THE Ames Laboratory
Creating Materials & Energy Solutions
U.S. DEPARTMENT OF ENERGY

Travel Expense Voucher
Iowa State University
Ames, Iowa

EA# _____

Department	Ames Laboratory
Authorized by	Dr. Alex King
Traveler's ID No.	

☐ Employee   ☐ Student   ☐ Non Employee

Mail to address below or call ext. _____

Name:
Campus
Address:

> **Sample for meal policy explained in Aug. 2009 memo from Mark Murphy** updated with FY10 rates

General Instructions:
- Enter the date & time travel started on the first day and date and time travel ended on the last day.
- **Receipt requirements**:
  - Receipts required (marked with "R") for airline tickets, car rentals, lodging, registration fees for any amount.
  - Nonemployees receipts also required for parking and fuel.
  - Receipts required for other misc. expenses $75 and over.
- **Meals:**

Indicate all provided meals as indicated by footnotes*
- Domestic travel - Itemize meals, no receipt required unless for a meal cost of $75 and over
- Foreign travel - may claim a per diem to cover meals & incidentals

Date Yr. 20__	Time travel Status began/ended	TRAVEL From	To	AIRFARE, RENTAL CAR [R]	PERSONAL VEHICLE Miles	$ Amt	Lodging [R]	max for this site *** MEALS - See footnotes*** B	L	D	Total	Misc. Exp see codes below $ Amt.	Code
		Example from memo where						$46.00					
		Registration included Continental Breakfast											
		OLD WAY (breakfast claim denied)						~~10.00~~	15.00	17.00	32.00		
		NEW WAY (breakfast not denied, but daily total						10.00	15.00	17.00	39.00		
		is limited according to FTR allowances.)											
		Breakdown for $46/day meal allowance is											
		$7 breakfast; $11 lunch; $23 dinner, $5 incidentals.											
		Thus daily limit with continental breakfast											
		included in registration fee is $46 - $7 = $39.											

*** Please check appropriate MEAL statements:

☐ **No meals were provided**

☐ **Some meals were provided by conference, indicate by asterisk in the meal itemization (*).**

☐ **Some meals were provided by government or another lab; indicate by double asterisk (**).**

☐ **Skipped meals - leave blank or enter zero**

| | | TOTALS | | | | | | | | | 71.00 | | |

Fund	Acct	Sec Proj	Class Code	Total Reimbursement
401	25-01			$71.00

Miscellaneous Expense Codes
A. PARKING (receipt if nonemployee or over $74.99)
B. REGISTRATION (receipt for any amount)
C. PHONE OR FAX - business-related
D. CAB OR SHUTTLE (receipt if > $74.99)
E. INTERNET - business (receipt if > $74.99)
F. AIRLINE BAGGAGE FEE (justify if > 1 bag)
G. Car rental Fuel (receipt if nonemployee or > $74.99)
H. OTHER (specify & include receipt if required)

Signature of Traveler: I certify that expenses were incurred on the day and location specified in accordance with Ames Laboratory policies and procedures, and I will receive no other reimbursement for these expenses. I also certify that unless noted otherwise, no meals were provided.

Traveler Signature _____ Date _____

Approved	Date	Taxable Meals	Audited By		CHECK NO.
				AMES LAB - ISU BANK CODE 41	

SIGN and forward to Accounting, 224 TASF, with ORIGINAL RECEIPTS ATTACHED