

TRAVEL AUTHORIZATION NUMBER		141189			STATE EMPLOYEES ONLY - PERSONAL VEHICLE USE STATEMENT DEDUCT COMMUTING MILEAGE						
James Madison University		Contact Person			<input checked="" type="checkbox"/>	PERSONAL VEHICLE WAS COST BENEFICIAL TO THE STATE - USE PERSONAL MILEAGE RATE					
		Phone #		Fax #	<input type="checkbox"/>	STATE VEHICLE WAS NOT AVAILABLE OR ACCESSIBLE - USE PERSONAL MILEAGE RATE					
		MSC			<input type="checkbox"/>	STATE VEHICLE WAS AVAILABLE OR NOT REQUESTED - USE FLEET RATE					
PREPARE WITH INK, USE ADDITIONAL SHEETS WHEN NECESSARY					I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS. I CERTIFY THAT COMMUTING MILEAGE HAS BEEN DEDUCTED						
NAME					STATE EMPLOYEE ?				<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
ADDRESS					SIGNATURE OF TRAVELER _____ Date _____						
CITY					X						
STATE		ZIP CODE			TITLE						
<i>Employee HR ID #</i> <i>Student SA ID #</i> <i>All others enter SSN #</i>					I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.						
		ADDITIONAL SIGNATURE IF REQUIRED			X						
eVA Exclusion #		2			SIGNATURE OF TRAVELER'S SUPERVISOR _____ Date _____						
DATE	LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY. METHOD OF TRANSPORTATION USED. (EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY)			MILEAGE RATE USED	MILES TRAVELLED	MILEAGE AMOUNT TO BE PAID	AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)	MEALS PER DIEM AMOUNT	LODGING	OTHER (ITEMIZE IN SECOND COLUMN)	TOTAL
07/12/14	mileage from Harrisonburg to Charlottesville airport			0.560	60	33.60					33.60
	shuttle from Dallas airport to hotel									25.00	25.00
	travel day per diem; lodging; airfare \$410; registration fee \$250							55.00	139.95	660.00	854.95
07/13/14	meal per diem; lodging; internet (with justification)							71.00	139.95	11.95	222.90
07/14/14	meal per diem; lodging							71.00	139.95		210.95
07/15/14	meal per diem less dinner; lodging							35.00	139.95		174.95
07/16/14	shuttle from hotel to airport; travel day per diem; mileage from airport to JMU			0.560	60	33.60		55.00		25.00	113.60
SAMPLE # 1											
	DEPT ID	ACCT. NO.	AMOUNT								
	100035	121700	11.95								
	100035	122400	250.00								
	100035	122700	1,374.00								
				TOTALS		67.20		287.00	559.80	721.95	1,635.95
FOR ACCOUNTS PAYABLE USE ONLY: I certify that all computations are correct and that all required receipts are attached. Initial _____											
PURPOSE OF THE TRIP									TOTAL SHEET 2		
<input checked="" type="checkbox"/> CONFERENCE <input type="checkbox"/> PRESENTATION <input type="checkbox"/> ATHLETICS <input type="checkbox"/> EXTRADITIONS <input type="checkbox"/> INVESTIGATIONS <input type="checkbox"/> FIELD WORK <input type="checkbox"/> RECRUITMENT <input type="checkbox"/> EDUCATION <input type="checkbox"/> OTHER (EXPLAIN BELOW)									GRAND TOTAL		1,635.95

CONTINUATION SHEET ATTACHED