

TRAVEL CERTIFICATION BY EMPLOYEE FOR REIMBURSEMENT*

The undersigned employee/official hereby certifies that (1) the expenses shown on this travel reimbursement request were incurred by the employee/official as necessary travelling expenses in the performance of his/her official duties as a state employee/official; (2) any meals or lodging included in a conference or convention registration fee have been deducted from the travel reimbursement request; (3) travel by commercial airlines by the state employee was by the most economical air fare class (for example, economy, coach, or tourist), except as justified and approved by the agency/institution on the attached (scanned) form; (4) lodging expenses for the state employee conformed to the current maximum lodging rate established for the location by the US General Services Administration, except as justified and approved by the agency/institution on the attached (scanned) form; and (5) this travel reimbursement request complies with all applicable state laws, rules, and regulations.

Signature of Traveling Employee/Official

Typed name

Title

Date: _____, 20__

**For further guidance, please refer to the current Appropriations Act, applicable statutes, and the current Budget & Control Regulations for Reimbursement for Travel and Subsistence Expenses.*

Excerpt from Budget & Control Board Regulations: "A traveler on official business will exercise the same care in incurring expenses and accomplishing an assignment that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment are not considered acceptable as exercising prudence....It is the duty and responsibility of the respective department heads to insure compliance with these regulations."