



# TRAVEL ADVANCE / REIMBURSEMENT VOUCHER

**Instructions:** Submit this form within 10 days of completing travel along with required receipts. Please send signed voucher to NASF's Fiscal Specialist, [oreynolds@stateforesters.org](mailto:oreynolds@stateforesters.org) and copy the Grants Coordinator, [zfirgau@stateforesters.org](mailto:zfirgau@stateforesters.org) and the Director of Finance and Administration, [rchapman@stateforesters.org](mailto:rchapman@stateforesters.org).

<b>Please complete all applicable fields below. Incomplete forms will not be accepted and payments may be delayed.</b>								
<b>Indicate the payment type:</b> Advance			Reimbursement			Submission Date:		
<b>Name:</b>				<b>Third Party</b> (payee is different from traveler):				
<b>Address:</b>				<b>Address:</b>				
<b>Email:</b>				<b>Email:</b>				
<b>Phone:</b>				<b>Phone:</b>				
<b>Purpose of Travel:</b>								
<b>Location:</b>								
<i>NASF Accounting Codes: Because the National Association of State Foresters reimburses travel associated with both federal and non-federal funding sources it is necessary to distinguish how charges should be coded. If you are charging travel to more than one code, please indicate how the charges should be divided, including dollar amount, in the Notes section below.</i>								
<b>Code Type</b>	NASF Federal Travel Grant Committee Codes			<b>Code</b>	Choose an item.			
	NASF Federal Grant Codes				Choose an item.			
	NASF Business Codes				Choose an item.			
<b>Authorization (required):</b>								
<b>DATE(S) OF TRAVEL</b>								
<b>Receipts are required to support the costs in each travel category, unless otherwise noted below, and should be included when submitting this form. Incomplete forms or missing receipts may cause resubmission of the travel voucher, and a delay in payment.</b>								
<b>Insert date at top of each column</b>								<b>TOTALS</b>
<b>PERSONAL Vehicle</b> (Enter # of miles)								
Mileage @ .67 cents/mile								
<b>AGENCY Vehicle</b> (Enter # of miles)								
Mileage @ .18 cents/mile								
<b>PLEASE NOTE:</b> Fuel cost is included in the mileage reimbursement \$/mile for a personal or agency vehicle. If you are renting a vehicle additional fuel reimbursement is allowable. Please include this charge in the total cost of the Auto Rental line item entry.								
Meals *Receipt reqd if exceeds \$60								
Lodging								
Plane/Train/Bus								
Taxi/Bus *Receipt reqd if exceeds \$15								
Auto Rental								
Parking								
Registration Fees								
Incidentals *Receipt reqd if exceeds \$5								
<b>Travel Total</b>								
<b>Reimbursement Total</b>								
<b>Advance Total</b>								
<b>TOTAL DUE</b>								
<b>Notes.</b> Input any notes to explain the above charges. <b>If multiple charge codes are required, please distinguish how each should be billed. If you are requesting an ADVANCE, state the cost category and amount (i.e. \$62.50 for 100miles in personal vehicle, \$600 for 3 day conference hotel stay etc.).</b>								
<b>Certification:</b> By signing below, I certify all information in this report is true, complete, and accurate to the best of my knowledge. I have read, understand, and agree to adhere to all requirements set forth in the NASF Travel Policy version 7.2022 (effective July 1, 2022).								
<b>Traveler's Signature</b>					<b>NASF Approval</b>			
<b>Payments will be made within 30 days of the voucher submittal date. Please keep a copy of the completed voucher sent to NASF. Please contact NASF if payment has not been received within two (2) weeks of voucher submittal.</b>								

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*All receipts should be scanned or saved as a PDF and combined with the voucher to form a single PDF with the Travel Voucher and all supporting documents. Please use this form to request ONLY travel payments. Costs for anything outside of travel should be submitted with a separate invoice to NASF.*

*Requirements and tips for completing the Travel Voucher are below, but please reference NASF's full Travel Policy for detailed instructions and explanation of requirements for all individuals requesting payment for travel.*

## **Tips for Completing Travel Voucher**

- ACCOUNTING CODES: Codes are tied to employment type, not travel type. i.e. if you are paid via a federally funded contract, all travel should be billed to the appropriate NASF Federal Grant Code.
- Personal and agency auto mileage should be based on actual mileage. Proof of this should be supplied via GoogleMaps screenshot or car odometer reading.
- Total lodging costs should be supported with itemized bill or receipt.
- Air/Train/Bus travel support should include a receipt for cost and itinerary.
- Taxi/Bus receipt only required if expense exceeds \$15.00 per trip.
- Incidental receipt only required if charges exceed \$5.00 per day.
- Meals receipt only required if expense exceeds \$60 per day.
- Please only insert numbers in each cost category section. Text or other information should be inputted in the Notes section.

Travel Total line calculates automatically per inputs in each category. Individuals then manually input the amount into the Reimbursement Total or Advance Total lines. The Total Due line will then automatically calculate.

## **Internal and Federal Travel Regulations**

- First class tickets are unallowable. Reasonable accommodations may be made for tickets above coach class, but approval is required by NASF prior to purchase.
- Costs of alcoholic beverages are unallowable.
- Meals provided during a conference or included in registration fees are not available for additional reimbursement under the Meals category. NASF reimburses meal on an 'actual cost' basis not federal per diem rates.
- Mileage rates are updated yearly by the IRS. Voucher will be updated in accordance to any increases or decreases.
- Travelers are not eligible to request mileage reimbursement for rental cars, but they may request reimbursement for actual gas costs. If using a personal or agency vehicles, Travelers may only request reimbursement for mileage, charges for gas are not allowable.
- NASF reimburses per actual cost incurred but travelers are encouraged to reference GSA rates to ensure all costs are reasonable for date and location of travel.