

## Instructions for completing Form TR-1:

1. Vendor No. – Enter the traveler’s vendor number.
2. Department - Enter the name of the agency (DHHS), and the division or office for which the claim is submitted.
3. Payee - Enter the name of the traveler or person to be reimbursed.
4. Address - Enter the address of the traveler.
5. Official Station - Enter the agency assigned official station for the traveler.
6. License Number - Enter the license number of the private vehicle used if the traveler is the owner and mileage is being claimed.
7. Cost Center – Enter the cost center to which travel expenses are to be charged only if all expenses on report are to be charged to the same cost center.
8. WBS Element – Enter WBS element to which travel expenses are to be charged only if all expenses on report are to be charged to the same WBS element. A WBS element is used only if travel expenses are to be charged against a specific grant or construction project.
9. Internal Order – Enter internal order to which travel expenses are to be charged only if all expenses on report are to be charged to the same internal order. An internal order is used only if travel expenses are to be charged against a specific agency program.
10. Date – Enter the date associated with each travel line item.
11. Name of Town Visited – Enter the towns where expenses were incurred.
12. Description – Provide a description for each travel line item.
13. Common Carrier - Enter the amount to be reimburses for airfare.
14. Hotel Room – Enter the amount to be reimburses for lodging.
15. Meals – Enter the amount to be reimbursed for meals.
16. Per Diem - Enter the amount to be reimbursed for per diem.
17. Taxi – Enter the amount to be reimbursed for taxi.
18. Incidentals – Enter the amount to be reimbursed for incidentals. Indicate by code all amounts shown in this column. Provide a supporting explanation whenever code “8” is used.
19. Telephone – Enter the amount to be reimbursed for telephone charges.
20. Total Per Day – Enter the total for each day.
21. Cost Center – Enter the cost center to which travel expenses are to be charged for each line item on report. Use cost assignment at top of report if all expenses are to be charged to the same cost center.

22. WBS Element - Enter the WBS element to which travel expenses are to be charged for each line item on report. Use cost assignment at top of report if all expenses are to be charged to the same WBS element. A WBS element is used only if travel expenses are to be charged against a specific grant or construction project.
23. Internal Order - Enter the internal order to which travel expenses are to be charged for each line item on report. Use cost assignment at top of report if all expenses are to be charged to the same internal order. An internal order is used only if travel expenses are to be charged against a specific grant program.
24. Mileage Driven – Enter map mileage driven between the points listed.
25. Rate Per Mile – Enter the current mileage reimbursement allowance per State policy.
26. Amount Claimed – Enter the product of mileage driven times the rate per mile for each line item.
27. Subtotals – Enter a total for each column.
28. Totals for Mileage – Total the mileage columns.
29. Cost Center - Enter the cost center to which mileage reimbursement is to be charged for each line item on report. Use cost assignment at top of report if all expenses are to be charged to the same cost center.
30. WBS Element - Enter the WBS element to which mileage reimbursement is to be charged for each line item on report. Use cost assignment at top of report if all expenses are to be charged to the same WBS element. A WBS element is used only if travel expenses are to be charged against a specific grant or construction project.
31. Internal Order - Enter the internal order to which mileage reimbursement is to be charged for each line item on report. Use cost assignment at top of report if all expenses are to be charged to the same internal order. An internal order is used only if travel expenses are to be charged against a specific grant program
32. Justification for Exceeding Per Diem – Provide justification if per diem is exceeded.
33. Travel Supervisor Approval – Signature of travel supervisor must be provided on last copy for payment to be approved.
34. Date – Enter the date the report is signed by the Travel Supervisor.
35. Signature of Traveler – Traveler must sign last copy to be reimbursed.
36. Title – Indicate the traveler's position title.
37. Date – Enter the date report is signed by traveler.
38. Sub-total Mileage Claimed – Enter the total dollar amount claimed for mileage.
39. Total Claimed – Enter the total dollar amount claimed for reimbursement on this report.

