



**Travel Voucher
2022**

Updated 7/13/22

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					TRV Domestic Travel	TRV Foreign Travel	
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 PM			AM PM				
	Trip 2 Departure			Trip 2 Return			Purpose and Destination of Trip 2			
	Date	Time	Check One	Date	Time	Check One				
			AM PM			AM 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 FROM PAGE 2	
	NET BALANCE DUE TO: [] RFMH [] TRAVELER	

For Business Office Use	For Controllers Office Use	DATE	TRAVELER'S SIGNATURE
		DATE	APPROVAL SIGNATURE
			Print Approver's Name



Cash Advance Amount		
Description	Date	Amount
List Items Charged to Credit Card		
Total		