



SW ABE North

1501 State Street
SMSU, Social Science 118
Marshall, MN 56258
507-537-7046

(Mileage/Meals/Miscellaneous Expenses)

Name: _____

Address: _____

This bill must show dates, giving service performed or material furnished. List each item separately.

Itemized receipts MUST be attached.

| <u>Date</u> | <u>Item</u> | <u>Program</u> | <u>Cost</u> |
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Claimant Signature

Date

2018-19

Mileage: .545 cents/mile

Meals (non-Metro): Breakfast: \$14.00 Lunch: \$17.00 Dinner: \$21.00

Meals (Metro): Breakfast: \$17.00 Lunch: \$20.00 Dinner: \$26.00

(These rates are based upon the inclusion of tax and tip. This is not to be treated on or as a per diem basis. Alcoholic beverages are NOT reimbursable expenses. Restaurant meal receipts must include both credit card receipt and the itemized restaurant bill.)