Travel Reimbursement Guidelines

1. Access the Per Diem calculator: http://perdiemcalc.net/gsa/
Plug in the dates, and make sure you select "VA" - and scroll down in the list to see if there is a special category. (There is a standard VA rate, but places like NoVa, VA Beach, etc. often have more generous rates.)

2. Fill out the Excel sheet electronically. (attached)
Use the per diem calculator to fill in food costs and support any lodging fees. Insert the mileage and the sheet will calculate the cost automatically. Use mine as a guide, attached. Some tips:
a. Use only one horizontal line per calendar date.
b. Include descriptions of expenses in second column.
c. Note, the room rate for VA Beach is $185, but that is pre-tax, so submit the entire cost.
d. Make sure you fill out ALL the information on the form, including marking "Personal Vehicle" and "Not state employee" in top right (if that's accurate for you) and the purpose of the trip. I marked those in blue on my form to show where.

3. Print out ALL supporting documentation.
Excel sheet; screenshot of Per Diem calculator (print from webpage or save image and print); ALL receipts including hotel, tolls, train tickets, metro, parking receipts, etc., etc. If you drive, please include Google map printout showing mileage.

4. Sign AND initial your Excel sheet.
Sign and initial; I've circled mine in pink so you can see where.

5. Mail it to Kenneth.
Kenneth Crawford
1111 E. Broad St.
Richmond, VA 23219
Kenneth requires original signatures, so email .pdf doesn't count.

If you have questions, you can ask Kenneth Crawford directly, or ask Diana. Kenneth can be reached at Kenneth.crawford@governor.virginia.gov and 804-786-8294. Diana can be reached at devallllobera@gmail.com or 787-375-3910.
## TRAVEL EXPENSE REIMBURSEMENT VOUCHER

**DEPARTMENT, INSTITUTION, OR AGENCY**

**VLAB - Commerce & Trade**

**PREPARE WITH INK OR TYPEWRITER. USE ADDITIONAL SHEETS WHEN NECESSARY.**

### PERSONAL VEHICLE USE STATEMENT - STATE EMPLOYEES ONLY

- **X** PERSONAL VEHICLE - COST BENEFICIAL TO THE STATE - PERSONAL MILEAGE RATE
- STATE VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE
- STATE VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

I HEREBY CERTIFY THAT EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS OF THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS.

**STATE EMPLOYEE?**

- **YES**
- **NO**

**SIGNATURE OF TRAVELER**

[Signature]

**DATE**

06/20/17

**TITLE**

VLAB Member

---

### TRAVELER'S SUPERVISOR

**DATE**

---

<table>
<thead>
<tr>
<th>1. DATE</th>
<th>2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY, METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED EACH DAYS EXPENSES MUST BE SHOWN SEPARATELY</th>
<th>3. MILES TRAVELED</th>
<th>4. MILEAGE</th>
<th>5. AUTO EXPENSE (ITEMIZE IN SECOND COLUMN)</th>
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<th>7. LODGING</th>
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**TOTALS**

223.63 | 41.00 | 88.50 | 212.90 | 0.00 | 566.03

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**PURPOSE OF TRIP**

- CONFERENCE
- ATHLETICS
- RECRUITMENT
- VLAB Quarterly Meeting
- INVESTIGATIONS
- EDUCATION
- FIELD WORK
- X OTHER (EXPLAIN)

**TOTAL SHEET 2**

0.00

**GRAND TOTAL**

566.03

**AMOUNT ADVANCED**

Payment/(Due to Agency) 566.03

---

**TRANS**

**AGENCY**

**GLA**

**FUND**

**FFY**

**PROGRAM**

**SUB**

**ELE**

**OBJECT**

**REVENUE SOURCE**

**AMOUNT**

**PROJECT**

**PROJECT**

**TK**

**PH**

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**COST CODE**

**FIPS**

**PSD**

**AGENCY REFERENCE**

**INVOICE**

**DUE DATE**

**REFERENCE DOC**

**DATE**

**NUMBER**

**MM DD YY**

**NUMBER**

**SX**

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**DESCRIPTION**

**CURRENT DOCUMENT**

**SUBSIDIARY ACCOUNT**

**MULTI-PURPOSE**

1099

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**CHECK IF**

**CONTINUATION SHEET ATTACHED**
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<th>1. DATE</th>
<th>2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY. METHOD OF TRANSPORTATION USED AND MILEAGE RATE ALLOWED. EACH DAY'S EXPENSES MUST BE SHOWN SEPARATELY.</th>
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I certify all computations are correct and that all necessary and required receipts are attached.

| TOTALS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

I HEREBY CERTIFY THAT THE TRAVEL UNDERTAKEN IN THIS REIMBURSEMENT VOUCHER HAS BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS OF THE COMMONWEALTH.

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