Washington State Department of Transportation

Factory Trip Expense Worksheet

Traveler's Name & Agency	Agreement #
Meeting Location	Date(s) of Meeting
Please show below your normal work schedule (i.e. Monday-Friday, 8:00 am - 5:00 pm)	
Date, time, and location of departure from home or work	Date, time, and location of return to home or work

Personal Auto Mileage

(including relevant trips to/from the airport)

Total Trip Mileage _____ (Total Miles) x _____ (Current State Rate) = $ 0.00

Meals

Breakfast: _____ Meals @ _____ = $ 0.00

Lunch: _____ Meals @ _____ = $ 0.00

Dinner: _____ Meals @ _____ = $ 0.00

Total Meals $ 0.00

Miscellaneous Expenses

Parking Fees: _____

Lodging: _____

Airfare: _____

Other (Specify): _____

_____ _____

Total Miscellaneous Expenses $ 0.00

TOTAL FACTORY TRIP EXPENSE $ 0.00

Travel itinerary and receipts must be submitted for all expenses except meals.

Attach your written trip pre-authorization from WSDOT and this form to your claim reimbursement in the Grants Management System (GMS).

**Note: Lodging, mileage, and meals for in-state travel are reimbursed at state per diem rates. For state travel per diem rates at your destination visit the Office of Financial Management's travel website at:* https://ofm.wa.gov/accounting/administrative-accounting-resources/travel. *For out of state travel, refer to the per diem rates provided by the U.S. General Services Administration:* https://www.gsa.gov/travel/plan-book/per-diem-rates.