



PERSONAL TRAVEL EXPENSE VOUCHER

| | |
|---------------------------------|--|
| Name | |
| Address | |
| Telephone | |
| Destination/ Purpose | |
| Dates | |

Commercial Transportation (attach receipts)

| From | To | Amount |
|------|----|--------|
| | | \$ |

Personal Automobile (attach documentation of mileage)

| From | To | Miles | Rate | Amount |
|------|----|-------|--------|--------|
| | | | \$0.56 | \$ |

Hotel (attach receipt)

| Name | Check-In Date | Check-Out Date | Amount |
|------|---------------|----------------|--------|
| | | | \$ |

Meals (attach receipts; \$45 limit per day)

| | SUN | MON | TUE | WED | THU | FRI | SAT |
|-----------|-----|-----|-----|-----|-----|-----|-----|
| Breakfast | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Lunch | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Dinner | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Total | \$ | \$ | \$ | \$ | \$ | \$ | \$ |

Tolls, Local Transportation, Parking, Other (itemize and attach receipts)

| Description | Date | Amount |
|-------------|------|--------|
| | | \$ |
| | | \$ |
| | | \$ |

| | |
|----------------------------------|----|
| Total Travel Expenditures | \$ |
|----------------------------------|----|

Person Requesting Payment: I hereby certify that the above is a true statement of reasonable and necessary travel expenses incurred in the performance of official duties for SACRAO.

| | |
|-------|------------|
| Date: | Signature: |
|-------|------------|

Authorization by President or appropriate Committee Chair

| | |
|-------|------------|
| Date: | Signature: |
|-------|------------|

Treasurer

| | | |
|-------|----------|------------|
| Date: | Check #: | Signature: |
|-------|----------|------------|

**INSTRUCTIONS
PERSONAL TRAVEL EXPENSE VOUCHER**

Complete this form to request reimbursement of travel expenses incurred while on official SACRAO business.

1. Receipts are required for expenditures of \$25 or greater, but should be included for all expenses regardless of amount whenever possible.
2. Destination/Purpose should include the reason you are traveling for SACRAO, i.e., Program Committee, Nomination and Elections Committee, SACRAO task force, etc. Include the place (city and state) where the meeting was held.
3. Reimbursement for transportation cost must include a receipt. Use of a private automobile will be reimbursed at the applicable U.S. government IRS rate for the actual miles driven (\$0.56/mile for 2021), not to exceed the cost of 21-day advance round-trip fare on a commercial carrier. Document mileage by including a copy of a Mapquest, Google Maps, or similar routing. Receipts are required for tolls and parking whenever possible.
4. The use of a rental car is not reimbursable unless approved in advance by the SACRAO President.
5. Lodging costs are reimbursed at the total daily room rate, including taxes, times the number of days of occupancy. Include room service charges, such as meal charges, only when appropriate. Other personal room charges, i.e., telephone, movies, laundry, etc., will not be reimbursed.
6. SACRAO has a daily meal allowance of \$45. Include only those meals for which you paid for personally, not those billed to the group or paid otherwise.
7. If you used a taxi or limousine for transportation, please itemize the cost and indicate the point of origin and final destination. Itemize any other miscellaneous expenses.
8. After you complete this travel voucher, please forward it and all required receipts to the SACRAO president or the appropriate Committee Chair for authorization.

All requests for payment must be submitted within 30 days of the event or transaction. Please attach documentation (invoice/receipt) for requested expenditures and send to the SACRAO President or the appropriate Vice President/Committee Chair for authorization.

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