

<b>UNIVERSITY CORPORATION FOR ATMOSPHERIC RESEARCH JOINT OFFICE FOR SCIENCE SUPPORT</b> P. O. Box 3000, Boulder, Colorado 80307-3000	Travel Authorization No.:
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<b>TRAVEL VOUCHER</b>	Employee ID No.:
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<b>Date:</b>	Questions regarding this trip should be referred to <div style="text-align: center;">X</div>	Date Received in Travel Office	Visitor ID No.:
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Name of Traveler:	Telephone:	Home Institution:
Address:		
<div style="color: red; font-weight: bold;">Your check will be sent to this address</div>		
<b>Meeting Dates:</b>		
-		
Period Covered		
Began: <input style="width: 100%;" type="text"/>		
Ended: <input style="width: 100%;" type="text"/>		

Purpose of Trip:	Participant cost? <input type="checkbox"/> Y <input type="checkbox"/> N	Reimbursement Claimed		*Charges to Corporation (Including Tickets)	
		Domestic	Foreign	Domestic	Foreign
Itinerary: Listed Hazardous Country? <input type="checkbox"/> Y <input type="checkbox"/> N					
From:					
To:					
From:					
To:					
From:					
To:					
Private Auto: _____ miles @ 0.560 per mile (IRS 01-2014 rate) Total:		\$0.00	\$0.00		
PerDiem: _____ days @ \$_____ per day. _____ City					
Domestic _____ days @ \$_____ per day. _____ City					
_____ days @ \$_____ per day. _____ City					
PerDiem: _____ days @ \$_____ per day. _____ City					
Foreign _____ days @ \$_____ per day. _____ City					
Notes: _____ Total:					
**Lodging (Room and Tax only): _____ Total:					
**Miscellaneous Expenses (Taxi, Bus, Parking, etc.): _____ Total:					
**Rental Car: _____ Total:					
**Other (Registration Fees, Honorarium, etc.): _____ Total:					

Certified Correct: <b>X</b>	Total Expenses: (Domestic and Foreign) <b>A</b>	\$0.00	<b>B</b>
_____ Traveler's Signature                      Date	**Personal Expenses Charged to Corporation: <b>C</b>		
Account Key: _____	Cash Advance: <b>D</b>		
Approved for Charge By: _____ Date: _____	Due Traveler: <b>A-C&gt;D</b>	\$0.00	
By: _____ Date: _____	Due Corporation: <b>A-C&lt;D</b>	\$0.00	
	*Amount to be reimbursed by another organization: <b>E</b>		

<input type="checkbox"/> Check if househunting / relocation.	Total Cost of Trip to Corporation:	<b>A+B-C-E</b> <b>\$0.00</b>
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\*Charges to Corporation should include only airline tickets, rental cars, lodging, or other travel expenses billed directly to Corporation.  
 \*\*Enter details on reverse side of this form.

CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS (if not indicated on TA)

Include Page 5 (Waiver Checklist) of this workbook, if not included with the TA, to indicate Certification of Unavailability of U.S. Flag Air Carriers. MUST be signed by a professional travel agency.



