TRAVEL VOUCHER

Name: ____________________________________________

Date: ____________________________________________

Purpose of trip: ____________________________________

Date of trip: _______________________________________

Note: See instructions on back regarding allowable expenses.

TOTAL *

ROOM AND TAX BILLED TO THE OFFICE OF THE MADISON INSTITUTES.

** MEAL PROVIDED BY THE OFFICE OF THE MADISON INSTITUTES.

Comments: __________________________________________________________________________

____________________________________________________________________________________

SUN MON TUES WEDS THURS FRI SAT

LODGING

BREAKFAST

LUNCH

DINNER

GROUND TRANSPORTATION (attach receipt)

PARKING FEES (attach receipt)

AIRFARE (see instructions on reverse)

INCIDENTALS (see instructions on reverse)

AUTO/MILEAGE ($0.48/mile and attach map if driving to event)

TOTALS

PRINT PAYEE NAME/ADDRESS AS YOU WOULD LIKE IT TO APPEAR ON THE CHECK

RETURN TRAVEL VOUCHER FOR PROCESSING TO
Office of the Madison Institutes
James Madison University
JMAC 6, Suite 29
MSC 5729
Harrisonburg, VA 22807

FOR CCE ACCOUNTING ONLY
DATE: _________________ AMOUNT: ____________
ACCOUNT #: ____________________________
FISCAL OFC.: ___________________________
APPROVED: ____________________________

PARTICIPANT SIGNATURE
INSTRUCTIONS

Lodging
Government rates should always be requested. Reimbursement will be made for actual expenses of a single accommodation not to exceed the maximum allowable for the area. Supporting documentation is required for lodging that is not billed directly to the Madison Institutes.

Meals
The daily meal allowance while attending an event is $53.00 on days when there is no travel to or from that event. On these days, record your meals in the following manner: breakfast $11.00; lunch $14.00; dinner $28.00.

Meal expenses incurred on days traveling to or from an event are reimbursed in accordance with the federal travel regulations:

- When no meals are provided as part of the event, the meal allowance is $39.75. On these days, record your meals in the following manner:
  Breakfast $8.25   Lunch $10.50   Dinner $21.00
- When breakfast is provided at the event the meal allowance is $31.50. On these days, record your meals in the following manner:
  Lunch $10.50   Dinner $21.00
- When dinner is provided at the event, the meal allowance is $18.75. On these days, record your meals in the following manner:
  Breakfast $8.25   Lunch $10.50

Ground Transportation
Tolls, taxis, airport shuttles, and public transportation expenses incurred for travel related to Project Citizen events will be fully reimbursed. Ground transportation expenses incurred for personal social activities during the Madison Institute-sponsored event will not be reimbursed.

Parking Fees
Parking fees for travelers who fly will be reimbursed for the departure airport. Parking fees at the location of the event will be reimbursed for travelers who drive. When valet and self-parking are available, the Madison Institutes will reimburse the cost of self-parking.

Airfare
Airline tickets (coach or economy) will be fully reimbursed if the purchase is made through JMU’s travel agency or approved by the Madison Institute’s Director and made no less than three weeks in advance of the travel date. Approval must be attached to this travel voucher for airline tickets purchased from sources other than JMU’s travel agency. The Madison Institutes will not reimburse for seat preference (i.e. legroom, aisle, or window seat). The Madison Institutes will not reimburse for additional seat charges or an upgrade to business class if a passenger is not able to fit comfortably in a single coach seat. The Madison Institutes will reimburse the cost of one non-overweight checked bag to and from the final trip destination, when such fees are imposed by the airline. Receipts must be attached.

Incidentals
Airport portage fees and Project Citizen-business-related telephone calls are examples of allowable incidental items. Tips, bar charges, laundry charges, entertainment, and personal telephone calls are examples of unallowable incidental items.

Automobile Travel
Mileage will be reimbursed at the rate of 48 cents per mile. However, if automobile travel is selected when commercial air travel is available, the reimbursement will not exceed the cost of an airline ticket, the price of which will be determined by JMU’s travel agency and based on tickets that would have been purchased no less than three weeks in advance of the travel date. Include map (e.g., Google Maps, MapQuest, etc.) for mileage reimbursement when driving to and from the event. Indicate departure and destination addresses for mileage reimbursement to and from airports.

Car Rental
Reimbursement for economy car rentals will be made when justified from an economic standpoint and with prior written approval of the Madison Institute’s Director. If approval is denied, parking at the event location will not be reimbursed. Approval must be attached to this travel voucher.

Mail this travel voucher and all required documentation to the Madison Institutes, 800 S. Main St., MSC 5729, Harrisonburg, VA, 22807, within fifteen days after completion of a trip. Please do not fax this form.

1 These items require receipts unless the items were billed directly to the Madison Institutes.

Updated May 15, 2009