



Agreement Invoice Travel Log

NDOT Form 163 v21.1001

Agreement #: _____

Travel Date: _____

[1] Travel Info	Traveler's Name					
[2]	Vehicle Make/Model/Plate #					
	Departure Time					
	Return Time					
[3] Mileage Expenses	Location(s) Traveled					
	Miles Traveled					
	Mileage Rate	\$ 0.625	\$ 0.625	\$ 0.625	\$ 0.625	\$ 0.625
	Allowable Mileage Cost	\$ -	\$ -	\$ -	\$ -	\$ -
[4] Meal & Incidental Expenses	Federal Per Diem Rate	\$59.00	\$59.00	\$59.00	\$59.00	\$59.00
	<i>Check box if first or last day of travel -></i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Check box for each meal reimbursed allowed for each day</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Dinner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Allowable Per Diem M&IE	\$ -	\$ -	\$ -	\$ -	\$ -
[5] Lodging Expenses	Max Daily Allowance (excl taxes)	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Lodging Rate	\$ -	\$ -	\$ -	\$ -	\$ -
	Actual Lodging Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable Lodging Expense	\$ -	\$ -	\$ -	\$ -	\$ -
[6] Other Travel Expenses	Airfare	\$ -	\$ -	\$ -	\$ -	\$ -
	Rental Auto	\$ -	\$ -	\$ -	\$ -	\$ -
	Rental Auto Fuel	\$ -	\$ -	\$ -	\$ -	\$ -
	Transportation (i.e. taxi)	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ -
	Allowable Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL ALLOWABLE COSTS:	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -					

Notes: (provide clarification of expenses or additional breakdown of expenses by project, if applicable)

Any non-labor cost charged as a direct cost to NDOT cannot be included in Consultant's overhead rate calculation.

- [1] Enter traveler's name (different column for each traveler), enter Departure Time on first day of travel, Return Time on last day of travel.
- [2] If mileage will be claimed, enter personal vehicle information. Ex. Chevy Equinox 24CXNH (MO), Mazda3 VLC620 (NE)
- [3] Enter travel origination, primary destination, and daily miles traveled.
- [4] Max. daily allowance for meals and incidentals set at 70% of federal GSA rate obtained from <http://www.gsa.gov/portal/category/100120> (based on work location). Incidentals include fees/tips given to baggage carriers or hotel staff. Enter full daily GSA rate in first row.
- [5] Enter lodging rate and taxes separately. Reimbursement of lodging taxes is prorated, if necessary.
- [6] Attach detailed receipts and add description of other travel expenses not pre-listed on the form.