Expense Invoicing Guidelines

The information below will help guide you through the expense voucher and allowable expense reimbursement. Contact the NCV-TTAP Training Specialist if you have any questions.

Please note the following before filling out and submitting the Expense Voucher:

- Make sure that ALL receipts are <u>legible</u>.
- Type out the M&IE and miscellaneous expenses (if any), on page 2.
- Signature must be certified e-signature or form should be printed and signed by hand. Typed signatures, using a script font will not be accepted.
- All receipts and invoices must be recieved within 14 days of the training.
- Payment will be within 45 calendar days from the invoice receipt date.

Regarding Expense Types:

1. Airfare/Train Fare/Baggage Fees:

- Include itinerary with flight/train cost and baggage fee receipts, if any.
- Fees associated with seat upgrades for additional legroom, first class, etc., are **not** reimbursable, unless required due to medical needs.
- Include the meals purchased during the flight/on train under M&IE; not the flight/train cost.
- 2. Lodging: NCV-TTAP will not be able to reimburse any lodging rate higher than the federally approved lodging rate for the event location, unless no rooms are available at the rate and documentation can be provided to verify.

3. Meals and Incidental Expenses (M&IE):

- NCV-TTAP reimburses only actual M&IE expenses incurred.
- Keep all itemized meal receipts for reimbursement.
- M&IE may not exceed the Federal M&IE rate for the event location.
- Alcoholic beverages are **not** reimbursable.
- If alcohol is purchased during the meal, ask the server to put the <u>alcoholic beverage on a separate check</u>. *Alcoholic beverages <u>should not</u> be included on any receipts*.
- NCV-TTAP will reimburse up to 20% tip on allowable meals.
- **4. Ground Travel:** *Includes taxis/shuttles, parking, other local travel (subway, tolls, etc.), and gas mileage.*
 - For gas mileage reimbursement, provide a map printout (e.g., Google maps, MapQuest) with origin and destination addresses.
- **5. Rental cars** must be authorized by NCV-TTAP prior to travel.
 - **For approved rental cars,** additional upgrades including, but not limited to, car class, toll devices, GPS, satellite radio, car seats, auto insurance, and prepaid fuel options are NOT reimbursable.
- **6. Miscellaneous expenses** are approved and reimbursed on a case-by-case basis.
 - Allowable expenses may include conference registration, photocopying, phone/fax. Talk with the NCV-TTAP Training Specialist before incurring the cost.
 - Non-allowable expenses may include, but are not limited to, ink cartridges, computer software, easels, dry cleaning, clothes, toiletries, ATM fees, or entertainment.

Expense Voucher

Recipient Name: Check payable to: Recipient Address: Recipient Email: W-9 Filled Out: Yes or No If no fill it out. Total Travel Training/Conf. Name: Conference/Training Dates: Starting Destination: Final Destination: Travel Expenses Expense Type Lodging Number of Days: Airfare/Train fare (including baggage fees): Meals and Incidental Expenses (M&IE): M&IE (Full): Not to exceed daily rate; please keep all itemized recei Rental Car & Fuel: Parking: Taxi/Shuttle/Bus: Gas Mileage Total Miles: Rate: \$0.580 Miscellaneous expenses:	Total Costs
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Miscellaneous expenses:	(0-1
Travel	Expense Subtotal:
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Total Invoice Amount :	
"By signing this form, I confirm these charges are accurate, do not exceed the allowable and alcohol was not purchased using NCV funding. I also acknowledge that any extrembursed."	
ntee Signature & Date	
TTAC Manager Signature & Date	

Expense Voucher

Page 2: Budget Details

Itemize your M&IE and miscellaneous expenses, if any. Make sure you include all of your receipts, and deduct alcoholic beverages from your receipts. The expense subtotals listed here will automatically calculate on page 1.

			Subtotal	Travel
Date	Restaurant Name/ Vendor/Incidental Type	Amount	Per Day	Day?
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Miscellaneous Expenses

Date	ltem	Amount
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	Miscellaneous Expenses Subtotal:	