

Center for Civic Education Travel Voucher

Purpose of trip: _____

Dates--From: _____ To: _____

Please print

Name: _____
Address _____

City, State Zip _____

Check box if new address

Signature _____

Phone#: _____

Date: _____

PLEASE READ:

Receipts are required for all items indicated by an asterisk below, and for any single expenditure of \$25 or more. Please mail the original travel voucher. No copies or faxes will be accepted.

Detailed Expenses

Lodging/Food:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
Dates:	_____	_____	_____	_____	_____	_____	_____	
Lodging *								
Breakfast								
Lunch								
Dinner								
Transportation:								
Airfare *								
Taxi/Shuttle *								
Taxi local								
Parking/Tolls								
Mileage @.30								
Other:								
Phone, Fax								
Other (explain)								
Totals								

Comments _____

Summary of Expenses

Total Expenses (from above)	
Less Cash Advance	
Less CCE Prepays	
Amount due	
Amount Due to CCE	

CCE Coordinator _____

FOR CCE ACCOUNTING USE ONLY:

DATE: _____ AMOUNT _____

ACCOUNT _____

FISCAL OFC.: _____

APPROVED: _____

INSTRUCTIONS

1. Travel costs are allowable for necessary expenses for transportation, lodging, subsistence, and related items incurred by authorized persons on official business for the Center for Civic Education.
2. Air Travel: Air Travel will be on a coach/economy basis.
3. Automobile Travel: The use of personal automobiles on official business will be reimbursed at the rate of 30 cents per mile. However, if travel is by privately owned vehicles when commercial air travel is available, then reimbursement will be at cost of such air travel or the cost of travel by privately owned vehicle at the above rate, whichever is less.
4. Taxi fares: Taxis are not to be used unless no other less expensive means of travel is reasonably available.
5. Car Rental: Reimbursement for car rentals will be made when justified from the standpoint of economical use of time or necessities incident to a particular trip. Please use compact or economy models and ask for the discounts.
6. Lodging: Commercial or government rates should always be requested. Reimbursement will be made for actual expenses of a single accommodation not to exceed the maximum allowable for the area. Supporting documentation is required for lodging.
7. Meals: Meals are reimbursed on a per diem basis determined by the Federal Travel Regulations. The maximum allowable is \$38.00 (Breakfast \$8.00; Lunch \$10.00; Dinner \$20.00).
8. Entertainment: Entertainment expenses are not allowed.
9. Incidentals: Airport portage fees, business-related telephone calls, parking and tolls, are examples of allowable incidental items. Tips, bar charges, laundry charges, and personal telephone calls are examples of unallowable items.

Please submit this travel voucher to the Center for Civic Education, 5146 Douglas Fir Rd. Calabasas, CA 91302, within fifteen days after completion of trip.