

Travel and Food Expense Reimbursement Voucher

Completing a Travel and Food Expense
Reimbursement Voucher for Payment Processing

1) *Ensure that the personal information section of the T&FERV is filled out properly and completely.*

DEPARTMENT, INSTITUTION, OR AGENCY:		DATE FORM COMPLETED		DEPARTMENT CONTACT INFORMATION:		
				Print	Name	Ext.
Name:		City:				
Address:		State:				
		Zip:			-	
Traveler's E-mail Address for Travel Receipt Notification:				Banner ID or S.S.N.:		



- **Department, Institution, or Agency** - This is the name of the VCU department that has sponsored the travel.
- **Date Form Completed** - This is the date the department is completing the form.
- **Department Contact Information** - This should be contact information for the person who prepared the form and who can answer questions regarding the reimbursement, should any exist. A phone number is imperative.
- **Name** - Insert full, legal name as it is listed in the Banner Financial System. Do not use abbreviations or nicknames. This is part of the required three way match for payment. Nicknames often do not correlate directly to the legal name that is listed in Banner. In this situation, matching the payee to the information on the form becomes exceedingly difficult.
- **Address** – Insert home address. Do not use a campus address. The address is part of the three way match for verify payment.
NOTE: Employees and students must keep their address current via Banner Self-Service to prevent delays in reimbursements.
- **Traveler’s E-mail Address** – Insert traveler’s email address if they wish to receive notification when the Travel & Reimbursement Services department receives their reimbursement.

- **Banner ID or S.S.N.** - This is required. A V# is required to setup a payee for payment. If a V# does not exist, the SS# should be placed here. If SS# is not obtainable, please contact the Travel and Reimbursement Manager.

2) *Ensure that the certification area of the T&FERV is properly completed.*

REASON(S) FOR TRAVEL (select from drop down menu):	
I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.	
STATE EMPLOYEE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF TRAVELER	DATE
TITLE	
I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.	
TRAVELER'S SUPERVISOR SIGNATURE	DATE
PRINTED NAME:	

- **Reason(s) For Travel** - Select a University business reason for the travel from the drop down menu.
- **State Employee?** - Select “Yes” or “No”. (This affects allowable rates for mileage and the ability to reimburse insurance on rental vehicles.)
- **Signature of Traveler** - Traveler's original ink signature is preferred for the Accounts Payable’s file copy. Forms that are faxed or scanned and emailed with the traveler’s signature are acceptable.
- **Date** - Signature must be dated when signed.

BANNER INDEX		 TOTALS												
Do not type on lines 39 - 41 unless prompted to do so. 											TOTAL SHEET 2			
TOTAL SHEET 3														
GRAND TOTAL														
AMOUNT ADVANCED														
TOTAL DUE TO TRAVELER/ (TOTAL DUE BACK TO VCU)														
<u>Business Purpose/Explanation of Request for Exception:</u>														

- **1. Date** - List all travel dates in chronological order (including personal days). Dates must match those listed on the Travel Authorization.
- **2. Location** - Describe the itinerary for each day and business purpose of expenses (i.e. business meals, airport parking, lodging, etc.). If multiple expenses exist in one field, break them out in this column.
- **3a. Miles Driven** - List mileage traveled in one day. For all state employees, if mileage exceeds 150 miles/day and traveler is claiming the higher mileage rate, a cost justification is required. Some items that may be considered in a cost justification are:

When an emergency exists and is approved by the Traveler's Supervisor.

Distance to nearest Enterprise location.

Enterprise hours of operation (e.g. A one day trip may require a 2 day rental due to an early departure and late return time).

Administrative time required to obtain the Enterprise rental car.

The type of vehicle required and the number of travelers (this justification must be documented and attached to the T&FERV).

- **3b. Enter Mileage Rate** - Select the mileage rate to be used for calculating mileage reimbursement amount (.555 is the rate for travel after July 1, 2011; .51 is the rate for travel between January 1, 2011 and June 30, 2011; .246 is the lower mileage rate for state employees exceeding 150 miles in one day).
- **4. Mileage Amount to Reimburse** - If you entered miles driven in column 3 and choose the correct mileage rate, this should automatically populate.
- **5. Car Rental and Gas Expenses** - Rental vehicles and gas for rentals should be itemized in this column. Gas receipts must be itemized – a credit card statement alone will not suffice as proof of purchase for gas. If the traveler is an employee, insurance, satellite radio, etc. may not be charged to state funds. These may only be paid on local funds. Enterprise now charges a \$5 fee that covers insurance – this is mandatory for rentals. If the traveler is a non employee, the only additional options that may be paid for are LDW and CDW insurances. All other additional options must be paid on local funds.
- **6. Taxis, Shuttles, Airfare, Baggage Fees, Train & other public transportation** - An accommodation fee on train fare is an upgrade and must be charged to a local fund or reduced from reimbursement. Economy Plus is considered an upgrade for airfare and is not allowable on state funds. It must be charged to a local fund or reduced from the reimbursement.
- **7. Tolls and Parking** - Receipts should be turned in when available. However, if a receipt is missing for tolls/parking that are \$25 or less, the expenses may still be processed for reimbursement on state funds.
- **8. Per Diem Amt.** - Per Diem (meals) is for overnight travel only. Per Diem is not reimbursable for non-overnight travel. Rate is based on city in which the traveler spends the night. If city is not an exception, standard rate applies. Travel days receive a 75% Travel Day Per Diem. Any meals provided by outside sources (e.g. hotel, conference, business meal) must be subtracted from the per diem.

How to calculate a 75% travel day (foreign and domestic): Subtract incidentals from the full per diem (\$87 full per diem - \$17 incidentals = \$70); multiply by 75% ($\$70 \times .75 = \52.50); then add back in the incidentals ($\$52.50 + \17 incidentals).

Example of how to back out a meal from a 75% travel day (foreign and domestic): Subtract incidentals from allowable per diem rate ($\$56$ Allowable per diem rate - \$5 incidentals = \$51); Subtract meal provided ($\$51 - \9 breakfast provided by the conference = \$42); Multiply by 75% ($\$42 \times .75 = \31.50); Add back in the incidentals ($\$31.50 + \5 incidentals = \$36.50).

- **9. Lodging** - Allowable rates are based on where the traveler spends the night. If lodging rate exceeds the state allowable rate, a justification is required. Stating “Conference Hotel” is sufficient when lodging at the conference site. For all other lodging situations, cost justification must be provided if lodging rate is greater than 100% of the state allowable rate and a Dean Designee Level Approver’s signature is required. If lodging rate exceeds 200% of the state allowable rate, a Dean Level Approver’s signature, local funds, and justification is required. Taxes are reimbursable but do not need to be counted as part of the lodging rate when calculating overages.
- **10. Business Meals** - Dean Designee approved business meals may be reimbursed on state funds up to 150% of the meal per diem for the location of the meal, multiplied times the number of people participating in the meal. Overages greater than 150% and

alcohol must go on local funds and be approved by the Dean Level approver. Bottled water may be allowed on state or local funds as indicated in [Allowable/Non-allowable Expenditures section of Procurement Services Policies and Procedures A-Z Manual](#). All Business Meals (food for consumption other than overnight per diem or an OT meal) must include a Business Meal Calculator, regardless of the amount. Business Meals less than 150% that are all on local fund only require a Department Manager's approval.

- **11. Registration/Meeting Fees** - If paid by check, must provide a copy of the registration form and the cancelled check. If paid by credit card online, must submit a copy of the registration form and the credit card statement. All information may be redacted other than the name, last 4-digits of the credit card # and the purchase in question.
- **12. Other** - Other items reimbursable MAY include (check with your department): ATM fees for cash withdrawals for official travel expenses; reimbursement for travelers checks, certified checks and money orders; official business telephone calls, when the business purpose and individual/vendor called are listed; laundry, dry cleaning, and pressing expenses; fees for faxes and copies. A receipt is required for any expense that exceeds \$25.

4) Banner Index Code:

The index code(s) to be charged in Banner should be listed here.

5) Business Purpose/Explanation of Request for Exception:

It is helpful for the location and business purpose of travel to be restated from the travel authorization in this area. Please enter the explanation for all exceptions here.