Ross Professional Services, LLC (RPS)
Travel Reimbursement Sheet

You must fill out this sheet in order to receive reimbursement for authorized travel.
Attached receipts are required.

Employee Name	
Travel Date(s)	
Agency/Company Name	
Mode ofTransportation	
Departure City &State	
Destination City & State	

Below, input amounts in the shaded areas only:

	Amounts for Reimbursement
AUTO MILEAGE AMOUNT (Total mileage x GSA Mileage Rate)	**$**
PARKING TOLLS, OTHER AUTO, etc.	**$**
TRANSPORTATION OTHER (Air, Bus, Train, etc.)	**$**
HOTEL	**$**
MEALS**	**$**
INCIDENTALS**	**$**
TOTAL ALLOWABLE AND REMIBURSEABLE COST:	**$**

	Total Mileage
	***GSA Mileage Rate**

Please email to the Payroll Department at payroll@rpservices.net, along with your timecard

* *GSA Mileage Rate* https://www.gsa.gov/travel/mileage-reimbursements

** ***On the first and last travel day, Federal employees are only eligible for 75 percent of the total M&IE rate for their temporary duty travel location (not the official duty station location). For your convenience, the M&IE breakdown page has a table showing the calculated amount for the "First and Last Day of Travel.*** https://www.gsa.gov/travel/per-diem-rates/faqs#15