

ARCUS Travel Voucher

Name		In accordance with ARCUS policy 4.2.2, travel expense claims must be submitted within 30 days of the completion of travel			
Mailing Address					
To which reimbursement check should be mailed		Travel Began			
		Date	Time		
Phone		Travel Ended			
Purpose of trip		Date	Time		
I certify that the listed expenses were incurred by me for ARCUS business as described under "Purpose of trip."					
Signature					
DESCRIPTION		Reimbursement Claimed		Paid by ARCUS	
Air Travel		Domestic	Foreign	Domestic	Foreign
From	To				
Private Auto / Rental Car / Taxi / Shuttle / Bus					
Baggage Fees / Parking					
Lodging					
Per Diem					
Internet					
Tips					
Registration					
Other					
Total Expenses, Domestic & Foreign		A		B	
A - total reimbursement claimed B - total paid by ARCUS					
Ref. TA#	_____	Personal Expenses any ARCUS-paid expense traveler is responsible for			C
Checked By	_____	Cash Advance money received by traveler before travel began			D
Approved by	_____	Due Traveler total reimbursement less personal exp. and cash adv.			A-C>D
Date	_____	Due Corporation cash advance monies not used during travel			A-C<D
Accounting		Reimbursed by Other Organization			E
		Total Cost to ARCUS			A+B-C-E

NOTES

ARCUS Travel Voucher

INSTRUCTIONS: Original receipts for transportation, lodging, parking, internet, registration and other items must be attached to this voucher.

Private Auto				COST
From	To	Date	Miles	
			@53.5¢ =	
			@53.5¢ =	
TOTAL				
Rental Car				
City	Company	Date	Daily Price	
TOTAL				
Taxi / Shuttle / Bus				
From	To	Date	Type	
TOTAL				
Baggage Fees/Parking				
TOTAL				
Lodging				
City	Hotel	Check - In	Check - Out	
TOTAL				
Internet	Cost	Date	Per Diem	
			Circle the appropriate below	
			Breakfast Lunch Dinner Travel	
TOTAL				
Tips			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
TOTAL				
Registration			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
TOTAL				
Other			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
			Breakfast Lunch Dinner Travel	
TOTAL				
TOTAL				TOTAL

ARCUS Travel Reimbursement

Documenting your expenses

Your travel, accommodations, and meeting expenses will be covered by ARCUS on a reimbursable basis. Please retain all original receipts for airfare, ground transportation, housing, and other business-related expenses (see list below).

VERY IMPORTANT: You will be provided with a Travel Voucher that must be turned in within 30 days of completion of travel (in accordance with ARCUS Policy 4-3-II-A). The ARCUS Business Office will then process your travel voucher and reimbursement will be provided approximately 30 days after receipt of your signed voucher, with all required receipts and documents attached.

The following information and materials must be submitted with your Travel Voucher for reimbursement:

1. Original airline ticket stub and boarding passes, even if the ticket was paid for directly by ARCUS. If you are using ticketless travel we require boarding passes and confirmation of purchase, which must include the cost of the ticket. Air carriers will not be reimbursed unless the purchase of the ticket was PREAUTHORIZED by ARCUS. All air travel must be on a U.S. flag air carrier.
2. Original hotel or housing receipt. If the hotel is paid directly by ARCUS, no receipt is required from the traveler.
3. Original receipts for any ground transportation: taxi, shuttles, or metro. Private auto mileage reimbursement will not exceed the amount of a comparable airfare. Itemize and describe private auto usage in the "Private Auto" and "Notes" sections of the travel voucher. Rental cars will not be reimbursed unless they have been PREAUTHORIZED by ARCUS.
4. Original receipts for any PREAUTHORIZED ARCUS business-related expense (i.e. copying charges, faxes, one standard baggage fee, etc.).
5. Copy of your itinerary. Travel will be reimbursed for point of departure to point of destination. If you should schedule a layover that is not on your regular route, we require documentation that clarifies the charges for the ARCUS travel portion.
6. NOTE: If ARCUS paid directly for your airfare and lodging and you do not have any receipts besides boarding passes, a signed, original travel voucher form MUST STILL BE SUBMITTED to ARCUS for our auditing purposes.

Per Diem

ARCUS does not reimburse specific meal costs, but rather pays per diem. The specific per diem for the city to which you are traveling is determined by the current IRS per diem rates, and is indicated on your Travel Authorization. Therefore you do not need to send in meal receipts.

If a meal is provided to participants as part of the meeting, you will not receive per diem for that meal. Instead you will be paid a pro-rated portion of the per diem for that day. You will receive two travel days: one traveling to and one from the meeting. Travel days are paid at half-day of per diem if the scheduled travel time from departure origin time to destination arrival time is less than twelve (12) hours (airport to airport). Travel time equal or greater than twelve (12) hours and foreign travel will be paid a full day per diem.

Send requests for reimbursement to: ARCUS, 3535 College Road, Suite 101, Fairbanks, AK 99709, USA.
Email questions to info@arcus.org.