



Robert E. Burke
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MEMORANDUM

To: All Employees, Principal Investigators, and Administrators
From: Jeff Blackburn, Controller
Date: Jan 9, 2019

Subject: Updated Travel Policy & Voucher

The Travel Voucher for RFMH, Inc. has been revised effective January 2019. The form has been updated to align our policy with the Federal Guidelines for mileage reimbursement. See link below.

Important Changes:

- Per Diem Rates effective Oct 1, 2018 – see link below.
- Mileage Rate effective Jan 1, 2019 will be 58 cents/mile.

Reminders:

- A travel voucher must be completed even if all expenses are covered by a travel advance or charged to the RFMH credit card.
- Please ensure the form is completed in full before submission for payment. This includes departure/return dates and times, the reason and destination for your trip(s), the appropriate Project/Task/Award. The voucher requires the traveler's signature and that of the approver for the P/T/A being charged.
- If part of the travel is being paid from another funding source, note this on the voucher.
- Approvers are expected to review the voucher and the P/T/A for appropriateness of expenses.
- **Approved vouchers should be submitted no more than 2 weeks after a trip to ensure timely application of expenses.**

Important Links:

- RFMH Web page (travel forms under AP/Purchasing): <http://corporate.rfmh.org/>
- 2019 Travel Voucher: http://corporate.rfmh.org/accounts_payable/forms/TravelVoucher2019.pdf
- Per Diem Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
- FY 2018 M&IE Breakdown: <https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>
- Mileage Rate: <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2019>
- RFMH Travel Policy: http://corporate.rfmh.org/accounts_payable/forms/TravelPolicy_April2016.pdf