

## Travel Voucher Instructions

Check list for travel voucher

Page 1

Copy of Travel Authorization- filled out, signed by travel coordinator and supervisor, with correct travel dates

Box 2 mark with an X on Temporary Duty

Box 3 leave blank

Box 4 leave blank

Box 5 Use complete legal name

5b- Vendor Identification Number

5c- Travelers mailing address

5d- Travelers office phone number

5e- City where traveler lives

5f- Complete address where traveler lives

Box 6 Dates of travel span

Box 7 TA number from Travel Authorization

Don't worry about boxes 8-11 unless traveler got funds before leaving on trip.

Box 12- Write complete description of travel. Where, When, Why, How, Who paid for what.

Box 13- Traveler must sign and date

Box 14-18 Leave Blank

Page 2

Left hand corner- TA number from Travel Authorization

Put traveler's last name in box. This might automatically come over from page 1.

Get Per Diem rate from the [www.gsa.gov](http://www.gsa.gov). You must be gone for 12 hours before you can charge per diem.

The first day is 75% of total amount based on the rate of where you are going.

Ex: Washington DC

When returning home it is 75% of the rate from where you are leaving from.

Make sure you include mileage to and from the airport. Include the addresses of the starting and ending point:

If you were charged tax on your lodging, write the total in column N - other.

If you pay for parking, or a shuttle with cash, write "paid out of pocket" in additional space line.

You must include hotel receipts even if you didn't pay for the lodging.

Include original copies of lodging receipts, original or copies of taxi, parking or shuttle receipts, baggage receipts.

A copy of travel authorization.

A copy of flight itinerary with cost amount shown must be included if you flew.

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