



TRAVEL VOUCHER

Name: _____

Date: _____

Purpose of trip: _____
 Date of trip: _____

	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							

Note: See instructions on back regarding allowable expenses.

* Room and tax billed to the Office of the Madison Institutes.

** Meal provided by the the Office of the Madison Institutes.

TOTAL

Comments: _____

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

PARTICIPANT SIGNATURE

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: _____

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 TAA [] AOC.

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 Transportation¹

Tolls, taxis, airport shuttles, and public transportation expenses incurred for travel *related to* U! [b & c Oaa ^ } A ^ c ^ } o A will be fully reimbursed. Ground transportation expenses incurred for personal social activities a ^ i q * A @ A aa [] AOC-sponsored event will *not* be reimbursed.

Parking Fees¹

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 TAA [] AOC will reimburse the cost of self-parking.

Airfare¹

Airline tickets (coach or economy) will be fully reimbursed if the purchase is made through RT Ws travel agency or approved by the TAA [] AOC c Oa ^ & q !. 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 RT Ws travel agency. The TAA [] AOC will not reimburse for seat preference (i.e. legroom, aisle, or window seat). The TAA [] AOC will not reimburse for additional seat charges or an upgrade to business passenger is not able to fit comfortably in a single coach seat. The TAA [] AOC will reimburse c @ & j . o ^ A } ^ A [] E overweight checked bag to and from the final trip destination, when such fees are imposed a ^ A @ Aaa [] AOC Receipts must be attached.

Incidentals

Airport portage fees and U! [b & c Oaa ^ } -business-related telephone calls are examples of *allowable* incidental a { • E 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 RT Ws 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 Rental¹

Reimbursement for economy car rentals will be made when justified from an economic standpoint and with prior written approval of the TAA [] AOC c Oa ^ & q !. 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 A U X] g c b ` b g h i h Y g z , \$ \$ ` G ` A U j b ` G H z A G 7 `) + & - , < U f f] g c b V i f [z J A , & & , \$ + , *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 TAA [] AOC.