

**Juvenile Justice Advisory Committee**

**TRAVEL EXPENSE REIMBURSEMENT**

**Send completed forms to:**

Rita Joyce, Office Manager  
 445 Minnesota Street, Suite 2300, St. Paul, MN 55101  
 Fax: 651-296-5787 Attn: Rita Joyce  
 Email: rita.joyce@state.mn.us  
 Phone: 651-201-7336 re: questions/status of payment

PAYABLE TO

Name: \_\_\_\_\_ Date of JJAC Meeting (regular or subcommittee) \_\_\_\_\_  
 Address: \_\_\_\_\_ Dates of Conference Travel \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ SSN (New members / first claim only) \_\_\_\_\_

IRS Mileage rate, effective January 1, 2013: \$0.565 /mile.

ITINERARY				Trip Miles	Mileage Rate	Total
Date	Time	Location				
		Departure			0.565	\$
		Arrival			0.565	\$
		Departure			0.565	\$
		Arrival			0.565	\$
		Departure			0.565	\$
		Arrival			0.565	\$
		Departure			0.565	\$
		Arrival			0.565	\$
Total Mileage Cost						\$

Eligible members may be compensated \$55/day spent on committee activities. Per diem \$ \_\_\_\_\_

**MEALS - Minnesota rates.**

**A higher reimbursement rate applies to certain metropolitan areas in other states. See policy for details.**

Breakfast: maximum allowed \$7.00 (conditions: in travel status before 6:00 am) Breakfast \$ \_\_\_\_\_

Lunch: maximum allowed \$9.00 (conditions: travel over 35 miles from work/home station) Lunch \$ \_\_\_\_\_

Dinner: maximum allowed \$15.00 (conditions: in travel status until after 7:00 pm) Dinner \$ \_\_\_\_\_

Parking cost (attach receipt) Parking \$ \_\_\_\_\_

Hotel cost (attach receipt) Hotel \$ \_\_\_\_\_

Child Care Expenses (attach receipt from the child care provider) Child Care \$ \_\_\_\_\_

Up to \$50/day for child care expenses that are needed to attend meetings; expenses must be over and above the member's regular child care expenses.

Other Expenses (specify) \_\_\_\_\_ Other \$ \_\_\_\_\_

TOTAL EXPENSES \$ \_\_\_\_\_

Member Signature \_\_\_\_\_

Approved by \_\_\_\_\_

**OJP FINANCE USE ONLY**

Requisition No. \_\_\_\_\_ Line No. \_\_\_\_\_ Vendor No. \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_