

INSTRUCTIONS FOR COMPLETING PSMFC TRAVEL VOUCHER

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

Expenses by Day: Enter month(s) and day(s) on which expenses were incurred.

Itinerary: Enter city, state and times of departure and arrival.

Per Diem Days: Per diem for meals is 75% on the first and last days of travel. Interim days are paid at 100%. Enter .75 for the first and last day and 1.00 for days in-between.

Per Diem Rate for Meals: Enter the fixed allowance for meals and incidentals (M&IE) for the destination 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 \$51 for meals and incidentals per calendar day. The M&IE rates differ by travel location. Go to <http://www.gsa.gov/perdiem> for rates.

Less Meals Provided: The daily meals per diem allowance must be reduced by the dollar amounts in the below table when meals are provided without charge.

The M&IE rates differ by travel location. View the per diem rate for your destination to determine which M&IE rates apply at http://www.gsa.gov/perdiem						
M&IE Total	\$51	\$54	\$59	\$64	\$69	\$74
Breakfast	11	12	13	15	16	17
Lunch	12	13	15	16	17	18
Dinner	23	24	26	28	31	34
Incidentals	5	5	5	5	5	5

Lodging: Enter the actual expense of lodging (including applicable taxes) for each day. Do not include personal expenses (e.g., in-room movies). Attach receipt to back of claim.

Total Per Diem: Add meals per diem and lodging.

Privately Owned Vehicle (POV): Enter the number of miles driven each day. Distances must 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: Multiply the miles driven by the mileage rate. Mileage will be paid at the rate in effect for the date(s) of travel. Rates for prior years are available at www.gsa.gov/mileage.

Parking, Tolls, Etc.: Transportation costs for shuttles, taxis, tolls, parking, etc. may be submitted (attach receipts to back of claim for expenses over \$25).

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 travel related business expenses incurred while in travel status. (attach receipts to back of claim).

Signature and Date: Travel voucher must be signed and dated by the claimant. Approver must print and sign his/her name.

Claim forms will be returned if unsigned or incomplete.