

## Iowa State University Extension and Outreach Interview Expenses

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date(s) of Interview(s): \_\_\_\_\_

Position Interviewed for: \_\_\_\_\_

Date(s) & Time(s) Travel Began/Ended: \_\_\_\_\_

Airline Ticket (must have receipt) \$ \_\_\_\_\_

Lodging (must have receipt) \$ \_\_\_\_\_

Parking (must have receipt) \$ \_\_\_\_\_

Mileage: \_\_\_\_\_ Miles @ .575/mile \$ \_\_\_\_\_

Rental Car (must have receipt) \$ \_\_\_\_\_

Gasoline (for rental car – must have receipt) \$ \_\_\_\_\_

Meals (receipts not required, but must itemize)

Actual expenses are allowed, subject to the limits set by the Iowa Board of Regents:

In-State: (B = \$6, L = \$9, D = \$16)

Out-of-State: (B = \$8, L = \$12, D = \$20)

<u>Date</u>	<u>Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
_____			
_____			
_____			

Total Meals: \$ \_\_\_\_\_

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

Please submit your expense request within one week of the conclusion of your interview(s) to:

Kaela Black  
Extension & Outreach  
Iowa State University  
1110A Extension 4-H Bldg.  
Ames, Iowa 50011-3036