

Boards Support Travel Documentation Form

TO BE COMPLETED BY TRAVELER			
FULL LEGAL NAME (As it appears on Government ID)	EMAIL ADDRESS	PHONE NUMBER	
P.O. BOX OR STREET ADDRESS	CITY	STATE	ZIP CODE
PURPOSE OF TRIP			

HOW DID YOU TRAVEL? Please check all that apply.				
<input type="checkbox"/> Airline/Charter	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Snowmobile	<input type="checkbox"/> ATV	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Ferry	<input type="checkbox"/> State Vehicle	<input type="checkbox"/> Boat	<input type="checkbox"/> Aircraft	_____

IF PERSONAL VEHICLE USED, PROVIDE BEGINNING AND ENDING MILEAGE	
Starting Mileage: _____	Ending Mileage: _____

LEG OF TRAVEL TO MEETING			
RESIDENCE/DEPARTURE LOCATION:	DEPARTURE DATE:	MEETING LOCATION:	TIME ARRIVED:
	TIME:		

LEG OF TRAVEL FROM MEETING			
MEETING LOCATION:	DEPARTURE DATE:	RESIDENCE:	TIME ARRIVED:
	TIME:		

IMPORTANT** Please provide original receipts for all associated travel expenses including, but not limited to:
<input type="checkbox"/> Original and ALL corresponding changes to itinerary <input type="checkbox"/> Boarding Passes <input type="checkbox"/> Hotel Receipt (no tax)
<input type="checkbox"/> Transportation (eg: gas, taxi, public) <input type="checkbox"/> Other: _____
**To receive proper reimbursement you MUST provide all receipts and itinerary paperwork from your trip

Per Diem Advance Log
<p><i>By signing you are accepting this travel advance with the understanding that you will be required pay back any excess per diem received if travel is shortened due to unforeseen circumstances. A maximum of 80% of the anticipated per diem allowance will be issued at this time per AAM 60.070. Any remaining per diem owed to the traveler will be paid via a State issued warrant post travel.</i></p>
<input type="checkbox"/> Amount \$ _____ <input type="checkbox"/> See attached <input type="checkbox"/> N/A

TRAVELER SIGNATURE AND DATE
Name: _____
Date: _____

INTERNAL USE

VCN:

TA#

Accounting Template: