



EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS OFFICE OF LEGAL EDUCATION (OLE)

INVITATIONAL TRAVEL VOUCHER INFORMATION

LODGING, LODGING TAX, AND TRANSPORTATION

- If the traveler stayed at the National Advocacy Center (NAC) or the Inn at USC (used as an overflow hotel), the lodging and lodging tax charges are zero.
- If the traveler charged the airfare directly to OLE's account using the CWTsato number provided in the instructions, transportation charges will be zero.

MEALS AND INCIDENTAL EXPENSES (M&IE)/PER DIEM

- Breakfast and lunch are provided at the NAC; therefore, M&IE is broken down as follows: first day (travel day) is \$44.25, each full day is \$31.00, and typically the last day is \$16.25.
 - Last day per diem: the general rule is that the last day per diem amount is \$16.25. There may be some exceptions depending on the course end time and flight schedules.
 - Exceptions will not be made for travelers who choose not to eat at the NAC.
- During two-week courses, meals are provided on Saturday. Breakfast and lunch is served on Saturday–M&IE should be \$31.00. Sunday–M&IE should be \$59.00.
- For courses held at a location other than the NAC, please refer to course-specific instructions or to www.gsa.gov for current M&IE rates.

PRIVATELY-OWNED VEHICLE (POV)

- Privately-Owned Vehicle (POV) should only be used if advantageous to the government.
- POV mileage (plus parking at the NAC at \$5/day, if applicable) will only be reimbursed up to the cost of the common carrier (lowest cost ticket, including non-contract) + \$ estimate for miscellaneous travel (i.e. estimated cost to/from local airport; for courses at the NAC, please do not estimate to/from Columbia, SC, airport since free shuttle service is provided by OLE) + \$50 estimate for baggage (roundtrip). For current POV mileage rates, please refer to www.gsa.gov.

TAXI, MILEAGE, AND PARKING EXPENSES

- For NAC courses:
 - If the dinner shuttle is available, taxis to/from dinner will not be reimbursed.
 - Taxi expenses to/from the Columbia airport require an explanation (i.e., flight delayed and missed last bus). Free transportation is provided to/from the Columbia, SC, airport on a frequent basis and should be used instead of taxis.
- Parking at the home airport is reimbursable as well as mileage to/from the home airport.
- For current mileage rates, please refer to www.gsa.gov.

BAGGAGE FEE

- Reimbursement for one checked bag is authorized, unless attending a two-week course.
- Overweight/oversized baggage expenses will not be reimbursed.
- Travelers attending a two-week course are authorized two checked bags; however overweight/oversized baggage expenses will not be reimbursed.

RENTAL CARS

- Authorization for a rental car must be approved via the travel authorization PRIOR to travel.
- Rental cars may be authorized to travel to the NAC if the following criteria are met:
 - Government vehicle is not available.
 - A determination has been made that it is more cost effective (include all costs; parking, etc.).
- Rental cars are not authorized while staying at the NAC. OLE provides bus transportation to/from the airport and to/from Five Points and Vista areas for dinner.

OTHER EXPENSES

- Tolls, ATM fees, fuel for rental car or government vehicle, and laundry/dry cleaning costs (travelers are only reimbursed for dry cleaning expenses while on official travel for six consecutive nights and receipts are required).

The Office of Legal Education will process vouchers as soon as possible, however, no later than 30 days from the date the voucher is received.

Please call our travel helpline at (803) 705-2177 for assistance with travel-related questions.



EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS, OFFICE OF LEGAL EDUCATION (OLE)
INVITATIONAL TRAVEL VOUCHER FORM (Version 10/12/17)



PLEASE COMPLETE AND EMAIL THIS FORM ALONG WITH RECEIPTS (except for meals) WITHIN FIVE DAYS AFTER THE COURSE HAS ENDED TO:

USANAC.authorizations-vouchers@usdoj.gov OR FAX TO (803) 705-5660

This form is intended for components and organizations not using the [E2 Travel System for Travel Authorizations and Vouchers](#)

Please call our travel helpline at (803) 705-2177 for assistance with travel-related questions.

Traveler Name:		E-Mail:	
Voucher Type: <input type="radio"/> Original <input type="radio"/> Reclaim	Preparer's Name:	Trip Begin Date:	Trip End Date:
Course Name:		Course Dates:	Course Location:
Mode of Transportation: <input type="checkbox"/> Common Carrier (i.e., Plane) <input type="checkbox"/> Government/State/Office Vehicle <input type="checkbox"/> Privately-Owned Vehicle (POV) <input type="checkbox"/> Rental Car <input type="checkbox"/> Train <input type="checkbox"/> Other _____			

<i>The following accounting information must be completed for reimbursement</i>	Requisition #:	Fund:	Conference Code:	FY:
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Travel Date	Lodging	Lodging Tax	M&IE/Per Diem ¹	Transportation (Do <u>not</u> include Mileage)	Taxi ²	Parking	Baggage Fee(s)	Rental Car	Other Expenses ²	Total POV Mileage
										<div><p>*POV Mileage Reimbursement Rate:</p><p>Total POV Miles: _____ x \$ _____</p><p>Total Mileage Cost to be Reimbursed:</p><p>= \$ _____</p><p><small>* www.gsa.gov/mileage</small></p></div>
Subtotals:										Voucher Total:

¹ Travel to the National Advocacy Center (NAC) in Columbia, SC: Meals and Incidental Expenses (M&IE) are broken down as follows: First Day (travel day) \$44.25; Each Full Day \$31.00; Last Day \$16.25 (two-week course, Sunday is \$59.00). For travel other than to the NAC, please refer to course-specific instructions or to www.gsa.gov/perdiem for current rates.	² Please Explain Taxi and "Other Expenses":	Comments:
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Traveler's Signature (supervisor's signature not required) <i>I certify this voucher is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.</i> Traveler's Signature: _____ Phone: _____ Date: _____	OLE Use Only Initials: _____ Date Keyed: _____ Document Number: _____
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