

# Carolinas Institute for Community Policing Instructor Travel Reimbursement Request (South Carolina)

## Instructor Information

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_

## Class Information

Class or Event \_\_\_\_\_

Location \_\_\_\_\_

Dates of Course \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

## Expenses

Depart from home: Time \_\_\_\_\_ am/pm Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Arrive home: Time \_\_\_\_\_ am/pm Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date <i>(Enter Date)</i>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	<b>TOTAL</b>
	/	/	/	/	/	/	/	
<b>Meals</b>								
Breakfast \$6.00								
Lunch \$7.00								
Dinner \$12.00								
<b>Lodging</b> Attach original receipt								
<b>Mileage</b> Must be personal vehicle	Total Mileage _____ x .50							
<b>Other</b>								

**\$** \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Times of departure and return must be shown on the travel support document to determine what meals are allowed. Please note the time frames for which meals may be reimbursed below.

<b>In State Meal (SC):</b>	Amount	Depart before:	Return after:
Breakfast	\$6.00	6:30am	11:00am
Lunch	\$7.00	11:00am	1:30pm
Dinner	\$12.00	5:15pm	8:30pm
<b>Total for full day is \$25.00.</b>			