

TRAVEL REQUEST/TRAVEL EXPENSE VOUCHER

950 Herndon Parkway, Suite 450
Herndon, VA 20170
703 790 1745 (FAX: 703 790 2672)

Appr.: _____

Fnd. No.: _____

Ck. No.: _____

TRAVEL POLICY

1. No travel shall be reimbursed without the prior written approval of the Executive Secretary.
2. Approved travel will be reimbursed on the basis of the most direct expeditious mode of travel.
 - A. **By air:** 14-21 day advance purchase is required. Lowest fare option should be used. Where possible, Saturday stopover should be booked. Up to \$20 is allowed for personal life insurance.
 - B. **By rail or bus:** Bus and rail transportation will be reimbursed. Costs resulting from use of rail or bus shall not exceed equivalent travel by air.
 - C. **Private auto:** When private autos are authorized, reimbursement will be made at the allowable IRS rate per mile for business use. Costs resulting from use of private vehicles shall not exceed equivalent travel by air.
3. The use of rental cars must have prior approval.
4. The actual cost of lodging shall not exceed the single room rate for economically reasonable accommodations. Reimbursement for meals shall be limited to \$50 per day and will be reimbursed on an itemized actual cost basis only. Appropriate receipts for accommodations and meals are to be attached to the travel voucher.
5. Miscellaneous costs such as taxi, limo, and telephone are allowed with an itemized listing of these costs with appropriate receipts attached. Personal expenses, such as laundry, valet and registration are not allowed.
6. When appropriate, charges should be adjusted on an equitable basis because of business for other than the Company.

TRAVEL REQUEST

Name:

Address:

Purpose of Trip:

Place, Date of Meeting:

Time, Date, Place and mode of departure:

Time, Date, Place and mode of return:

TOTAL ANTICIPATED COST \$

Signature

Date

TRAVEL REQUEST (Please itemize on reverse side)

Costs of Transportation (receipts req'd)	\$
Taxi (itemized)	\$
Lodging (receipts required)	\$
Meals (receipts required)	\$
Miscellaneous (itemized; receipts req'd)	\$
TOTAL	\$

TRAVEL PROCEDURES

- A. Submit Form for approval of Travel Request. Form will be returned to you.
- B. At completion of trip, re-submit Form for reimbursement.

Signature

Date