GRANTEE FINAL REPORT TRAVEL REIMBURSEMENT CLAIM

ND DEPARTMENT OF COMMERCE
AGRICULTURE PRODUCTS UTILIZATION COMMISSION (APUC)
SFN 60886 (11-2016)

Company Name	Individual Traveling	APUC Grant Number	
Address	City	State	ZIP Code
Purpose of Travel			
Travel Destination		Meeting/Seminar Date(s)*	

TRAVEL TIME	Date of Departure	Time of Departure ☐ am ☐ pm	Date of Return	Time of Return ☐ am ☐ pm

***Attach a copy of the meeting/seminar announcement.**

INSTRUCTIONS

Meal Per Diems: Meal reimbursements are only an allowable cost for grant applications approved prior to 7/31/2016. For guidelines applicable to the date in which the actual travel occurred, visit **http://www.business.nd.gov/apuc/APUCForms/** Reimbursement is allowed only for overnight travel and other travel while away from the normal place of employment for four hours or more. Grantees will not be reimbursed for the first quarter if travel began after 7:00 a.m. In order to claim expenses for the second and third quarters, the grantee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed.

If meals are included as part of a registration fee for a conference, seminar, or other meeting, the grantee should be reimbursed for the entire registration fee; however, the grantee cannot claim reimbursement for the applicable meal allowance for that quarter.

Mileage Rates: Visit **https://www.irs.gov/tax-professionals/standard-mileage-rates/** for mileage rates in effect during the time the actual travel occurred. Do not include automobile mileage unless a personal vehicle was used. For a geographic point 300 miles each way from the borders of the state, the allowable rate is 18¢ per mile for the remaining distance.

Receipts must be attached to this form for all costs indicated by " ı ". Copies of itemized receipts are required; copies of credit card slips are not acceptable.

*** For the most current reimbursement rates, see OMB's Fiscal and Administrative Policy: https://www.nd.gov/omb/agency/financial/fiscal-policy (see: Travel Policy 505-Reimbursement for Meals & Lodging, Travel Policy 511-Use of Personal Vehicle).**

*** For reimbursement rates applicable to travel which occurred prior to the current OMB Policy, visit: http://www.gsa.gov/portal/category/100120**

MEALS

Were meals included in registration fee? ☐ No ☐ Yes - Specify Number Provided:	Breakfasts Provided	Lunches Provided	Dinners Provided

	IN NORTH DAKOTA				OUTSIDE NORTH DAKOTA					FOREIGN TRAVEL (Link to: GSA Rates)				
	BREAK-FAST	LUNCH	DINNER	SUB TOTAL	BREAKFAST	LUNCH	DINNER	INCIDEN-TALS	SUB TOTAL	BREAK-FAST	LUNCH	DINNER	INCIDEN-TALS	SUB TOTAL
Number of Meals														
Allowable Rate	$7.00	$10.50	$17.50											
Cost														

Currency Type	Foreign Exchange Rate	Transaction Date

Foreign Currency Converter Site: http://finance.yahoo.com/currency-converter/

LODGING

Hotel Name	
Rate-US (actual cost) X Days =	Rate-Foreign (actual cost) X Days =

MILEAGE

Miles (in-state and first 300 out-of-state) X Rate =	Remainder of Miles X $0.18 Rate =

Commercial Transportation	Taxi Fare	Registration Fee	Other Expenses

Grantee Signature	Date
Fiscal Agent Signature	Date

	TOTALS Foreign Amount	TOTALS US Dollars
Meals		$
Lodging ı		$
Mileage		$
Commercial Transportation ı		$
Taxi Fare (receipt, if over $10) ı		$
Registration Fee ı		$
Other Expenses ı		$
TOTAL CLAIM		$