

**REQUEST FOR REIMBURSEMENT – SHARRON BALABAN**

Attached are copies of the airline tickets that were purchased for Sharron's flight back to VT and her return trip to CA. The first invoice is for \$473.20, which was a round trip ticket purchased to go to CA with her husband and then return to Vermont to come back to work so I have listed that as \$236.60 for the one way fare back to VT. The return ticket is a one way ticket in the amount of \$384.20, purchased for her trip back to CA on 10/15/2014. The total reimbursement request just for the airfare is \$620.80.

As Sharron mentioned, she did not stay in a hotel when she came back to work but she did incur expenses for food and gas, reimbursing the people she stayed with. There are no receipts for that. We went online and checked the allowed per diem rates for this area; \$125 per day for lodging and \$66 per day for meals. There's also a second chart showing the meal rates for the first and last day of travel; \$49.50 per day for those days. Sharron returned to work Oct. 1<sup>st</sup> and returned to CA Oct. 15<sup>th</sup>. We based our reimbursement request on 11 days that she was working, not the entire stay and estimated a reasonable cost of \$70/day for lodging & food expense.

**TOTAL reimbursement request**

Airlines tickets	\$236.60
	\$384.20
11 days@ \$70/day	\$770.00
<b>TOTAL</b>	<b>\$1390.80</b>

Mary A. Mead  
10/16/14



## eTicket Receipt

Prepared For  
BALABAN/SHARRON B

CONFIRMATION #	DKAXHY
ISSUE DATE	07Oct2014
TICKET NUMBER	2792119554044
ISSUING AIRLINE	JETBLUE AIRWAYS
ISSUING AGENT	JetBlue Reservations/HDT

## Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
15Oct	JETBLUE AIRWAYS B6 33  Operated by: JETBLUE AIRWAYS	BURLINGTON VT, VT  Time 1:31pm	NEW YORK JFK, NY  Time 2:53pm Terminal TERMINAL 5	Class ECONOMY / W Seat Number 19D (CONFIRMED) Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis WH07AE2U Not Valid Before 15 OCT Not Valid After 15 OCT
15Oct	JETBLUE AIRWAYS B6 669  Operated by: JETBLUE AIRWAYS	NEW YORK JFK, NY  Time 6:55pm Terminal TERMINAL 5	SAN JOSE CA, CA  Time 10:15pm Terminal TERMINAL A	Class ECONOMY / W Seat Number 02A EVEN MORE LEGROOM (PAID) Conf: 2790613946727 Baggage Allowance 1PC Booking Status OK TO FLY Fare Basis WH07AE2U Not Valid Before 15 OCT Not Valid After 15 OCT

### Carry On Charges

BTV to JFK , JFK to SJC - (B6 - JETBLUE AIRWAYS) - Carry-on fees unknown - contact carrier

Embargoes - Apply To Each Passenger

BTV to JFK , JFK to SJC - (B6 - JETBLUE AIRWAYS)

pet in hold not permitted

over 80 linear inches/203 linear centimeters not permitted

over 100 pounds/45 kilograms not permitted

over 100 pounds/45 kilograms and over 80 linear inches/203 linear centimeters not permitted

## Payment/Fare Details

Endorsement / Restrictions	NONE
Fare Calculation Line	BTV B6 NYC B6 SJC256.74WH07AE2U USD256.74END ZPBTVJFK XFBTV4.5JFK4.5
Exchanged Ticket	2792119543520
Fare	USD 256.74
Additional fare	0.00
Taxes/Fees/Carrier-Imposed Charges	USD 47.46
	USD 80.00
<b>Total Fare</b>	<b>USD 384.20</b>

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**TRAVEL PURCHASE**

Date: September 10, 2014

Record Locator: JYOMFC

Ticket Number(s): 2792118232085

Traveler(s): BALABAN, SHARRON B MS

Flight Details:	Flight Number	City Pair
	33	BTV-JFK
	669	JFK-SJC
	670	SJC-JFK
	1634	JFK-BTV

Travel Date: September 27

Base Fare: \$398.16 USD

Taxes: \$75.04 USD

1

Base Fare Total: \$473.20 USD

Payment(s):

Visa card XXXXXXXXXXXXXXX1630 \$473.20 USD

**TOTAL PAID\* \$473.20 (USD)**

\*Includes all fares, taxes, fees and penalties less any amounts refunded

Please call 1-800-JETBLUE (1-800-538-2583) for additional assistance.

Positive identification required for airport check-in.

**Notice:**

Carriage and other service provided by the carrier are subject to conditions of carriage, which are hereby incorporated by reference. These conditions may be obtained from the issuing carrier. E-ticket Receipt total includes airfare, taxes, and fees applicable to air care, baggage fees, and Even More fees, as may be applicable.

IMPORTANT LEGAL NOTICE

Home > Policy & Regulations > Travel and Relocation Policy > Per Diem >

- Per Diem
- Overview
- FY 2015 Per Diem Highlights
- Per Diem Mobile App
- FAQ
- Per Diem Contacts
- M&IE Breakdown**
- Factors Influencing Lodging Rates
- Fire Safe Hotels
- Per Diem Rates
- Per Diem Files (Archived)
- Per Diem Mobile Blackberry File Download

## Meals and Incidental Expenses ( M&IE) Breakdown

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher. Refer to [Section 301-11.18 of the Federal Travel Regulation](#) for specific guidance on deducting these amounts from your per diem reimbursement claims for meals furnished to you by the government. Other organizations may have different rules that apply for their employees; please check with your organization for more assistance.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

Total	Continental Breakfast/ Breakfast	Lunch	Dinner	IE
\$46	\$7	\$11	\$23	\$5
\$51	\$8	\$12	\$26	\$5
\$56	\$9	\$13	\$29	\$5
\$61	\$10	\$15	\$31	\$5
\$66	\$11	\$16	\$34	\$5
\$71	\$12	\$18	\$36	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Total	First & Last Day of Travel
\$46	\$34.50
\$51	\$38.25
\$56	\$42.00
\$61	\$45.75
\$66	\$49.50
\$71	\$53.25

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Looking for the foreign and outside the continental United States (OCONUS) breakdown chart? Visit [FTR Appendix B](#). (Note: Appendix B breakdowns do not apply to any locations in the continental United States; use the chart listed above.)

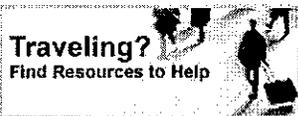
The shortcut to this page is [www.gsa.gov/mie](http://www.gsa.gov/mie).

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**QUESTIONS:**

For all travel policy questions, email [travelpolicy@gsa.gov](mailto:travelpolicy@gsa.gov).



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- POV Mileage Reimbursement Rates

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# FY 2015 Per Diem Rates for ZIP 05445

(October 2014 - September 2015)

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[Per Diem Map >](#)

**ADDITIONAL PER DIEM TOPICS**

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- [FAQs](#)
- [State Tax Exemption Forms](#)
- [Factors Influencing Lodging Rates](#)
- [FY 2014 Per Diem Highlights](#)
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Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the [National Association of Counties \(NACO\) website \(a non-federal website\)](#).

The following rates apply for 05445

Primary Destination* (1)	County (2, 3)	Max lodging by Month (excluding taxes)												Meals & Inc. Exp.**	
		2014			2015										
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep		
Burlington / St. Albans / Middlebury	Chittenden / Franklin / Addison	125	104	104	104	104	104	104	125	125	125	125	125	125	66

\* NOTE: Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.

\*\* Meals and Incidental Expenses, see [Breakdown of M&IE Expenses](#) for important information on first and last days of travel.

**CONTACTS**

- [Additional Contacts for](#)
- [Travel Management Policy](#)

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- [Rates for Alaska, Hawaii, U.S. Territories and Possessions \(set by DoD\)](#)
- [Rates in Foreign Countries \(Set by State Dept.\)](#)
- [Federal Travel Regulations \(FTR\)](#)

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