SACRAO

SOUTHERN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS

PERSONAL TRAVEL EXPENSE VOUCHER

Name	
Address	
Telephone	
Destination - City, County, State	
Dates and Purpose	

Commercial Transportation (attach receipts)

From	To	Amount
		$

Personal Automobile (attach documentation, Based on rates as of Jan1, 2026

From	To	Miles	Rate	Amount
		10.00	$0.725	$ 7.25

Hotel (attach receipt)

Name	Check-In Date	Check-Out Date	Amount
			$

Meals (attach receipts; Limits based on federal GSA rates at https://www.gsa.gov/travel/plan-book/per-diem-rates)

	SUN	MON	TUE	WED	THU	FRI	SAT
Breakfast	$	$	$	$	$	$	$
Lunch	$	$	$	$	$	$	$
Dinner	$	$	$	$	$	$	$
Total	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

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

Description	Date	Amount
		$
		$
		$

Total Travel Expenditures	**$** 7.25

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 ($0.725/mile for 2026), 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 based on the current federal GSA rates Include only those meals for which you paid for personally, not those billed to the group or paid otherwise. Tips are calculated in the total. Alcohol purchases are not eligible for reimbursement. The first and last day of travel is limited to 75% of the daily total for Meals and Incidental Expenses (M&IE).

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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