

**INSTRUCTIONS FOR COMPLETING PSMFC
LOCAL TRAVEL/MISCELLANEOUS EXPENSES FORM**

Enter full name of claimant, complete mailing address, phone number and project or program number. If filing claim in conjunction with travel voucher, name of claimant is all that is necessary.

Date: Enter date expenses were incurred.

Description of Travel/Miscellaneous Expenses: Enter description of travel (i.e., training seminar in Portland, OR) or description of expense (i.e., purchase of training manual).

Number of Miles: Enter round trip mileage using POV.

Total Mileage Allowed: Number of miles x cents per mile.

Parking/Fares/Tolls Etc.: Enter any parking, bus or cab fares, bridge tolls, etc. Receipts are required for these expenses.

Other expenses: Enter amount for miscellaneous purchases or expenses.

Total Expenses: Add rows and columns "Total Mileage", "Parking/Fares", and "Other Expenses" and enter amounts.

Date and Signature - Claim must be signed in **INK** by the claimant. Claim forms will be returned if unsigned or incomplete. Your supervisor must print and sign their name.

Faxed copies of travel claims will not be accepted. Reimbursements are made from original claims only.