



## REIMBURSEMENT WILL BE MADE FOR THE FOLLOWING:

### To Begin

- \* All Travel Expense Vouchers must include the following: NRAO Employee Number, Purpose of travel, appropriate account number(s) and approval signature(s).
- \* If Travel Expense charge is to be split, list account numbers separately on lines provided on voucher. Remember, authorized signatures will be needed for each different account number used.
- \* All Basic Research travel authorizations and vouchers MUST go to the DSAA Office for Coding prior to submission to the Fiscal Office. Please contact Billie Orahood at borahood@nrao.edu

### Transportation:

Please list all commuting charges separately.

First Class Rail Fare, Pullman (*attach receipts*).  
Plane Fare - less than First Class unless authorized beforehand (*attach receipts*).  
Use of Private Vehicle at NRAO Standard Mileage Rate (*show mileage*).  
Use of Rented Intermediate or smaller vehicle (*attach receipts*).  
Taxis, Buses, Airport Coach (*list*).  
Shuttle, Government and AUI Car (*indicate use of*).

### Per Diem:

Normally paid in lieu of meals, tips, valet, etc., and is based on the location of lodging. The schedule for per diem reimbursement is 75% day of departure, 100% full days and 75% last day of travel.

- \* No per diem for travel completed between the hours of 0800 and 1800.
- \* If per diem is not computed correctly, it will be adjusted by the Fiscal Office.

### Per Diem Rates:

<http://www.gsa.gov/perdiem>

### Actual Cost in lieu of:

Travelers wishing to claim actual cost in lieu of GSA or U.S. Dept of State provided per diem may do so **NOT** to exceed allowed daily per diem rate with no receipts required.

### Lodging:

Actual expenses (*attach receipts*).

### Direct Billed Expenses

On occasion NRAO will pay some of the travel costs directly. These are known as direct billed expenses. The expenses can include registrations, airline tickets, car rentals, lodging, etc. Please remember to include these expenses on your Travel Voucher and check the corresponding boxes. These expenses should be included in the "less: Direct Billed Expenses" area.  
**Receipts are required for all direct billed expenses.**

### Miscellaneous Expenses:

The following expenses are reimbursable when incurred in the course of official business. All such expenses should be separately listed on the Travel Expense Voucher and if over \$75.00 be supported by receipts.

ATM fees  
Baggage storage charges  
Bridge, tunnel, and road tolls  
Copy services  
Excess baggage charge (by airlines)  
Facsimile (fax) charges  
Foreign currency exchange fees  
Fuel for rental vehicles  
International drivers license  
Internet access fees  
Laundry expenses (*reasonable reimbursement when travel exceeds seven days*)

Official postage  
Official telephone calls (*may include a brief safe arrival call and brief change of schedule calls that can be justified as necessary.*)  
Parking  
Passports, visas, tourist cards, reciprocity and asst. fees  
Public transportation  
Registration fees for meetings and conferences  
Rental of space for official meetings  
Required immunization shots  
Travelers check fees