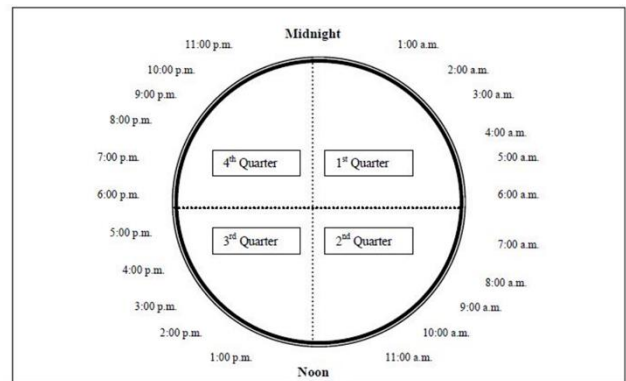


### Travel Voucher - Quick Reference Guide and Checklist

1. Employee or non-employee indicated. (This is particularly important because of the \$150.00 room rate limitation and other rules that apply to employees only.)
2. Social security numbers (SSN) may be excluded from the travel voucher (for security reasons), however JAC must have the traveler's SSN (on the batch) to process the payment in FLAIR.
3. Point of origin and destination is city to city or vicinity within a city.
  - a. Each day of the trip should be described on a separate line.
4. Purpose for the trip clearly identified.
5. Departure and return dates and times clearly indicated.
  - a. Meals may only be paid for class A travel (continuous travel of 24 hrs. or more) or class B travel (less than 24 hrs. travel with overnight stay)
  - b. Day trips are considered class C travel and meals may not be paid for class C. Nothing should appear in the class C column of the travel voucher.
6. Meals (class A & B only) - \$6 (breakfast – if travel begins before 6am); \$11 (lunch if travel begins before 11am and past 2pm); \$19 (dinner if travel begins before 6pm and extends beyond 8pm).
  - a. Meals included with conference registration should be deducted from meal allowance.
7. Per diem or actual expenses column.
  - a. If actual expenses are paid by PCard or other method indicate with "PCard" or similar in the column (no amount).
  - b. If paying per diem refer to 24 hr. clock (\$20 per quarter).
  - c. Pay actual expenses plus meals OR cash per diem (per day) not both.
8. Map mileage and vicinity mileage. Provide DOT or other map indicating distances between cities where possible.
9. Other expenses. Provide receipts for: 1) fees or costs over \$25; 2) baggage fees; 3) gas receipts; 4) any fees other than incidental fees (see reference guide pg. 55 for complete list).
10. Statement of Benefits to the State – when traveling to a conference, convention, training event, provide a description of why this travel and attendance at the event is a benefit to the State.
11. Travel performed by common carrier (Enterprise) and billed directly to the state agency – list only direct payment to car rental contractor on behalf of the employee. No airline tickets need to be listed.
12. Purchasing card (PCard) charges (page two) – if lodging, car rental or other transportation charges were paid by the PCard, list that information and provide the related receipts.
13. Non-reimbursable items charged to the PCard – list items that were charged to the PCard in error; to be deducted from the traveler's total (on page one).
14. Net amount due to traveler or state. Review to be sure calculations are correct.
15. Signatures - Include signatures, titles and dates for both the traveler and supervisor. The traveler and the official authorizing the travel must sign the travel voucher either manually or by electronic means. Scanned copies of travel vouchers with signatures are allowable.

Per Diem Clock





### Other Travel-Related Considerations

- A. A memorandum outlining your agency's mission in detail and describing in detail travel activities critical to your agency's mission will be necessary to process most travel reimbursements. (Mission Critical Travel Memo).
  - a. The Department of Financial Services (DFS) will keep a copy of an agency's Mission Critical Travel Memo on file so that it does not have to be submitted with each travel voucher.
- B. Travel to conferences, conventions, and training events require an Authorization to Incur Travel Expenses form and conference agenda to accompany the travel voucher (including benefit to the state).
- C. Travel related to meetings, conferences, and events **organized** by a state agency must adhere to the room rate maximum of \$150 per night (room rate only) per person. The employee may be expected to pay amounts over \$150.
  - a. If the PCard is used to pay for lodging expenses for meetings organized by your agency, it is necessary to ensure the rate per person is \$150 per night. If rooms are shared and the room rate exceeds \$150, the charges should be split to individual PCards.
  - b. Generally if your office has "control" over booking the room, the rate should be \$150 or less.
- D. Room rates while attending conferences or conventions NOT ORGANIZED by your agency may exceed the \$150 rate (the traveler has no control over the room rate).
- E. Any out of country travel must have a justification signed by the agency head, explaining the need for the foreign travel and why it is critical to the agency's mission.
- F. The travel voucher plus the supporting documentation should tell the "whole story" of the trip.