carf INTERNATIONAL

TRAINEE EXPENSE VOUCHER

Please submit your voucher as soon as possible.
Keep a copy, including receipts, for your records.

CSU:

Name:
Training Dates: From: To:
Training Title:
City/State:

Home Address: (Business address will not be accepted).

Notice: if you change your name or state in which you reside, federal law requires that you submit a new W-4 form (located on the surveyor website) to CARF.

	USD	Foreign
Lodging and Meals		
Lodging (no movies, gift shop, laundry, or phone charges)		
Meals (transfer from the **Meals worksheet**)		
Transportation		
☐ Check here if you drove to the training		
Personal transportation: miles:	$ -	
kilometers:		$ -
Rental car, including gas (with prior CARF approval required - no estimates, actual receipts required)		
Tolls/taxis/parking		
Baggage fee (1 bag each way - excluding overweight charges)		
Tips (non-meal)		
Other misc. (Please specify)		
TOTAL EXPENSES		

By signing below I hereby acknowledge that I have:

1. **Provided complete and accurate information regarding the above expense re-imbursement request.**
2. **Read and understand the CARF Surveyor Code of Conduct, state that my current conduct conforms to the Code; and agree that my future conduct will at all times conform to the Code.**

Signature: **Date:**

CARF Office Use Only

Account Code: Project #:

Approval Surveyor #
Date Paid Check # Net Pay

Send form to:
CARF
Attn: Deborah Boykins
6951 E. Southpoint Road
Tucson, AZ 85756

Voice/TTY:
1-800-444-8991

Sign-up for Payroll Direct Deposit (form available on the surveyor website)

Expense Direct Deposit coming soon!

Please remember to attach:

*** All ORIGINAL, unaltered, itemized receipts with date and name of establishment.**

*** Copy of your airline ticket or itinerary (if any).**

If you have any questions regarding the policy and procedures for reimbursable expenses, please refer to the Surveyor Policies and Procedures on the Surveyor website. (Click text to open website)