

INSTRUCTIONS FOR COMPLETING PSMFC TRAVEL VOUCHER

Enter the last four digits of your social security number, full name and complete address of claimant, **project name**, contact telephone number, program number, and your purpose of travel (e.g., "Attending meeting with John Brown of NMFS to discuss Marine Mammal regulations.")

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

ITINERARY: Enter month/day (xx/xx) on which expenses were incurred. Enter city/state and time of arrival to destination.

Per Diem: When lodging is required, the actual cost of lodging (including applicable taxes) incurred by traveler plus 75 percent of the M&IE rate per the FTR prescribed for the destination location for the first day of travel (departure day) will be reimbursed. For each full day (24 hours) the employee is in travel status, per diem shall be the actual cost of lodging plus the prescribed M&IE rate for that location. For the day travel ends (return day), per diem allowance shall be 75 percent of the applicable M&IE rate of the previous day.

Meals & Incidental Expenses (M&IE): Enter fixed allowance for meals and incidentals for the designated city. Maximum per diem rates are paid as prescribed in the Federal Travel Regulations (FTR). Travel in counties not listed in the FTR will fall under the standard CONUS (continental US) rate of \$70 for lodging and \$39 for meals and incidentals per calendar day. For specific rates by locality, see the FTR Per Diem Final Rules. The following table shows the breakdown of breakfast, lunch, and dinner components of the maximum daily reimbursement (per diem) rates for meals and incidental expenses while on travel. **The M&IE rates differ by travel location. NOTE: You must view the per diem rate for your primary destination to determine which M&IE rates apply.**

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M&IE Total	\$39	\$44	\$49	\$54	\$59	\$64
Breakfast	7	8	9	10	11	12
Lunch	11	12	13	15	16	18
Dinner	18	21	24	26	29	31
Incidentals	3	3	3	3	3	3

Meals (Actual) day trip only: Meals for one-day trips will be the actual cost of meals for that day.

Less meals provided: The applicable M&IE rate for CONUS locations shall be reduced by the dollar amount in the above table when meals are provided to the employee without charge. Also enter any personal expenses to be deducted.

Lodging: Enter actual expense of lodging (including applicable taxes) for each day.

Total Per Diem: Add meals, incidentals, and lodging. Deduct your personal expenses.

Privately Owned Vehicle (POV): Enter number of miles driven each day. Distances shall be shown in actual highway miles driven or standard highway mileage guides may be used. Any substantial deviation from the distance shown in the standard mileage guides should be explained.

Cents per Mile: Mileage will be paid at the current FTR rate. See: www.gsa.gov/mileage for current rate. Enter number of miles x cents per mile.

Other Travel - Transportation costs for shuttle, taxi, tolls, parking, etc. may be submitted (attach receipts to back of claim).

Airfare: Enter amount of reasonable airfare (attach receipt to back of claim).

Car Rental: Enter total amount of car rental (attach receipt to back of claim).

Misc. Expenses: Enter any miscellaneous expenses incurred while in travel status. Receipts are required (attach to back of claim).

SIGNATURES AND DATES: Travel Voucher must be signed and dated in **INK** by the claimant and supervisor. Your supervisor must print and sign his/her name. Claim forms will be returned if unsigned or incomplete. **Faxed copies of travel claims will not be accepted.** Reimbursements are made from original claims only.