

# Travel Reimbursement for National UI Convening

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

## Airfare/Train Fare Costs

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

Airfare Costs


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

**Miles and Total POV Reimbursement:**

Miles Traveled      Mileage Reimb. \*  
Miles

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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

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

# of Days      Total Reimbursement


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: \_\_\_\_\_