**Value of Donated Travel and Per Diem**

**SUBMIT WITH INVOICE/SF-270**

**AND RETAIN FOR AUDIT**

**Please note:** As noted in the grant program guidelines, Per Diem costs may not exceed the federally approved rates. Federal per diem rates can be found at General Services Administration website: www.gsa.gov. The Federal allowable mileage rate for 2011 is 51 cents per mile.

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**Project Name**

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**Grant Number**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Donor**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Description of Trip (Including name of traveler, from/to information, and purpose of trip)** | **Subsistence Costs (Lodging and Per Diem, including cost X number of days)** | **Transportation Costs (specify type of travel and costs: airfare, rental car, personal vehicle, mileage X distance, etc)** | **Total Costs** |
|  |  |  |  |  |

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**Signature of Traveler Date**

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**Verifying Official’s Signature Date**