

SAMPLE VOUCHER - FOR INVITATIONAL TRAVEL

Please go to the following website www.nrc.gov/reading-rm/doc-collections/forms/nrc64.pdf and print out Form 64 and 64A. You can also go to AD-500 procedure where you can print out a copy of the voucher and see a sample. You can either write on or type on the form. Please make sure you sign and send all receipts in with voucher especially the travel itinerary that Carlson supplies to you when you fly. To expedite payment we are able to accept fax copies to Brenda Usilton at 301-415-3502 or PDF files with your signature or e-mail to Brenda.Usilton@nrc.gov. It is your choice as to how you fill out the form.

It is requested that your voucher be forwarded as soon as possible after your travel has been completed. It is required that the following be returned with your voucher.

1. A copy of your itinerary that was issued to you by Carlson Travel. If you don't attach a copy of your itinerary Dept. of Interior will not process your voucher.
2. Receipt for your hotel bill.
3. All expenses \$75.00 or more should have a receipt (i.e., taxi, limo, parking).
4. Please note in the instructions, that the mileage rate for driving has INCREASED to **51.0** cents effective **January 1, 2011**.
5. Effective October 1, 2005 per diem allowance will only include lodging and meals. Your tax will be claimed as a miscellaneous line item.

Be sure you enter your **home address** in Block 5 (this is the only address the Treasury Department has for mailing your check).

Be sure to sign and date voucher in Block 24.

If you mail voucher: Brenda G. Usilton, T8E24
Office of Federal and State Materials
and Environmental Management Programs
Materials Safety and State Agreements
U.S. Nuclear Regulatory Commission
11545 Rockville Pike
Rockville, MD 20852

If you have any questions, please call Brenda Usilton at 301-415-2348.

PLEASE SUBMIT YOUR VOUCHER WITHIN 15 WORKING DAYS AFTER TRAVEL HAS ENDED. DO NOT FILL IN AUTHORIZATION NUMBER, IT WILL BE DONE FOR YOU.

February 15, 2011

INSTRUCTIONS FOR COMPLETING YOUR TRAVEL VOUCHER

TRAVEL BY POA

If you drive your privately owned automobile (poa), you are entitled to your mileage at 51.0 cents per mile and your toll expenses. Itemize your tolls by State. Mileage is to be computed by the most direct route.

Per diem will only be paid for a reasonable time while traveling to and from your residence. A guideline is an average of 350 miles per day. However, your reimbursement for driving your own POA cannot exceed the scheduled government rate of the airline. Therefore, the reimbursement voucher must include a comparative cost statement. Claim whichever is the least, by air or by POA. You will note in the sample voucher, travel via poa was less and therefore claimed. However, there are situations where travel by air is less costly and therefore must be claimed even though your actual POA mode of travel cost more.

PER DIEM

Effective October 1, 2007, your per diem allowance will be : maximum lodging amount of \$ _____ and meal and incidental expenses \$ _____ not to exceed \$ _____ per day. Your per diem allowance will cover lodging, meals, and incidental expenses related to subsistence, e.g., fees and tips to waiters and waitresses, porters, baggage carriers, bellhops, hotel maids, dining room stewards and stewardesses. Charges for taxes for lodging will be a separate line item.

RECEIPTS

Receipts are required for all lodging costs for which an allowance is claimed. If the lodging shows a charge for double occupancy, such fact shall be shown on the travel voucher and the traveler will be allowed single room rate. When the traveler obtains lodging on a weekly or monthly basis, the daily lodging cost shall be computed by dividing the total lodging cost by the number of days in the rental period. (e.g., may be divided by 7 or 30 days, as appropriate). Receipts are required for all expenses over \$75.00.

COMPUTATION OF PER DIEM

When lodging is required on the day that travel begins (day of departure from the official station or other authorized point), the per diem allowable shall be the actual cost of lodging incurred by the traveler, plus 75% of the applicable meal and incidental expense rate regardless of the actual time of departure. On the day of return there will be a flat 75% of the applicable meal and incidental expense rate regardless of the actual time of return. The days in between will be full per diem amounts.

Per diem for travel of 12 hours or less is now prohibited. Travel over 12 hours but less than 24 hours when no lodging is required will be paid at 75% of the applicable meal and incidental expense rate.

TRAVEL BY AIR

Complete your travel voucher using the attached sample for travel by air. You do not need to complete a comparative cost statement. If you use the airport limo at XXXXX airport to travel to XXXXX and return, be sure to obtain a receipt and attach it to your voucher.

You will be allowed taxi fare for travel from your lodging in XXXX to class/meeting and return. Receipts for such use of taxi is required and must be submitted with your voucher. You will not be allowed taxi fare to obtain food or incidentals as this is provided for in the per diem allowance.

Please note that parking at the airport while you are on travel is reimbursable not to exceed the cost of poa round trip or taxi/limo, whichever is less.

ACCURACY OF EXPENSE ACCOUNT

It is important that the voucher contain complete and accurate information about expenses claimed. Incomplete or inaccurate information will result in questions that must be resolved and will cause delay in processing the vouchers and delay in the traveler's receipt of payment. The traveler's signature on the voucher certifies that the voucher is true and correct to the best of the traveler's knowledge. Falsification of an item on an expense account works as a forfeiture of the claim and may result in a fine or imprisonment, or both (see Travel Voucher - Part 1).