



**Travel Reimbursement Form Instructions:**

Name & Address: Enter Traveler name and home address

Departure/Return: Enter dates and times of travel.

Destination: Enter location of conference or meeting.

Prior Approval for Travel form completed: Check box "Yes" or "No".

If "**No**", complete:

- Relevance to VA Mission: Outline how the travel will support VA approved research projects.
- **Click to Attach** documentation: attach documentation such as a program guide, brochure, invitation letter or other written documentation which includes dates, location and purpose. *Alternatively, documents can be included as separate attachments on the email.*
- Fund Name & Fund Acct #: Enter CVRE fund account number and fund short name

Itemized Daily Expenses: Enter amounts by date and category:

- Air Travel: Attach itinerary/receipts showing dates and times plus proof of payment. Include baggage amounts and receipts.
- Hotel: Reasonable standard hotel room costs as determined by the meeting site and prevailing hotel rates.
- Meals & Incidentals: As rates vary for different locations use the rate for the area where you spend the night per [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem).  $\frac{3}{4}$  of the standard rate for the first and last day of travel will be reimbursed. If your trip includes meals that are already paid for by CVRE (such as through a registration fee for a conference) you will need to deduct those meals from your reimbursement per [M&IE Breakdown | GSA](#). Check the box if meals were included.
- Ground Transport: Covers travel to and from the departure city and destination city where the conferences or meetings are held i.e. taxi, shuttle, rides, parking, tolls
- # of Miles: Enter the number of private car miles to be reimbursed and the form will calculate the dollar amount by multiplying the number of miles by the current mileage reimbursement rate. For travel to and from the airport attach an internet map (Yahoo, Google).
- Registration: Meeting/Conference registration fees

Traveler & PI Signature: Sign and date form

**Click to Attach** Receipts and other documentation. *Alternatively, documents can be included as separate attachments on the email.*

Submit form to [ap@cvre.org](mailto:ap@cvre.org)

**CVRE requires both the itemized detail receipt and proof of payment for each item**

If original receipt is missing a **Missing Receipt Affidavit** is required, contact [ap@cvre.org](mailto:ap@cvre.org)