MRCOG TRAVEL VOUCHER FOR TRAVEL WITH OVERNIGHT LODGING (PER DIEM)

For travel with overnight lodging and per diem expenses

Traveler: ___________________________ Fund Number: ___________________________
Destination: ___________________________ G/L Number(s): ___________________________

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<th>Business Travel Began</th>
<th>Business Travel Ended</th>
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Mileage (privately-owned automobile)

_______ (miles) × ______ (MRCOG approved mileage rate) $ _____________

Airfare

Coach class commercial airfare paid by employee $ _____________

Per Diem (where overnight travel is required)

a. In state areas, $151.00;
b. In state special areas (Santa Fe), $194.00;
c. Out of state areas, $151.00; $ _____________

Return from Overnight Travel (when overnight travel is no longer required)

a. Less than 2 hours of travel beyond the normal work day, none;
b. 2 hours, but less than 6 hours beyond the normal work day, $18.00;
c. 6 hours, but less than 12 hours beyond the normal work day, $40.00;
d. 12 hours or more beyond the normal work day, $55.00 $ _____________

Other Expenses

Taxi, transportation fares, parking fees, registration fees, etc. $ _____________

Total Cost of Travel

$ _____________

Employee/Public Officer Signature: ___________________________ Date: _____________

Approvals:

Supervisor: ___________________________ Date: _____________
Executive Director: ___________________________ Date: _____________