

**RTAP TRAVEL EXPENSE VOUCHER**North Dakota Department of Transportation, Local Government  
SFN 58369 (7-2020) In-State Out-of-State

**REQUEST FOR REIMBURSEMENT** (This RTAP TRAVEL EXPENSE VOUCHER must be submitted within 6 weeks of the event or June 15, whichever is earlier. Use a separate form for each individual for each trip. Attach agenda for purpose of travel. Documentation must be provided if airfare costs in excess of the basic least expensive unrestricted accommodations offered. **NDOT only reimburses for allowable costs based on 2 CFR Part 200.474.** Send forms to the Transit Section for approval.

Event and Location	Date From	Date To
Transit Agency Name		
Individual's Name	Work Telephone Number	

**Mileage Reimbursement** (personal vehicle \$ 0.575 per mile or project vehicle \$ 0.17 per mile)

Beginning Odometer Reading and Location	Ending Odometer Reading and Location	TOTAL MILES	x	PER MILE =
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**Out-of-State Only** - based on GSA Per Diem Rates**In-State Only** - based on GSA Per Diem Rates

Departure		Return		Departure		Return	
Date	Time	Date	Time	Date	Time	Date	Time
Breakfast Cost		# of Breakfast	Breakfast Total	Breakfast \$11.00 per Day		# of Breakfast	Breakfast Total
Lunch Cost		# of Lunch	Lunch Total	Lunch \$16.50 per Day		# of Lunch	Lunch Total
Dinner Cost		# of Dinner	Dinner Total	Dinner \$27.50 per Day		# of Dinner	Dinner Total
TOTAL MEALS				TOTAL MEALS			

**Commercial Transportation** (receipts must be attached)

Airfare
Vehicle / Shuttle
Other (Specify)
TOTAL COMMERCIAL

**Lodging Reimbursement** (receipts must be attached)

IN STATE: Lodging may not exceed \$ 96.00 plus tax, per night
OUT OF STATE: Actual lodging expense only with prior approval.
TOTAL LODGING

**Registration Fee** (receipts must be attached)**TOTAL AMOUNT OF CLAIM REQUESTED**

*I hereby certify that items claimed are accurately stated and I also acknowledge that any willful certification of an unlawful expense constitutes a misdemeanor as provided by state law NDCC 44-08-03.*

Signature	Date
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Submit form to:  
LOCAL GOVERNMENT DIVISION, TRANSIT SECTION  
NORTH DAKOTA DEPARTMENT OF TRANSPORTATION  
608 E BOULEVARD AVE  
BISMARCK ND 58505-0700