



STATE OF WEST VIRGINIA TRAVEL EXPENSE ACCOUNT SETTLEMENT (cont'd)

SAOTRVL effective 02/21/2023

EMPLOYEE TRAVEL	0	IF SUBMITTING A NON-EMPLOYEE TRAVEL REIMBURSEMENT, A COPY OF THE CONTRACT/AGREEMENT MUST BE ATTACHED.												
NON-EMPLOYEE TRAVEL	0													
Name: 0			Title: 0			WVOASIS VENDOR ID:			0					
Address: 0												City: 0		
State: 0	ZIP: 0	Headquarters: 0			Normal Work Hours:				0					
Department: 0			Division: 0			Section: 0								
Travel Purpose: 0														
State Car:	0											https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates/privately-owned-vehicle-pov-mileage-reimbursement-rates		
Personal Car:	0	Current Mileage Rate	0.655											
REGISTRATION REQUIRED?	0	YES											IF YES, ATTACH COMPLETED REGISTRATION FORM AND ENTER FEE AMOUNT IN "OTHER" SECTION BELOW (if fee is applicable)	
	0	NO												
DATE	TIME	CITY/STATE	MILES	AMOUNT	AIR	CAR RENTAL	LODGING	OTHER	M & IE*	GSA PER DIEM	TAXABLE DIFFERENCE	TOTAL		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
				0.00							0.00	0.00		
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TOTALS page 2			0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
*GSA Meals & Incidentals (M&IE): https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup														
OTHER EXPENSES				EXPENSES PAID BY OTHER SOURCES/ADVANCES (attach receipt copies)										
DATE	ITEMS	AMOUNT					DATE	PMT CODE	ITEM AND VENDOR	AMOUNT				
Total Other Expenses			0.00				Total Paid By Other Sources/Advances				0.00			

