

## ARCUS Travel Voucher

<b>Name</b>		In accordance with ARCUS policy 4.2.2, travel expense claims must be submitted within 30 days of the completion of travel			
<b>Mailing Address</b>					
To which reimbursement check should be mailed		<b>Travel Began</b> (travel from airport to airport)			
		Date	Time		
<b>Phone</b>		<b>Travel Ended</b> (travel from airport to airport)			
<b>Purpose of trip</b>		Date	Time		
I certify that the listed expenses were incurred by me for ARCUS business as described under "Purpose of trip."					
<b>Signature</b>					
<b>DESCRIPTION</b>		<b>Reimbursement Claimed</b>		<b>Paid by ARCUS</b>	
<b>Air Travel</b>		<b>Domestic</b>	<b>Foreign</b>	<b>Domestic</b>	<b>Foreign</b>
<b>From</b>	<b>To</b>				
<b>Private Auto / Rental Car / Taxi / Shuttle / Bus</b>					
<b>Baggage Fees / Parking</b>					
<b>Lodging</b>					
<b>Per Diem</b>					
<b>Internet</b>					
<b>Tips</b>					
<b>Registration</b>					
<b>Other</b>					
<b>Total Expenses, Domestic &amp; Foreign</b>		<b>A</b>		<b>B</b>	
A - total reimbursement claimed B - total paid by ARCUS					
<b>Ref. TA#</b>	_____	<b>Personal Expenses</b> any ARCUS-paid expense traveler is responsible for			<b>C</b>
<b>Checked By</b>	_____	<b>Cash Advance</b> money received by traveler before travel began			<b>D</b>
<b>Approved by</b>	_____	<b>Due Traveler</b> total reimbursement less personal exp. and cash adv.			<b>A-C&gt;D</b>
<b>Date</b>	_____	<b>Due Corporation</b> cash advance monies not used during travel			<b>A-C&lt;D</b>
<b>Accounting</b>		<b>Reimbursed by Other Organization</b>			<b>E</b>
		<b>Total Cost to ARCUS</b>			<b>A+B-C-E</b>

**NOTES**

## ARCUS Travel Voucher

**INSTRUCTIONS:** Original receipts for transportation, lodging, parking, internet, registration and other items must be attached to this voucher.

Private Auto				COST
From	To	Date	Miles	
			@58¢ =	
			@58¢ =	
<b>TOTAL</b>				
Rental Car				
City	Company	Date	Daily Price	
<b>TOTAL</b>				
Taxi / Shuttle / Bus				
From	To	Date	Type	
<b>TOTAL</b>				
Baggage Fees/Parking				
<b>TOTAL</b>				
Lodging				
City	Hotel	Check - In	Check - Out	
<b>TOTAL</b>				
Internet	Cost	Date	Per Diem	
			Circle the appropriate below	
			Breakfast Lunch Dinner Travel	
<b>TOTAL</b>			Breakfast Lunch Dinner Travel	
Tips			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
<b>TOTAL</b>			Breakfast Lunch Dinner Travel	
Registration			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
<b>TOTAL</b>			Breakfast Lunch Dinner Travel	
Other			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
<b>TOTAL</b>			Breakfast Lunch Dinner Travel	
<b>TOTAL</b>			<b>TOTAL</b>	

## **ARCUS Travel Reimbursement**

### Documenting your expenses

Your travel, accommodations, and meeting expenses will be covered by ARCUS on a reimbursable basis. Please retain all original receipts for airfare, ground transportation, housing, and other business-related expenses (see list below).

**VERY IMPORTANT:** You will be provided with Travel Vouchers that must be turned in within 30 days of completion of travel (in accordance with ARCUS Policy 21-3).

The ARCUS Business Office will process your travel voucher and reimbursement will be provided approximately two weeks after receipt of your voucher, with all required receipts attached.

The following information and materials must be submitted with your Travel Voucher for reimbursement:

1. Original or electronic copy of airline ticket stub and boarding passes (even if the ticket was paid for directly by ARCUS). If you are using ticketless travel we require boarding passes and confirmation of purchase, which must include the cost of the ticket.
2. Original or electronic hotel or housing receipt (if hotel is paid directly by ARCUS, no receipt is required from the traveler).
3. Original receipts for any ground transportation (NOTE: Rental cars will not be reimbursed unless PREAUTHORIZED by ARCUS). Private auto mileage reimbursement will not exceed the amount of a comparable airfare. Itemize and describe private auto usage in the "Explanation of personal or unreceipted expenses" section of the travel voucher.
4. Original receipts for any preauthorized ARCUS business-related expense (i.e., copying charges, faxes, etc.).
5. Copy of your itinerary. Travel will be reimbursed from airport to airport. If you should schedule a layover that is not on your regular route, approval is required from the project manager, which clarifies the charges for the meeting portion of the trip.
6. All reimbursement requests must be submitted within 30 days of completion of travel. Any vouchers not received within 30 days of completion of travel are not required to be processed by ARCUS.

NOTE: If ARCUS paid directly for your airfare and lodging and you do not have any receipts (besides boarding passes), a signed, original travel voucher form **STILL MUST BE SUBMITTED** for auditing purposes.

### **Per Diem**

ARCUS does not reimburse specific meal costs, but rather pays per diem. The per diem rate is determined by the current GSA per diem rates for meals only (it does not include incidentals). In the case of non-continental US or international travel, Department of Defense/Department of State per diem rates are used (does not include incidentals). A proportionally reduced per diem allowance will be calculated if meals are furnished.

A traveler will receive two travel days, one traveling to the meeting and one traveling from the meeting. Travel days are paid at three-fourths of per diem if the scheduled time elapsed from origin departure time to destination arrival time is less than twelve (12) hours (airport to airport). Travel time equal to or greater than twelve (12) hours and foreign travel will be paid a full day per diem.

Send requests for reimbursement to: ARCUS, 3535 College Rd, Suite 101, Fairbanks, AK 99709; [arcus@arcus.org](mailto:arcus@arcus.org); <http://www.arcus.org>

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