RFMH

Research Foundation for Mental Hygiene, Inc.

Travel Voucher 2024

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) If travel extends for any reason beyond the official trip, PRIOR APPROVAL MUST BE ATTACHED.
5) SUBMIT VOUCHER WITHIN 2 WEEKS OF YOUR TRIP.

SOCIAL SECURITY NO. (Last 4 digits only)	FOREIGN NATIONALS COUNTRY & VISA TYPE	LOCAL ACCOUNT		PROJECT	TASK	AWARD	EXPENDITURE TYPE		
1					**7**		☐ TRV Domestic Travel	☐ TRV Foreign Travel	

	ORGANIZATION	TRAVELER IS EMPLOYED BY: Check One → **8**	RFMH ☐	NYS ☐	Other ☐
	4				

TRAVELER'S NAME & HOME ADDRESS								

	Trip 1 Departure			Trip 1 Return			Purpose and Destination of Trip 1
	Date	Time	Check One	Date	Time	Check One	
2	**5**		☐ AM ☐ PM	**6**		☐ AM ☐ PM	**9a**

Work Unit and Location	Trip 2 Departure			Trip 2 Return			Purpose and Destination of Trip 2
	Date	Time	Check One	Date	Time	Check One	
3			☐ AM ☐ PM			☐ AM ☐ PM	**9b**

DATE	TRIP #	DESCRIPTION OF EXPENSES and MODE of TRANSPORTATION	Personal Car Miles	Mileage Rate 0.67	LODGING	FARES	TOLLS	MEALS & INC EXP *	OTHER	TOTAL
10	**11**	**12**	**13**	0.00	**14**	**15**	**16**	**17**	**18**	0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00
				0.00						0.00

* 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&IEs 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 (e.g., Conference Registration Fee) then you will need to deduct those amounts form your voucher using the MI&E Breakdown on the GSA Site.

		TOTAL EXPENSES	0.00
19	LESS CASH ADVANCE or AMOUNT CHARGED TO RFMH CREDIT CARD FROM PAGE 2		0.00
NET BAL **20** DUE TO: ☐ NYS* ☐ RFMH ☐ TRAVELER			0.00

* For Payments to NYS, enter address for payment: **21**

TRAVELER'S SIGNATURE	SUPERVISOR'S SIGNATURE	PRINCIPAL INVESTIGATOR/DESIGNEE SIGNATURE
22	**23**	**24**
PRINT NAME — DATE	PRINT NAME — DATE	PRINT NAME — DATE

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The Travel Voucher is a fillable PDF form. It will calculate your mileage, total by row, total all expenses, subtract cash advance/RFMH credit card charges and calculate the Net Balance Due. You may digitally sign the form and have the approver digitally sign as well. BE SURE TO USE THE APPROPRIATE YEAR'S VOUCHER FOR YOUR TRAVEL.

All numbered fields are mandatory when filling out Travel Vouchers. For *Expenditure Type*, you should enter either TRV Domestic Travel or TRV Foreign Travel. Refer to the numbered item below for specific details. Please note that ALL travel related expenses should be recorded here, whether you're seeking reimbursement or not. Ex. Lodging- stayed with friend; conference registration- paid by SAMSHA grant; transportation- car pooled; etc.

Completed travel vouchers are to be emailed to Contracts@rfmh.org with the word TRAVEL in the subject line, **no more than 2 weeks after travel**. Your timely submission assures travel expenses are applied to the appropriate project during the project period. Late submissions can be problematic, particularly if the project is closed. Incomplete or unapproved vouchers will not be processed.

For the latest form visit
http://corporate.rfmh.org/accounts_payable/index.asp?page=travelforms. The Travel
Voucher is updated periodically.

Page 2 of Travel
Voucher

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.

1	Your SSN will show as XXX-XX-#### so only the last 4 digits will appear.
2	Your name and address must match the Substitute W-9 or payroll name and address on file. *If this is your first time submitting a Travel Voucher and you are not an RFMH employee, you will need attach a Substitute W-9 to be added to the Vendor file.*
3	Include agency/bureau name with complete address.
4	This is based on your location example: 550 CO OMH, 550 OASAS etc.
	These vouchers are setup to accommodate 2 separate trips where 5 & 6 are for Trip 1; Trip 2 information should be included directly under 5 for departure, and directly under 6 for return. You will note the trip # if you have 2 trips on one voucher, see 11.
5	Date & time must be present for departure.
6	Date & time must be present for return.
7	Type in your Oracle Project, Task and Award in the appropriate fields here; if you don't know what they are please consult your supervisor. These are <u>essential</u> to proper billing of travel expenses.
8	Check the appropriate box based on your employer. Consultants should check Other.

9	JUSTIFY WHY* you needed to travel and <u>include destination city (and country if not USA</u>.) *The purpose of the trip must be stated in enough detail to establish that the travel expenditures incurred are direct business expenditures of the account to be charged. Notations such as "to attend a conference" are not enough to explain the relevance of the trip to the funding source. Accounts Payable will use this description, so be concise but complete.
10	Date of the incurred expense.
11	This will either be a "1" or a "2" based on the trip your expense was incurred. If you have only one trip on this voucher, all of these will be "1."
12	One word/short phrase to explain the charge related to travel ex. Lodging, meals, mileage, car rental, train, etc. If you have more than one charge on the same day feel free to put more than one charge on the same line (see sample travel voucher below). You can be general or descriptive in nature i.e. lodging or hotel or Hilton; meals or per diem or meal per diem; train or Amtrak; etc. If you filled out a Pay Order for any trip expenses, please make sure you include the description and cost, follow the instructions immediately below in italics to take the cost out of the final reimbursement amount due to you. ***If another grant/agency/organization covered all or part of your travel expenses, the expense(s) should be listed on your travel voucher with the funding source(s) noted next to the description. The amount can be added to the voucher accordingly (13-18) & then noted on Page 2.***
13	If you used your personal vehicle for the trip, record mileage here. Your miles will be multiplied by the Mileage Rate and the amount will appear in the next column [Mileage Rate]
14	Hotel charges: Remember to attach a hotel receipt to confirm charges. For hotel stays in NY or NJ, there should be no taxes on receipt!
15	Cab/Uber/Lyft Fares: Attach receipts to confirm charges.
	Tolls: Attach receipts to confirm charges. If EZ Pass was used, ok to screen shot activity from your online account. If you rented through Enterprise and used their EZ Pass, billing for tolls will be delayed.
17	Check the meal per diem based on your travel destination (city) via https://www.gsa.gov/portal/category/100120. If you stayed overnight, your destination city will be the city where your hotel is located. •1 day of travel - entitled to 75% of the per diem for 12+ hours of travel. No per diem if less than 12 hours. *Day trip meals are taxable and will be paid through payroll and appear on your paycheck.* •2+ days of travel - First & last day of travel you will need to calculate 75% of the per diem (per diem amount x 0.75.) Full days in between the first and last day are 100% of the per diem. •conference/convention - ○ 2+ conference days: meals that were provided on conference days should be deducted from your daily allotted meal per diem. Visit GSA website to search for destination city & state of your hotel, take note of the daily meal per diem that's listed all the way to the right in the table, then scroll down to Meals & Incidental Expenses Breakdown link, click link & reference chart to deduct whatever meals were included at the conference.
18	Other charges such as Car rental / parking: Attach receipts to confirm charges. Car rentals in NY or NJ should not have sales tax.

19	List on Page 2 of this voucher:
	
	      Any amounts that were charged on your RFMH issued credit card; **AND/OR**
	      Paid directly by RFMH on your behalf; **AND/OR**
	      Paid by an outside funding source; **OR**
	      The sum of the cash advance you received for this trip.
	
	The form will total the charges from Page 2 and calculate Net Balance.

20	If the balance is due to you as the traveler, choose "TRAVELER." This is the amount you will be reimbursed. REMEMBER – if it is a day trip and you received a per diem, that portion will be paid in the paycheck following submission of your Travel Voucher to Accounts Payable. If the balance will be due to RFMH choose "RFMH." *You will be expected to reimburse RFMH that amount. Attach a check or money order so the Project is reimbursed.* If the balance will be due to a NYS agency, choose NYS and complete the payment address below
21	If you selected "NYS" for payment, enter the address for the agency to be reimbursed.
22	Your signature (the traveler) and date. Type your name in the field below as well.
23	Your supervisor's signature and date. This is the person you report to. Print Supervisor name below
24	The Principal Investigator or authorized signer on the grant MUST sign. If not digitally signed, the Principal Investigator MUST print their name underneath their signature. We verify the Approver is authorized to sign the Voucher before it is sent for payment.

All receipts for travel expenses should be sent in with your travel voucher for any type of trip you take. Please combine with Travel Voucher into one PDF if possible.

*For a conference *INCLUDE A COPY OF YOUR EVENT REGISTRATION/FLYER/PROGRAM.* **It will need to include:** conference dates, location & times; site hotel price (if this was where your overnight was); registration cost; meals that were included with your registration.