

P.O Box 2 Green Bank, WV 24944-0002 Tel. (304) 456-2011	National Radio Astronomy Observatory Associated Universities, Inc. TRAVEL EXPENSE VOUCHER	520 Edgemont Road Charlottesville, VA 22903-2475 Tel. (434) 296-0211 PO Box O Socorro, NM 87801-0387 Tel. (505) 835-7000
949 N. Cherry Avenue Campus Building #65 Tucson, AZ 85721-0655 Tel. (520) 882-8250		

INSTRUCTIONS: Submit in duplicate; a copy will be returned when the voucher is processed

Emp. #: _____	Filing Date: _____	 ***** Period Covered *****
Name: _____		
Address: _____	Began: _____	Hour: _____
ZIP: _____	Ended: _____	Hour: _____
Purpose of Travel: _____		

City to City Transportation	Carrier	Dollars	Cents
From _____	Private Car: _____	Miles at	
To _____			
From _____		Rental Car	
To _____			
From _____		Airlines	
To _____			
From _____	<input type="checkbox"/> AUI Car	<input type="checkbox"/> Government Car	
To _____	<input type="checkbox"/> Shuttle	<input type="checkbox"/> Other	
U.S. Per Diem _____	Days at \$40.00 (less _____ meals provided)		
Foreign Per Diem _____	Days at \$53.00 (less _____ meals provided)		
Actual Meal Cost in Lieu of Per Diem (not to exceed daily allowed per diem) _____			
Lodging (attach receipt) _____			
Miscellaneous Expenses (if these expenses are over \$75.00 MUST include receipts) _____			
Less: Amount Received From Another Organization _____			
Account/Project Number(s) _____	Total Expense		
Traveler's Signature _____	Less: Cash Advance		
Traveler's Social Security No. _____	Less: Transportation Advance		
(If non-NRAO Employee)	Due Traveler		
Approved _____	Due AUI		

Miscellaneous Expenses (Taxis, Airport Limo, Tolls, Parking, Phone, Fax, Etc.)					
Date	Description	Amount	Date	Description	Amount
Total (enter above)			Total (enter above)		

REIMBURSEMENT WILL BE MADE FOR THE FOLLOWING:

To Begin

- * All Travel Expense Vouchers must now include your RAO # (NRAO Employee Number)
- * All Travel Expense Vouchers must include the Purpose of the travel
- * All Travel Expense Vouchers must include account # and Approval Signature.
- * If Travel Expense charge is to be split, list account numbers separately on lines provided on voucher.
Remember, NRAO account numbers can be found at <<http://www.nrao.edu/internal/wbs/>>
- * If you would like a copy of your Travel Expense Voucher returned with your reimbursement check, you must turn a duplicate copy into Fiscal Department.
- * All Basic Research travel authorizations and vouchers MUST pass through the Division of Science and Academic Affairs (DSAA) Office for coding prior to submission to the Fiscal Office. Please contact Selfa Lucero at slucero@nrao.edu or via fax at 505-835-7422.

Transportation:

First Class Rail Fare, Pullman (*attach receipts*).
Plane Fare -- less than First Class unless authorized beforehand (*attach receipts*).
Use of Private Vehicle at 40.5 Cents Per Mile (*show mileage*).
Use of Rented Vehicle (*attach receipts*).
Bridge, Highway, Tunnel Tolls, and Parking.
Taxis, Buses, Airport Coach (*list*).
Shuttle, Government and AUI Car (*indicate use of*).

Per Diem:

Normally paid in lieu of meals, tips, laundry, valet, etc., and is based on the hours the traveler is away from the duty station. One-fourth of the daily allowance is payable on the actual elapsed time basis, for each six hour period or fraction thereof, from the commencement of travel to completion. No per diem for travel completed between the hours 0800 and 1800. If per diem is not computed correctly, it will be adjusted by the Fiscal Division.

Actual Cost in lieu of:

Travelers wishing to claim actual cost in lieu of NRAO provided per diem may do so NOT to exceed allowed daily per diem rate with no receipts required.

**Deduction for
Furnished Meals:**

The cost of meals shall be deducted from the per diem allowance whenever it is included in the cost of lodging, conference registration, or furnished by others, etc., in accordance with the following schedule:

	Domestic	Foreign
Breakfast	\$5.75	\$7.65
Lunch	\$8.00	\$10.50
Dinner	\$15.00	\$19.85
Misc. Expenses	\$11.25	\$15.00
	<u>\$40.00</u>	<u>\$53.00</u>

Lodging:

Actual expenses (*attach receipts*).

**Taxis, Airport Limo,
Tolls, Parking, Etc.**

List all commuting charges separately.

**Miscellaneous
Expenses:**

Postage for all official letters and packages. Stationery supplies and other small items. Typewriter rental and excess or storage of baggage. Stenographic, computing and drafting services. Business telephone calls. Safe arrival calls (*attach receipts*).