District of Columbia, Delaware & Maryland District Council

Travel expenses must be accounted for and excess amounts returned within 30 days after they were incurred.

Travel Expense Voucher

Traveler's Name _____

Auxiliary _____

Event Name& Location _____

Travel Dates _____

(1) Per Mile Rate 50.5 cents
(IRS 2008 Standard Mileage Rate)

(2) Meals & Tips Daily Allowance $59 per day (Dallas, TX)
(For other areas see footnote below)

Signature& Date _____

I certify that this accounting is correct, that I have paid out the amounts listed, amounts do not include spousal expenses (except were premitted by IRS regulations), and I have not received previous reimbursements for them.

(3) Total Amount Received in Advance

(4) Total Amount Spent $ -
(See column (14) below for total)

(5) Amount Due To Auxiliary
(Substract item 3 from item 2. If item 3 is greater than item 2, enter $0.00)
$ -

Date	Description of Expense	(6) Air, Bus, Train Fare, etc	(7) Lodging	(8) Ground Transportation (Rental Car & Gas, Taxi)	(9) Meals & Tips (multiply Daily Allowance X number of travel days)	(10) Conferences and Seminars Registration	(11) No. Miles (Personal Car Only)	(12) Mileage Reimbursement (multiply Per Mile Rate X Miles)	(13) Misc.	(14) TOTAL (add items 6-10 and 12-13)
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
										$0.00
	Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**		**$0.00**	**$0.00**	**$0.00**

(8) Meals & Tips - In most instances it is beneficial to use the "standard meal allowance" which varies based on travel location and is adjusted annually. For actual rates refer to www.gsa.gov, click on *per diem rates* and select location. Use this set amount for your daily meals and incidental expenses in lieu of keeping records of your actual costs. Also, place this amount on line item (2) above.