





**To Determine Current Reimbursement Rates: <http://www.gsa.gov>**  
**Select Travel Resources, Then Per Diem Rates or POV Mileage Rates**

**NOTE: HHS/ASPR/OPEO GUIDELINES REQUIRE RECEIPTS FOR ALL REIMBURSEMENT CLAIMS**

ATTACHMENTS					
	<b>ATTACH TRAVEL ITINERARY</b>				
	<b>TAPE RECEIPTS ON BLANK SHEET OF PAPER</b>				
	<b>PRINT NAME AND DOCUMENT NAME ON EACH RECEIPT</b>				
	<b>DO NOT TAPE OVER RECEIPT DATA</b>				

Revised 03 January 2011