

Suggested Travel Reimbursement Documentation for National UI Convening

**Travel Reimbursement for National UI Convening**

**March 10 - 11, 2026 - Washington, D.C.**

**Airfare/Train Fare Costs**

Airfare Costs

To: Washington, D.C.  
 From: Washington, D.C.  
**Total Air/Train Fare:**


**Personally Owned Vehicle (POV) Travel (if applicable)**

Miles Traveled      Mileage Reimb. \*  
    Miles

**Miles and Total POV Reimbursement:**

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Federal POV mileage reimbursement rates:      \$0.725 / mile

**Hotel (not to exceed Federal Per Diem for Washington, D.C.)**

Number of Nights  
 Cost per Night  
 Additional Fees or Taxes  
**Total Hotel Expenses:**


Federal per diem for lodging rates:      \$276.00

**Total meals and incidentals**

# of Days      Total Reimbursement

Travel Days  
 Full Days (either one or two)  
**Total Meals and Incidentals:**


Federal per diem for meals and incidentals (combined):      \$92.00  
 For first and last days of travel:      \$69.00

**Miscellaneous (parking, baggage, etc.)**

**Total Travel Reimbursement:**

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Prepared By: \_\_\_\_\_

Approved By: \_\_\_\_\_