



**Travel Voucher  
2018**

Instructions:

SOCIAL SECURITY NO. (Last 4 digits only)	FOREIGN NATIONALS	LOCAL ACCOUNT	PROJECT	TASK	AWARD	EXPENDITURE TYPE		
	COUNTRY & VISA TYPE							
TRAVELER'S NAME & HOME ADDRESS	ORGANIZATION		TRAVELER IS EMPLOYED BY: Check One →			RFMH	NYS	Other

Work Unit and Location	Trip 1 Departure			Trip 1 Return			Purpose and Destination of Trip 1		
	Date	Time	Check One	Date	Time	Check One			
			AM			AM			
			PM			PM			
Work Unit and Location	Trip 2 Departure			Trip 2 Return			Purpose and Destination of Trip 2		
	Date	Time	Check One	Date	Time	Check One			
			AM			AM			
			PM			PM			

DATE	TRIP #	DESCRIPTION OF EXPENSES and MODE of TRANSPORTATION	Pers Car Miles	Mileage Rate	LODGING	FARES	TOLLS	MEALS & INC EXP *	OTHER	TOTAL

<p>* Meals and Incidental Expenses (M&amp;IE) are limited to the Per Diem Rates for the location of travel published by the US General Services Administration (GSA). For the first and last day of travel M&amp;IE's are limited to 75% of the Per Diem. For day travel, travelers are entitled to 75% of Per Diem if you are away from your official work station for more than 12 hours. If the trip includes meals paid by another source (eg. Conference Reg Fee) then you will need to deduct those amounts from your voucher using the MI&amp;E Breakdown on the GSA Site.</p>	TOTAL EXPENSES			
	LESS CASH ADVANCE or AMOUNT CHARGED TO RFMH CREDIT CARD		\$	
	NET BALANCE DUE TO:		[ ] RFMH	[ ] TRAVELER
	DATE	TRAVELER'S SIGNATURE		

For Business Office Use	For Controllers Office Use	DATE	APPROVAL SIGNATURE