



## Travel Voucher 2020

**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.**

<b>SOCIAL SECURITY NO. (Last 4 digits only)</b>		<b>FOREIGN NATIONALS</b>		<b>LOCAL ACCOUNT</b>		<b>PROJECT</b>	<b>TASK</b>	<b>AWARD</b>	<b>EXPENDITURE TYPE</b>			
		<b>COUNTRY &amp; VISA TYPE</b>										
<b>TRAVELER'S NAME &amp; HOME ADDRESS</b>				<b>ORGANIZATION</b>		<b>TRAVELER IS EMPLOYED BY:</b>			<b>RFMH</b>	<b>NYS</b>	<b>Other</b>	
						Check One →						
		<b>Trip 1 Departure</b>			<b>Trip 1 Return</b>			<b>Purpose and Destination of Trip 1</b>				
		<b>Date</b>	<b>Time</b>	<b>Check One</b>	<b>Date</b>	<b>Time</b>	<b>Check One</b>					
				AM PM			AM PM					
<b>Work Unit and Location</b>		<b>Trip 2 Departure</b>			<b>Trip 2 Return</b>			<b>Purpose and Destination of Trip 2</b>				
		<b>Date</b>	<b>Time</b>	<b>Check One</b>	<b>Date</b>	<b>Time</b>	<b>Check One</b>					
				AM PM			AM PM					
<b>DATE</b>	<b>TRIP #</b>	<b>DESCRIPTION OF EXPENSES and MODE of TRANSPORTATION</b>			<b>Personal Car Miles</b>	<b>Mileage Rate</b>	<b>LODGING</b>	<b>FARES</b>	<b>TOLLS</b>	<b>MEALS &amp; INC EXP *</b>	<b>OTHER</b>	<b>TOTAL</b>
<p>* Meals and Incidental Expenses (M&amp;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&amp;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&amp;E Breakdown on the GSA Site.</p>							<b>TOTAL EXPENSES</b>					
							<b>LESS CASH ADVANCE or AMOUNT CHARGED TO RFMH CREDIT CARD FROM PAGE 2</b>					
							<b>NET BALANCE DUE TO:</b>					[ ] RFMH
<b>For Business Office Use</b>				<b>For Controllers Office Use</b>				<b>DATE</b>	<b>TRAVELER'S SIGNATURE</b>			
								<b>DATE</b>	<b>APPROVAL SIGNATURE</b>			
								Print Approver's Name				

