



Travel Voucher 2019

Instructions:

- 1) Reimbursement is limited to ordinary and necessary business expenses. RFMH Travel Policy must be observed.
- 2) Each trip must have a stated purpose and destination listed.
- 3) All receipts, including those on RFMH credit cards, and conference program (if applicable) must be attached.
- 4) **SUBMIT VOUCHER WITHIN 2 WEEKS OF YOUR TRIP.**

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:			RFMH	NYS	Other
			Check One →					

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				
	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	Personal Car Miles	Mileage Rate	LODGING	FARES	TOLLS	MEALS & INC EXP *	OTHER	TOTAL

<p>* Meals and Incidental Expenses (M&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&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&E Breakdown on the GSA Site.</p>	TOTAL EXPENSES		
	LESS CASH ADVANCE or AMOUNT CHARGED TO RFMH CREDIT CARD		\$
	NET BALANCE DUE TO:		[] RFMH

For Business Office Use	For Controllers Office Use	DATE	TRAVELER'S SIGNATURE
		DATE	APPROVAL SIGNATURE



List Items Charged to Credit Card

Description	Date	Amount
Total		