



## WSGC Travel Expense Form - Reimbursement Instructions

*Team budgets must be submitted to WSGC as outlined in the award agreement letter in order for reimbursements to be issued. All costs associated with this program must be necessary and reasonable for this award, following all applicable WSGC regulations.*

1. Make purchases(s). **Please note: Reimbursements are funded under a federal grant; therefore WSGC and FNL awardees must comply with the [Carthage College Travel Policy](#).**

1.1. Teams should select one team member to oversee the budget, ensuring collective purchases/expenses do not exceed award amount.

2. Save all original digital and hard copy receipts.

2.1. We recommend saving receipts in a folder until time of reimbursement submission.

2.2. Circle date and total on receipt(s).

2.3. If food or lodging receipts cover more than one person, list participant's name on receipt(s).

2.4. Itemized restaurant receipts are required. If purchases are made on a credit card, a signature copy must be included. There is a **\$45 per diem** per person for food.

2.5. Alcohol and tips over 20% will not be reimbursed.

2.6. All purchase receipts must be itemized, detailing each item purchased.

3. Complete a Travel Expense Form ([see Tools and Tips on the WSGC website](#)). Use a separate Travel Expense Form for each event. If your expenses exceed the allotted space on form(s), print off a second form to add the remaining expenses. Do not list both supply and travel expenses on one form.

3.1. Carefully read and follow instructions before completing forms.

3.2. Print out a Google map for verification of **personal vehicle mileage** (\$.625 per mi). Circle the total miles. **The mileage rate includes fuel costs. Gas receipts will only be reimbursed for rental vehicle travel.**

3.3. Organize your receipts to align with the Travel Expense Form (by receipt category and day of the week). Label each receipt with the coinciding row and column information (i.e. Receipt 1-Fri, 3-Mon, 11-Mon, etc).

3.4. Provide the total expended amount from each receipt in the coinciding box on the expense form.

3.5. **IMPORTANT:** You must manually add all mileage together for your "Mileage Line Total". If the decimal number is below .5, it should be rounded down. And if the decimal is above .5, it is rounded up (i.e. 52.1 miles would become 52 miles).

3.6. For all other categories, the "Line Total" box will automatically sum receipts together – your total reimbursement being requested will automatically add up in the "Total" box.

3.7. Initial and date each receipt with date of reimbursement submission.

3.8. Sign, date, and enter your phone number.

3.9. Have your team lead and advisor complete their required signatures.

4. Submit the completed form(s) and receipts in one email by the due date(s) to:

**Megan Goller**  
**[mgoller@carthage.edu](mailto:mgoller@carthage.edu)**  
**(262) 551-6237**

### Do Not:

1. Submit partially completed forms.

2. Submit forms without all required signatures.

3. Submit forms past due date(s).

4. Submit "flat" per diem rate requests.

**\*\*An example of a filled-out Project Expense form and accompanying receipts can be found on the following pages.**



# TRAVEL EXPENSE FORM

To receive reimbursement, this form must be submitted by each team member who made a purchase.

**NOTE: The team leader cannot be reimbursed for purchases made by team members and then distribute the money.**



Email Form and Receipts To:		Please Make Check Payable To:	
Megan Goller <a href="mailto:mgoller@carthage.edu">mgoller@carthage.edu</a> (262) 551-6237		Name: Jane Doe Address line 1: 1234 Instruction Way Address line 2: Apt 401 City, State, Zip: Kenosha, WI 53140	
Travel Start Date:	Travel End Date:	Team Institution:	
03/16/22	03/20/22	Test College	

Travel Purpose:									
Instruction Workshop									
Receipt Category	Description	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Line Total
1	Mileage Total	57.6			57.6				115.0
	miles x 0.625								\$ 71.88
2	Air/Rail Fare								\$ 0.00
3	Baggage Fee(s)								\$ 0.00
4	Rental Car								\$ 0.00
5	Uber/Lyft/Taxi/Metro								\$ 0.00
6	Parking/Tolls						\$ 36.05		\$ 36.05
7	Misc. Ground Transport								\$ 0.00
8	Lodging				\$ 275.12	\$ 275.12	\$ 286.65	\$ 286.65	\$ 1,123.54
	Meals (\$45 per diem)								
9	-Breakfast	\$ 6.75							\$ 6.75
10	-Lunch								\$ 0.00
11	-Dinner				\$ 50.30				\$ 50.30
12	-Other								\$ 0.00
13	Tips								\$ 0.00
14	Miscellaneous 1								\$ 0.00
15	Miscellaneous 2								\$ 0.00
<b>TOTAL -----&gt;</b>									<b>\$ 1,288.52</b>

REQUISITIONER STATEMENT: I declare (under penalties of perjury) that this account of expenses is accurate and conforms to all applicable WSGC regulations. The expenses are actual, reasonable and were personally incurred in accordance to my award letter criteria.

*Jane Doe*  
 Team Member Signature  
*Susan Smith*  
 Team Leader Signature  
*John Doe*  
 Team Advisor Signature

(123) 456-7890  
 Phone #  
 (234) 567-8901  
 Phone #  
 (345) 678-9012  
 Phone #

03/20/22  
 Date  
 03/20/22  
 Date  
 03/20/22  
 Date

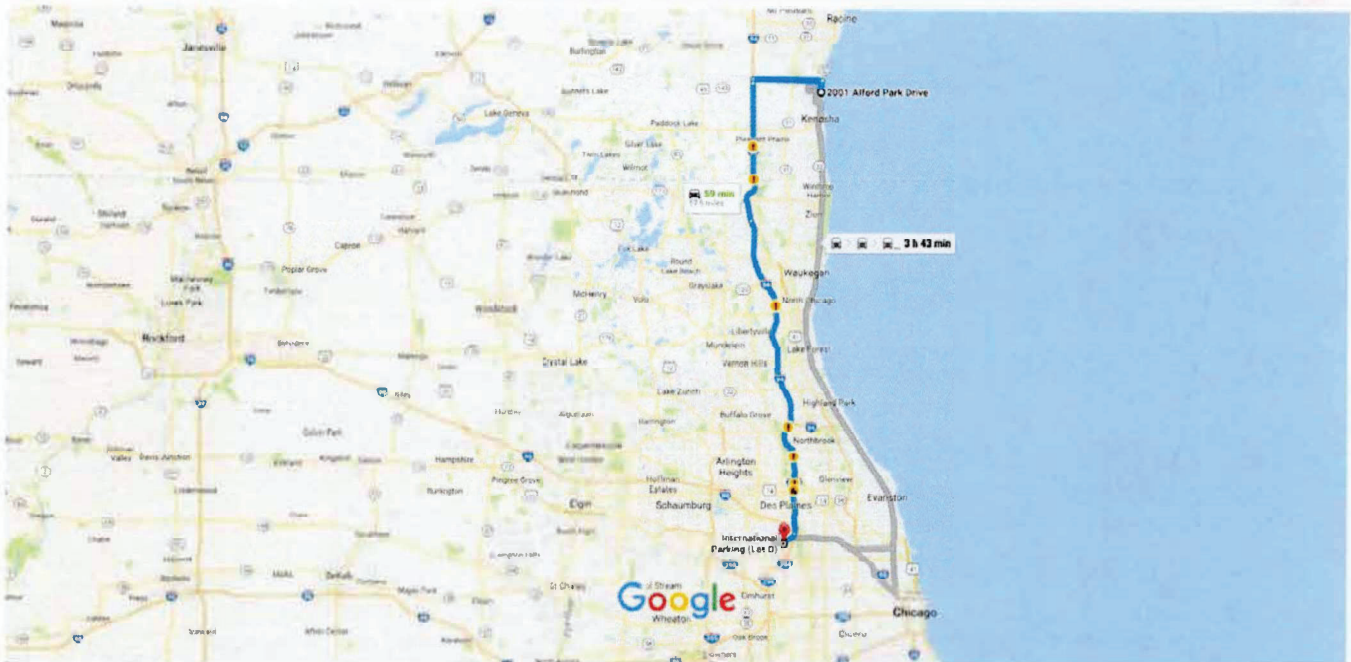
2001 Alford Park Dr, Kenosha, WI 53140 to I

2001 Alford Park Dr, Kenosha, WI 53140 to International Parking (Lot D)

Google Maps

2001 Alford Park Dr, Kenosha, WI 53140 to International Parking (Lot D)

Drive 57.6 miles, 59 min



Map data ©2016 Google 5 mi

We don't have the most recent timetables for this area.

via I-94 E

57 min without traffic

⚠️ This route has tolls.

$$57.6 \times 2 = 115.2$$

$$\text{Rounded} = 115 \times 0.625 = \$71.88$$

59 min

57.6 miles

1:58 PM–5:41 PM

3 h 43 min

🚶 4 🚗 UP-N 🚗 X9 🚗 Blue Line 🚗 Van Galder 🚶

1:58 PM–5:41 PM

3 h 43 min

🚶 4 🚗 UP-N 🚗 81 🚗 Blue Line 🚗 Van Galder 🚶

Receipt 1- Wed and Sun

3/20/22

Gaylord Opryland  
Nashville, TN  
DATE :03/18/22  
TIME :08:03 PM

Receipt No. 189/1750/89  
\* Original \*

Ticket: **426755**

Entry : 03/18/22 08:29 AM

LPR :VF3Y1G

Net: **33.01**

Tax 9.250% **3.04**

Fee: **36.05**

Credit 36.05

Trans ID : 700948952

Card No. : xxxxxxxxxxxxxx8592

Card Type: VISA

THANK YOU

Receipt 6- Fri

JO 3/20/22





Hyatt Place Nashville Opryland  
220 Rudy's Circle  
Nashville, TN 37214  
Tel: 615-872-0422  
Fax: 615-872-9283  
nashvilleopryland.place.hyatt.com

Receipt 8- Wed, Thur, Fri, Sat

INVOICE

2001 Alford Park Dr  
Wisconsin Space Grant Consorti  
Kenosha WI 531401929  
United States

Confirmation No. 3445305101  
Group Name

Room No. 0423  
Arrival 03-16-22  
Departure 03-20-22  
Folio Window 1  
Folio No. 151068

805  
3/20/12

Date	Description	Charges	Credits
03-16-22	Guest Room	236.55	
03-16-22	State Tax	21.88	
03-16-22	Occupancy Tax	14.19	
03-16-22	City Arena Fee	2.50	275.12
03-17-22	Guest Room	236.55	
03-17-22	State Tax	21.88	
03-17-22	Occupancy Tax	14.19	
03-17-22	City Arena Fee	2.50	275.12
03-18-22	Guest Room	246.55	
03-18-22	State Tax	22.81	
03-18-22	Occupancy Tax	14.79	
03-18-22	City Arena Fee	2.50	286.65
03-19-22	Guest Room	246.55	
03-19-22	State Tax	22.81	
03-19-22	Occupancy Tax	14.79	
03-19-22	City Arena Fee	2.50	286.65
03-20-22	Visa		1,123.54
	XXXXXXXXXXXX6927 XX/XX		
03-28-22	State Tax Exempt	-45.62	
03-28-22	State Tax Exempt	-43.76	
03-28-22	Occupancy Tax Exempt	-29.58	
03-28-22	Occupancy Tax Exempt	-28.38	
03-28-22	Visa		-147.34
	CREDIT TAXES		
	XXXXXXXXXXXX6927 XX/XX		

Jane Doe  
Guest Signature

Total	976.20	976.20
Balance	0.00	

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Thank you for choosing Hyatt Place Nashville/Opryland. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit.

World of Hyatt Summary

Membership: XXXXXX863D  
Bonus Codes:  
Qualifying Nights: 4

Please remit payment to:  
Hyatt Place Nashville/Opryland  
220 Rudy's Circle  
Nashville, TN 37214

\*\*\*FREE OFFER ON BACK\*\*\*  
Wendy's Restaurant #0113257  
Interstate 57/Rou  
Marion IL 6295  
(618) 969-8280

Host: Kimberly  
CHRISTINE

03/20/2022  
10:00 AM  
10033

Order Type: DINE IN

BRK COMBO 5.59  
SauEggSws Crsnt  
American Cheese  
NO Breakfast Cheese Sauce  
SM Seasoned Potatoes  
Orange Juice 0.70

Total Items 3 6.29

Tax 0.46

DINE IN Total 6.75

Visa #XXXXXX8594

\$6.75

Auth:020146

Site #: 13257

App Label:

EMV AID:

Entry Method:

Auth Mode:

CVM:

Term #: 1

VISA CREDIT

A0000000031010

Chip

Issuer

NoCvmRequired

\*\*\*\*\*

Sandwich?

ur Survey!

www.talkToWendys.com

(See Back for Del\*\*\*\*

Receipt 9- Sun

810 3/20/22

2400 Music Valley Drive  
Nashville, TN 37214  
615-724-1200

Server: Theresia  
09:39 PM  
Table 16/1

DOB: 03/16/2022  
03/16/2022  
2/20039

SALE

VISA 4194337  
Card #XXXXXXXXXX8592  
Magnetic card present: [REDACTED]  
Card Entry Method: S  
Approval: 016718

Amount: \$41.90  
+ Tip: 8%  
= Total: 50.30

I agree to pay the above  
total amount according to the  
card issuer agreement.

X Jane Doe

Caney Fork  
Where Friends and Family Eat!  
Mon-Thurs 4pm-10pm  
Fri-Sat 11am-11pm  
Sun. 4pm - 9pm

Customer Copy

2400 Music Valley Drive  
Nashville, TN 37214  
615-724-1200

Server: Theresia  
TBL 16/1  
Guests: 4  
Reprint #: 1

03/16/2022  
9:30 PM  
20039

Cajun Gator Sliders 13.95  
Elk Sliders 13.95  
Pulled Pork BBQ Sandwich 10.45

Subtotal 38.35  
Tax 3.55

Total 41.90

Balance Due 41.90

Caney Fork  
Where Friends and Family Eat!  
Mon-Thurs 4pm-10pm  
Fri-Sat 11am-11pm  
Sun. 4pm - 9pm

Dinner for  
group:

Jane Doe  
John Doe  
Jim Doe

3/20/12

Receipt 11- Wed