

OKLAHOMA CITY COMMUNITY COLLEGE

TRAVEL REIMBURSEMENT

REGISTRATION FEE- PER DIEM REIMBURSEMENT

WERE THERE ANY MEALS INCLUDED IN YOUR REGISTRATION? YES ___ NO ___

IF YES:

WERE ANY MEALS PROVIDED ON YOUR FIRST DAY OF TRAVEL? YES ___ NO ___

IF YES: BREAKFAST YES ___ NO ___ LUNCH YES ___ NO ___ DINNER YES ___ NO ___

WERE ANY MEALS PROVIDED ON ANY OF YOUR FULL CONFERENCE DAYS?

YES ___ NO ___ IF YES, PLEASE INDICATE HOW MANY OF EACH BELOW:

BREAKFASTS: _____ LUNCHES: _____ DINNERS: _____

WERE ANY MEALS PROVIDED ON YOUR LAST DAY OF TRAVEL? YES ___ NO ___

IF YES:

BREAKFAST YES ___ NO ___ LUNCH YES ___ NO ___ DINNER YES ___ NO ___

NOTE: A CONTINENTAL BREAKFAST INCLUDED IN YOUR REGISTRATION COST COUNTS AS A BREAKFAST MEAL. (Continental breakfasts provided by your hotel, unrelated to the event do not count as a meal.)

SIGNATURE

IF THE REGISTRATION DOES NOT HAVE A SPECIFIC AMOUNT DESIGNATED FOR THE MEAL OR MEALS WE WILL THEN DEDUCT FROM YOUR PER DIEM AS FOLLOWS:

OUT-OF-STATE BASED ON DOMESTIC PER DIEM RATES

**IN STATE BASED ON OK STATE MEALS EXPENSE PER DIEM REIMBURSEMENT
RATE TABLE**

IF REGISTRATION INCLUDED MEALS AND A SPECIFIC DOLLAR AMOUNT HAS BEEN DESIGNATED FOR THE MEAL OR MEALS (DOCUMENTATION MUST BE PROVIDED) THEN YOU WILL BE REIMBURSED FOR THE REGISTRATION FEE LESS THE AMOUNT DESIGNATED FOR THE MEALS.