

When preparing your [Travel Expense Report](#), please follow these guidelines:

- You must include the original air ticket invoice/receipts showing dollar amount and ticket number.
- Regardless of the circumstances, rental car use is not reimbursable in Washington, D.C.
- Receipts are required for expenditures that are \$75 or more (including taxis, meals, etc.).
- Alcoholic beverages are not reimbursable.
- Please consult the [GSA website](#) for the per diem rate for travel destination.