



Travel Voucher 2021

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 →						
		Trip 1 Departure			Trip 1 Return			Purpose and Destination of Trip 1				
		Date	Time	Check One	Date	Time	Check One					
				AM PM			AM 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 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 form 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
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		