



National Office: Suite 1540, 1700 N. Moore St., Arlington, VA 22209-1903. 703/524-6686 Fax: 703/524-6630 TTY: 703/524-6639

TRAVEL EXPENSE VOUCHER

Name of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Purpose of Travel (include persons/organizations visited, reason for visit or meeting): \_\_\_\_\_

Date and Hour of Departure: \_\_\_\_\_ Date and Hour of Return: \_\_\_\_\_

TRANSPORTATION:

From (City, State)	To (City, State)	Airline, Train, Auto	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Type of Transportation Accommodations: \_\_\_\_\_

TOTAL TRANSPORTATION COSTS: \$ \_\_\_\_\_

SUBSISTENCE:

Hotels (or per Diem): \_\_\_\_\_ \$ \_\_\_\_\_

Meals, Including Tips (Do not complete if per diem is claimed) \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL SUBSISTENCE COSTS: \$ \_\_\_\_\_

MISCELLANEOUS COSTS:

Cabs, Airport Limo/Shuttle, Auto Rental, Baggage Handling, Parking, other \$ \_\_\_\_\_

Telephone, Fax, Misc. Supplies \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL MISCELLANEOUS COSTS: \$ \_\_\_\_\_

GRAND TOTAL TRAVEL COSTS: \$ \_\_\_\_\_

LESS ADVANCE: \$ \_\_\_\_\_

BALANCE to be REIMBURSED: \$ \_\_\_\_\_

I certify that the charges listed above are accurately reported and have attached copies of receipts wherever possible.

SIGNED (Claimant): \_\_\_\_\_ Date: \_\_\_\_\_

September 1996

## Instructions for Preparation of Travel Expense Vouchers

1. Expenses in connection with duly authorization travel for RESNA will be reimbursed upon presentation of an expense report voucher, signed by the claimant, and approved by the Executive Director. Explain fully any unusual circumstances affecting travel expenses. Charges should be adjusted for expenses incurred in connection with business for other organization(s).
2. Travel via Commercial Carriers- As a rule, travel by First Class is not permitted. Lowest fare available fares must be used unless claimant can document that such fares were not available and the purpose for travel was such that it was not practical to secure reservations on another flight. Through fares (vs. point-to-point) will be used whenever possible. If a non-business related stop-over is included, the additional cost of the stop-over will be is not a reimbursable expense. Attach transportation ticket stubs to vouchers. Explain circumstances when through fares were not possible. Travel arrangements should be made by the National Office and Alexis Travel (RESNA travel agent) whenever possible.
3. Travel via Automobile- Reimbursement for use of personal automobile will be at the rate of thirty-three cents (\$.33) per mile (effective 9/1/96) and includes all operating costs (indicate mileage on voucher). Tolls and parking are reimbursed separately if receipts are attached. Reimbursement for use of an auto must not exceed one passenger fare on air coach to the same destination, plus per diem for lapsed time without stop-overs.
4. Lodging and Meals- Lodging is reimbursed on the basis of actual hotel room costs. Reimbursement for lodging expenses should be at the designated host hotel (or appropriate substitute). Meals may be reimbursed in either two ways: First, you may claim a per diem for meals of \$30.00 per 24 hour period. Reimbursement for meals does not include RESNA sponsored luncheons: if attendance is required at a special function, costs of the function are in addition to the authorized per diem. If travel includes a partial day, per diem should be prorated on the basis of six-hour periods (\$7.50 per quarter day or fraction thereof). No receipts are required for meals if you claim per diem reimbursement. Alternatively, there may be instances when, for a legitimate business purpose, the total expended on meals is in excess of the allowed per diem. In this case, you may claim reimbursement for meals based on actual cost; however, in this instance, receipts are required for all meals. Travel vouchers MUST indicate date and time of departure from and date and time of return to home base.
5. Miscellaneous Costs must be itemized on page 2 of the voucher. These include cabs, car fares, airport limousines, baggage handling, and official telephone costs. Attach a receipt for registration fees for meetings and workshops. Use of a rental automobile must be authorized in advance and receipts provided with expense voucher. RESNA will reimburse for one "safe arrival" call to your home. Gratuities (tips) to skycaps and hotel bellstaff should be reasonable (\$1 for skycap curbside check-in, and \$1 per average size bag carried by bellstaff to your room is usual).
6. Personal Expenses such as laundry, valet, travel insurance, personal telephone calls, movies, mini-bar charges, snacks, room service, etc., are not allowable charges, and if incurred, should be deducted from your hotel bill.
7. All applicable information must be included with the travel voucher before payment will be made.
8. Master Account Charges- For the convenience of persons attending certain RESNA sponsored meetings a "master account" may be established at a hotel. In most cases, only one room and tax charges may be billed to the master account and paid directly by RESNA. However, in others, you may be authorized to make other charges to the "master account". In either case, always obtain a copy of your room charges for review upon checkout. Attach this copy to your expense report voucher and justify all expenses claimed, even though they were billed and paid directly by RESNA. Master account charges should be treated like any other expense and must be documented in the same detail in the expense voucher.
9. Travel by RESNA staff members is also governed by the RESNA POLICIES AND PROCEDURES MANUAL. All staff travel requires prior approval by the travel's supervisor. Travel requests should be submitted for approval as far in advance as possible to take advantage of discounted airfares for early booking.
10. RESNA staff members may request a travel advance based on estimated out-of-pocket expenses for the purposed trip. This check request should be approved by your supervisor and submitted to the financial manager at least one week prior to the date by which the check is needed.

**Note: Travel vouchers must be submitted in a timely fashion; no later than 30 days after completion of travel**