

Travel Voucher Instructions

- Item 1: Enter traveler's e-mail address.
- Item 2: Enter traveler's last name, first name and middle initial.
- Item 3: Enter Staff Position or Unit
- Item 4 a-d: Enter complete address of traveler's place of residence (street number, city, state, and zip code).
- Item 5: Enter the traveler's telephone number including area code.
- Item 6 a: Explain purpose of travel.
- b: Enter amounts prepaid by CAP.
- Item 7: Itinerary
- a. Enter the date of travel and date of return.
- b. Enter the place of departure, destination, and return.
- c. Enter mode of travel (use two letters):
- | | | | |
|----------------------------|------|------------|---|
| Corporate Transportation | Corp | Automobile | A |
| Commercial Transportation | C | Van | V |
| Privately Owned Conveyance | P | Plane | P |
| Government Transportation | G | Bus | B |
| | | Rail | R |
- d. Indicate Reason for Stop:
- | | |
|-------------------------|----|
| Awaiting Transportation | AT |
| Mission Complete | MC |
| Authorized Delay | AD |
- e. Enter number of miles driven in Privately Owned Conveyance (POC).
- f. Enter the number of meals provided.
- Item 8: Reimbursable Expenses:
- a. Enter date expense was incurred.
- b. List description of each reimbursable expense.
- c. Indicate the amount of each expense.
- d. Leave blank – will be completed by FM.
- Item 9: Telephone Expense Approval
- a. Enter amount of business telephone expense requested for reimbursement.
- b. Supervisor's initials.
- c. Enter amount of Internet expense requested for reimbursement.
- Item 10 a-b: Signature of traveler and date signed
- Item 11 a-b: Signature of director and date signed
- Items 12-13: Leave blank – For FM use only.