

## TRAVEL EXPENSE VOUCHER INSTRUCTIONS

To ensure a correct and timely processing of the Form A20-A Travel Expense Voucher, please complete as follows:

### PLEASE TYPE OR PRINT LEGIBLY

1. **Name and Address:** Name of traveler (as payee) and address where reimbursement check should be mailed.
2. **Month/Year:** Period of travel; e.g., Mar-19
3. **Phone Number:** In case there are questions regarding the voucher.
4. **Regularly Scheduled Work Hours:** The traveler's regularly scheduled work day; e.g., Mon-Fri 7:30A-4:00P, Tues-Fri 7:00A-5:00P, Sun-Thurs 4:00P-Midnight. If don't have regularly scheduled work hours, indicate the hours the traveler's office is open for business.
5. **Official Station:** City, town, or other location where the traveler reports to work on a regular basis.
6. **Official Residence:** City where the traveler maintains a residence used as a primary domicile by them and/or their family.
7. **Date:** Actual dates of travel.
8. **From and To:** Points of departure and destination.
9. **Depart and Return:** The time of day the traveler departed the first day of travel, and time of day they returned the last day of travel (use one line if one-day trip with no overnight). It is very important to indicate 'depart' and 'return' times, including a.m. and p.m., on the travel voucher so meal allowances can be determined.

If travel is over a two-month period of time; e.g., starting date is at the end of January and the returning date is at the beginning of February, list the travel on one Travel Expense Voucher. In this example, the travel would be listed on the February Travel Expense Voucher, when the travel is complete.

10. **Per Meal Entitlement:** Allowance amounts are shown on the [State of WA Per Diem Map](#) for travel in the state of Washington.

For travel in states other than Washington, refer to the [GSA Per Diem Rate website](#). However, because Washington doesn't provide a rate for Incidental Expenses as indicated on the GSA website, the \$5 is spread out over the meal per diem. To determine the meal per diem, locate the M&IE Total on the GSA website and refer to the State of WA Per Diem Map to find how the amount is broken out. For example, the GSA M&IE total for Salt Lake City is \$56. When it is compared to the State of WA Map, there isn't a total of \$56 for meal rates, so the \$55 meal rate total with a breakout of \$14, \$16, \$25 is used and the additional dollar is added to the dinner per diem; e.g., \$14, \$16, \$26.

B = Breakfast Allowance (meal period = 7:00 a.m. - 8:00 a.m.)  
L = Lunch Allowance (meal period = 12:00 p.m. to 1:00 p.m.)  
D = Dinner Allowance (meal period = 5 p.m. to 6 p.m.)  
Sub-Total = Total of all meals for that day.

Meal receipts are not required.

Meals served on airlines AND continental breakfasts do not count as provided meals.

For **overnight** travel assignments, the Internal Revenue Service (IRS) requires that all meals be reimbursed at the rate in effect for the area that the traveler stops to sleep. The meal reimbursement rate for the last day of travel (return day) would continue to be the rate for the location where the traveler last stopped to sleep.

If commercial lodging isn't used; e.g., traveler stays with family or friends, meals are still reimbursable as long as the traveler is in travel status.

**Three-Hour Rule:** The traveler qualifies for meal reimbursement under the three-hour rule if they are in travel status for at least three (3) hours beyond their normally scheduled work day and do not stay overnight. The three hours may consist of hours occurring before, after, or a combination of both before and after their regularly scheduled work hours. The per diem rate is based on the traveler's final destination before returning home.

The **3-hour rule** applies to Saturday and Sunday since they are not a normal work day. The traveler would only need to be in travel status three (3) hours to be eligible for meals.

**NOTE:** The Internal Revenue Service (IRS) considers the three-hour rule reimbursement a taxable fringe benefit. The reimbursement will be included in the traveler's check with the applicable taxes withheld.

Meals that cannot be reimbursed are as follows:

- a. Meal expenses incurred at the traveler's official station or official residence.
- b. When meal expenses are not incurred because they are furnished at the conference or training session

11. **Lodging Costs:** Actual cost of lodging OR maximum allowed for that area plus tax(es). Allowance amounts are shown on the [State of WA Per Diem Map](#) or the [GSA Per Diem Rate website](#) for states other than Washington.

Eligibility requirements:

- a. The traveler must be away from their official station AND residence overnight in order to claim reimbursement for lodging; **AND**
- b. The traveler must be more than 50 miles (most direct route) from their official residence and/or official duty station, whichever is closer (50-mile Rule). For example, if the traveler lives in Bremerton, they are less than 50 miles away from

Seattle so the 50-mile rule would apply and, unless a Travel Exception Form is approved, the traveler would not be eligible for lodging reimbursement.

**NOTE:** If commercial lodging is not used; i.e., stayed with relatives or friends, please note this on the voucher; e.g., comm'l lodging not used.

**NOTE:** Some hotels attach a 'Destination Amenity Fee' to their room billings. These are a way for hotels to add unadvertised costs and exceed allowable state lodging rates. The agency will not pay a Destination Amenity Fee. Travelers who agree to pay the Destination Amenity Fee will not be reimbursed for it.

**NOTE:** If a traveler's lodging is an Airbnb or Vrbo rental, cleaning and service fees are reimbursable as long as the total does not go over the per diem rate for the specific area.

12. **Miles Driven:** The number of miles traveled for which the traveler is claiming reimbursement (one way per line if overnight trip; total miles per line if round-trip, one day).
  - a. **Point to Point:** The straight line distance between two points per the vehicle's odometer or as shown on the [Department of Transportation's mileage charts](#).
  - b. **Vicinity:** Miles driven that exceed the point-to-point miles that are in the same area.
13. **Reimbursement Rate:** The [IRS Standard Mileage Rate](#) for that travel period.
14. **Mileage Allowance:** Multiply miles claimed for reimbursement by the reimbursement rate.
15. **Other Per Detail:** Daily total of miscellaneous charges the traveler incurred from #16, Detail of Other Expenses.
16. **Detail of Other Expenses:** Parking, taxi, etc. Receipts are required for miscellaneous expenses in excess of \$50 per item per day.
17. **Grand Total:** The total of the Per Diem Total (includes breakfast, lunch, dinner, lodging), Mileage Allowance, and Other Per Detail. (Remember to enter the total for each column under these headings also.)
18. **Purpose of Trip:** Briefly describe the reason for incurring the travel expenses.
19. **Sign and date voucher.** A pasted or conformed signature will also be accepted; e.g., /s/ John Doe.
20. Email voucher and receipts to the OCLA Director or authorized designee.