

CITY OF MONT BELVIEU
TRAVEL VOUCHER



Employee Name: _____ Department: _____
 Name of Function: _____ Start Date: _____ End Date: _____
 Destination: _____ Date/Time Leaving: _____
 Reason: _____ Date/Time Returning: _____

Please submit all applicable documentation with this completed voucher.

MEALS & INCIDENTALS:		* Expense Account: _____	
Reimbursement:	Per diem:		
\$ _____ Total \$ Breakfast(s), \$14.00 max. ea.	_____ Breakfast(s) at \$14.00 ea.:	\$ _____	\$ _____
\$ _____ Total \$ Lunch(es), \$16.00 max. ea.	_____ Lunch(es) at \$16.00 ea.:	\$ _____	\$ _____
\$ _____ Total \$ Dinner(s), \$25.00 max. ea.	_____ Dinner(s) at \$25.00 ea.:	\$ _____	\$ _____
*M&I expenses comply with IRS 2019-2020 standard rate of \$55/day, unless traveling internationally. If applicable, complete this section manually per COMB Travel Reimbursement Guidelines.		Total Meals:	\$ _____

TRANSPORTATION:		* Expense Account: _____	
Personal Vehicle (Total miles round trip from City Hall to destination): _____ @ .575/mile \$ _____ (Use mileage from www.googlemaps.com and attach copy of the map)			
		Car Rental/Parking/Tolls/Taxi:	\$ _____
		Airfare:	\$ _____
		Total Transportation:	\$ _____

REGISTRATION/OTHER:		* Expense Account: _____	
Registration/Other Fees: _____		\$ _____	
(Attach documentation for expenses such as conference/event agenda, completed registration form, Wi-Fi charges, etc.)			
		Total Registration:	\$ _____

LODGING:		* Expense Account: _____	
Name of Hotel: _____			
Number of Nights: _____ @ _____ per night		\$ _____	
If the nightly rate varies, or more than one hotel is applicable, please note it on the form.		Total Lodging:	\$ _____

Total Travel Voucher: \$ _____

This travel voucher should accompany all related expenditures for the stated function, regardless of the payment method. A minimum of one travel voucher per traveler per event is required. It is recommended if certain charges are unknown, such as lodging, it be inputted on the travel voucher as TBD (to be determined) to support the transaction made at a later date. If multiple expenditures are made for one function, a copy of the approved travel voucher must accompany each transaction. A signed travel voucher serves as approval to attend the stated function. Personal payment methods should not be used to arrange travel.

Traveler Signature: _____ Date: _____

Department Head Signature: _____ Date: _____

NOTE: Please refer to procedures outlined in the Finance Manual regarding receipt requirements.

* Required field.