



Travel Voucher 2025

Instructions:

- 1) Reimbursement is limited to reasonable and necessary business expenses. RFMH Travel Policy must be observed.
- 2) The 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) If travel extends for any reason beyond the official trip, PRIOR APPROVAL MUST BE ATTACHED.
- 5) SUBMIT VOUCHER WITHIN 2 WEEKS OF YOUR TRIP. INCLUDE ALL PRE-TRAVEL APPROVAL FORMS.

TRAVELER'S NAME		FOREIGN NATIONALS COUNTRY & VISA TYPE	LOCAL ACCOUNT		PROJECT	TASK	AWARD	EXPENDITURE TYPE			
			SOC. SEC. NO. (Last 4 digits only) XXX-XX-		ORGANIZATION			<input type="checkbox"/> TRV Domestic	<input type="checkbox"/> TRV Foreign Travel		
TRAVELER'S HOME ADDRESS		Traveler Employed By:			Destination of Trip including City and State [and Country if Foreign Travel]						
		Check One <input type="checkbox"/> RFMH <input type="checkbox"/> NYS <input type="checkbox"/> OTHER									
Official Work Unit and Location		Trip Departure		Trip Return		Purpose of Trip					
		Date	Time	Date	Time						
			<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM						
CFR--Conf Reg *		Enter Conference Name with dates		Conference Amount		Personal Car Miles		# of Miles		x IRS Mileage Rate 0.70	
DATE	Expend Type	DESCRIPTION OF EXPENSES and MODE of TRANSPORTATION				LODGING	FARES	TOLLS	M & IE *	OTHER	TOTAL
* Conference registration can only be categorized as TRV if allowed by the award, otherwise expenditure type CFR is used. Meals and Incidentals (M&IE) are limited to per diem rates for the destination of travel published by the US General Services Administration (GSA - domestic) and the US Department of State Office of Allowances (OA - international). If the trip includes meals paid by another source (e.g., conference registration), then deduct from the M&IE calculation using the detailed breakdown available on the GSA and OA sites. Further guidance for travel allowances is defined in the RFMH Travel Policy.						TOTAL EXPENSES					
						LESS CASH ADVANCE or AMOUNT CHARGED TO RFMH CREDIT CARD FROM PAGE 2					
						NET BALANCE DUE TO:					
* For Payments to NYS, enter address for payment:											
TRAVELER'S SIGNATURE				SUPERVISOR'S SIGNATURE				PRINCIPAL INVESTIGATOR/DESIGNEE SIGNATURE			
PRINT NAME			DATE	PRINT NAME			DATE	PRINT NAME			DATE

Internal Use Only



Cash Advance Amount from RFMH [if applicable] \$ _____

List Items Charged to RFMH Credit Card

Description	Date	Amount
Total		

Enter only charges paid by RFMH [RFMH issued Travel Card or Corporate Account]. Any charges on your personal credit card should be listed on page 1.