

PERSONAL TRAVEL EXPENSE VOUCHER
UPPER MIDWEST ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS
ALL VOUCHERS SHOULD BE SUBMITTED WITHIN 45 DAYS AFTER COMPLETION OF AUTHORIZED TRAVEL

NAME _____

ADDRESS TO WHICH CHECK IS TO BE MAILED _____

TRIP SUMMARY: Purpose _____

Place _____ Dates _____

I. TRANSPORTATION

Point of Departure and Arrival	Mode of Travel and Other Comments	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
		Total Transportation: _____

II. TAXIS AND LIMOUSINES (Itemize)

 Total Taxis and Limousines: _____

III. TRAVEL INSURANCE (receipt required)

_____ Premium: _____

IV. LODGING

Number of days _____ @ _____ = _____
 Number of days _____ @ _____ = _____
 Total Lodging Charges: _____

V. MEALS

Number of meals for self _____ Number of meals for others _____ Total cost: _____
 Comments _____

VI. MISCELLANEOUS (Itemize)

 Total miscellaneous charges: _____

TOTAL EXPENSES: _____

I hereby certify that the above is a true statement of reasonable and necessary travel expenses incurred in the performance of official duties for UMACRAO.

Date _____ Signed: _____

Approved for payment _____ Check# _____ Issued _____ Date _____

Personal and Travel Expense Regulations and Voucher

It is the policy of the Association to reimburse its members, and others who travel at the request of the Association, for reasonable and necessary expenses incurred while traveling on authorized UMACRAO business. Each person is expected to exercise the same care in incurring expenses that a prudent person would exercise when traveling on personal business.

Receipts required: Receipts are required for lodging and for transportation expenses. Passenger coupons will suffice for air transportation.

Transportation

Members may select whether air travel, automobile travel, or travel by other means is preferable, depending on cost as well as travel time requirements. Although the general rule would be that the least expensive travel mode should be selected, weather and travel time are also reasonable considerations.

Those traveling by air are expected to travel at less than first class. In general, the least expensive class of air travel is considered to be prudent on behalf of the Association. If an airplane ticket can be obtained at a considerably cheaper rate by extending the travel stay one night, the Association may reimburse for the plane fare plus the extra night lodging charge, as long as the sum of the two charges is less than for the more expensive air ticket.

Reimbursement for use of private automobile will be at the current rate set by the Internal Revenue Service (IRS). Current rates are posted on the IRS web site at <http://www.irs.gov/>

Taxi and Limousines

All charges for all forms of public transportation should be itemized. Limousine charges normally cover one round trip home to airport and one round trip airport to hotel.

Lodging

Charges on the hotel bill for items other than lodging, such as meals and telephone calls, should not be listed as lodging costs, but under the appropriate headings. Room tax, if any, should be included as part of the lodging charge. The principle of the prudent traveler applies to room charges; those traveling in behalf of the association should utilize "standard" rooms. The Association does not pay for spouses' hotel accommodations or meals.

Meals

Requests for meal reimbursement may be submitted for meals during the required travel time. No maximum has been established for individual meals; however, the principle of the "prudent person" applies. Tips may be included with the cost of meals, but the Association will not reimburse for alcoholic beverages. The cost of meals for guests, when incurred in connection with official duties, should be reported. Names of guests and the purpose of the meeting should be listed under "Comments."

Miscellaneous

Itemize chargeable expenses not listed above, including luggage handling, checking, telephone calls (if related to Association business), registration fees, etc.