer reading is not required when GPS printouts are attached to the claim.
- 2. If GPS printouts are <u>not</u> attached to the claim, record the specific addresses traveled to/from and the mileage for each trip. Odometer readings are not required when mileage is based on GPS miles.
- 3. If GPS is not available and odometer readings are used, complete all columns for each location visited.
- 4. If specific addresses are not available due to the nature of travel (eg. construction site inspections and similar circumstances), record the city traveled to/from and the odometer reading for each trip.
- 5. If the address traveled must be kept confidential, record the city name and note that travel is to a confidential address, e.g., Ada (confidential address). Complete all columns of this sheet based on odometer readings. Confidential addresses should be kept on file at the agency in case further review is needed.

			Odometer Start	Odometer End	Miles Driven		
Date	Beginning Location	Ending Location	(if GPS not used)	(if GPS not used)	(or GPS miles)	Less Personal	Miles Claimed