Exhibit C NDOT 163
RFP R221-23

NEBRASKA
DEPARTMENT OF TRANSPORTATION

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	$ 0.625
Allowable Mileage Cost	$ -	$ -	$ -	$ -	$ -	$ -
[4] **Meal & Incidental Expenses**						
Federal Per Diem Rate	$59.00	$59.00	$59.00	$59.00	$59.00	$59.00
Check box if first or last day of travel -->	☐	☐	☐	☐	☐	☐
Check box for each meal reimbursedment allowed for each day Breakfast	☐	☐	☐	☐	☐	☐
Lunch	☐	☐	☐	☐	☐	☐
Dinner	☐	☐	☐	☐	☐	☐
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.