District of Columbia, Delaware & Maryland District Council Travel expenses must be accounted for and excess amounts returned within 30 days after they were incurred.

Travel Expense Voucher										
Traveler's Name					⁽³⁾ Total Amount]
					Received in Advance]
Event Name& Location					-	⁽⁴⁾ Total Amount				1
Travel Dates	⁽²⁾ Meals & Tips				_ Spent					
								(See column (14) below for total)		
⁽¹⁾ Per Mile Rate	0.485 (IRS 2007 Standard Mileage Rate)	Dail	y Allowance	(See footnote below)	(5) Amount Due Te Audite					1
Signature & Date						(5) Amount Due To Auxiliary (Substract item 3 from item 2. If item 3 is greater than item 2, enter \$0.00)				
g	I certify that this accounting is correct, that I have paid out the amounts listed, amounts do not include spousal expenses (except were premitted by IRS regulations), and I have not received previous reimbursements for them.							1		
Date	Description of Expense	⁽⁶⁾ Air, Bus, Train Fare, etc	(7) Lodging	(8) Ground Transportation (Rental Car & Gas, Taxi)	(9) Meals & Tips (multiply Daily Allowance X number of travel days)	(10) Conferences and Seminars Registration	(11) No. Miles (Personal Car Only)	(12) Mileage Reimbursement (multiply Per Mile Rate X Miles)	(13) Misc.	(14) TOTAL (add items 6-10 and 12-13)
	Tota	1								

(8) Meals & Tips - In most instances it is beneficial to use the "standard meal allowance" which varies based on travel location and is adjusted annually. For actual rates refer to www.gsa.gov, click on per diem rates and select location. Use this set amount for your daily meals and incidental expenses in lieu of keeping records of your actual costs. Also, place this amount on line item (2) above.