



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

Miles Driven to Airport _____

Miles Driven from Airport _____

Total Miles _____ x .current state rate = _____

Meals

Breakfast: _____ Meals @ _____ = _____

Lunch: _____ Meals @ _____ = _____

Dinner: _____ Meals @ _____ = _____

Total Meals _____

Miscellaneous Expenses

Parking Fees: _____

Lodging: _____

Airfare: _____

Other (Specify): _____

Total Miscellaneous Expenses _____

TOTAL FACTORY TRIP EXPENSE _____

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 Reimbursement Request form.**

**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>.*