UNIVERSITY CORPORATION FOR ATMOSPHERIC RESEARCH
NATIONAL CENTER FOR ATMOSPHERIC RESEARCH
P.O. BOX 3000, Boulder, Colorado 80307-3000

TRAVEL VOUCHER

Date of Trip:

Name of Traveler:

Telephone:

Home Institution:

Address:

Began:

Ended:

Purpose of Trip:

Participant Cost?

Reimbursement Claimed

*Charges to Corporation (Including Tickets)

Please Check One

Period Covered

Domestic

Foreign

Domestic

Foreign

Y

N

Charged to Corporation

YN

Claimed (Including Tickets)

Private Auto: miles @ 0.5 Total:

Per Diem: days @ $ per day City

Domestic

Foreign

Per Diem: days @ $ per day City

Domestic

Foreign

**Lodging (Room and Tax only):

Miscellaneous Expenses (Taxi, Bus, Parking, etc.):

Rental Car:

Other (Registration Fees, Honorarium, etc.):

Certified Correct:

Traveler Signature Date

Account Key:

**Personal Expenses Charged to Corporation: C

Cash Advance: D

Due Traveler: A-C>D -

Due Corporation: A-C<D -

**Amount to be reimbursed by another organization: E

Total Cost of Trip to Corporation: A+B-C-E

☐ Check if househunting or relocation

*Charges to Corporation should include only airline tickets, rental cars, lodging, or other travel expenses billed directly to Corporation.

**Enter detail on reverse side of this form.

CERTIFICATION OF UNAVAILABILITY OF U.S. FLAG AIR CARRIERS (if not indicated on TA)

I hereby certify that international air transportation of persons (and their personal effects) or property by certificated U.S. flag air carriers was unavailable from to (date) for the following reason(s). (See section 47.403 of the Federal Acquisition Regulation available in the Travel Office.)

STATE REASON FOR UNAVAILABILITY: