



**NIC TRAVEL AND PER DIEM CLAIM FORM  
(Continuation Page)**

20__ DATE	SECTION II (Cont) DESCRIPTION OF EXPENSES DEPARTURE/ARRIVAL CITY, MODE OF TRAVEL AND OTHER EXPLANATIONS OF EXPENSES	TRAVEL EXPENSES

**Explanations (if any):**

**SAMPLE CLAIM FORM**

<b>SECTION 1 - Lodging Costs - Base &amp; Taxes</b>				
1/5/00	Lodging City	Base Lodging	Lodging Taxes	Total Lodging Costs
1/5-7/00	Portland, Oregon	\$174.00	\$40.00	\$214.00
DATES	DESCRIPTION OF ALL OTHER TRAVEL EXPENSES (DEPARTURE/ARRIVAL CITY, MODE OF TRAVEL AND OTHER EXPLANATIONS OF EXPENSES)			TRAVEL EXPENSES
1/5/00	DP Boldview via POV (ODOM 35,101 - 35,167) For National Airport			\$21.45
	DP Airport via AA 4222 and AA/822 AR Portland, Oregon Airport			\$684.00
	DP Airport via shuttle (round trip) AR Hotel All transportation while on site provided by DOC			\$22.00
1/7/00	DP Hotel via shuttle AR Airport DP Airport via AA/834 and AA/2221 AR National Airport			
	DP National Airport via POV 35,167 - 35,233) AR Residence			\$21.45
	Airport parking			25.00