

UNIVERSITY CORPORATION FOR ATMOSPHERIC RESEARCH
JOINT OFFICE FOR SCIENCE SUPPORT

P. O. Box 3000, Boulder, Colorado 80307-3000

Travel Authorization No.:

TRAVEL VOUCHER

| | | | |
|-------|---|--------------------------------|-----------------|
| Date: | Questions regarding this trip should be referred to X | Date Received in Travel Office | Visitor ID No.: |
|-------|---|--------------------------------|-----------------|

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|--|--|--|-------------------|
| Name of Traveler: | | Telephone: | Home Institution: |
| Address: Your check will be sent to this address | | Period Covered Began: _____ Ended: _____ | |
| Meeting Dates: - - - | | | |

| | | | | | | |
|--|--|--|-----------------------|---------|---|---------|
| Purpose of Trip: | | Participant cost? <input type="checkbox"/> Y <input type="checkbox"/> N | Reimbursement Claimed | | *Charges to Corporation (Including Tickets) | |
| Itinerary: Listed Hazardous Country? <input type="checkbox"/> Y <input type="checkbox"/> N | | | Domestic | Foreign | Domestic | Foreign |
| From: To: | | | | | | |
| From: To: | | | | | | |
| From: To: | | | | | | |
| Private Auto: miles @ 0.560 per mile (IRS 01-2014 rate) Total: | | | \$0.00 | \$0.00 | | |
| Per Diem: Domestic days @ \$ per day. City | | | | | | |
| Per Diem: 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: X | | Total Expenses: (Domestic and Foreign) | A | \$0.00 | B | |
| Traveler's Signature Date | | **Personal Expenses Charged to Corporation: | C | | | |
| Account Key: _____ | | Cash Advance: | D | | | |
| Approved for Charge By: _____ Date: _____ | | Due Traveler: | A-C>D | \$0.00 | | |
| By: _____ Date: _____ | | Due Corporation: | A-C<D | \$0.00 | | |
| | | *Amount to be reimbursed by another organization: | E | | | |
| <input type="checkbox"/> Check if househunting / relocation. | | Total Cost of Trip to Corporation: | | A+B-C-E | \$0.00 | |

*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.

DOMESTIC

INSTRUCTIONS

Receipts (original when possible) for transportation, lodging, parking, laundry, and other miscellaneous items, greater than \$50, must be attached to this voucher. If NO receipts are attached, please provide "Exception to Policy" approval.

All long distance telephone calls must be itemized as business or personal.

CHARGES TO CORPORATION

| DATE | LODGING (Place or City) | AMOUNT | MISC. EXPENSES (Type of Expenses) | AMOUNT | OTHER (Reg Fees, Honorarium, etc.) | AMOUNT |
|--------|----------------------------|--------|--------------------------------------|--------|---------------------------------------|--------|
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| TOTAL: | | | | | | TOTAL: |

| DATE | RENTAL AGENCY | LOCATION | AMOUNT |
|------|---------------|----------|--------|
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REIMBURSABLE TO TRAVELER

| DATE | LODGING | AMOUNT | MISC. EXPENSES (Type of Expenses) | AMOUNT | OTHER (Fees, Honorarium, etc.) | AMOUNT |
|---------------|---------|--------|--------------------------------------|--------|-----------------------------------|--------|
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| TOTAL: | | | TOTAL: | | TOTAL: | |

| DATE | RENTAL AGENCY | LOCATION | AMOUNT |
|------|---------------|----------|--------|
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Explanation of Personal Expenses or detailed amount to be reimbursed by another organization:

FOREIGN

INSTRUCTIONS

Receipts (original when possible) for transportation, lodging, parking, laundry, and other miscellaneous items, greater than \$50, must be attached to this voucher. If NO receipts are attached, please provide "Exception to Policy" approval.

All long distance telephone calls must be itemized as business or personal.

CHARGES TO CORPORATION

| DATE | RENTAL AGENCY | LOCATION | AMOUNT |
|------|---------------|----------|--------|
| | | | |

REIMBURSABLE TO TRAVELER

| DATE | RENTAL AGENCY | LOCATION | AMOUNT |
|------|---------------|----------|--------|
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Exchange rate(s) used:

(e.g. \$1 USD=1.8924 Euro)