



## 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.
- For exams held at a location other than the NAC, please refer to [www.gsa.gov](http://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, \$10/day at the Inn at USC, 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](http://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 (long-term/lowest cost lot) is reimbursable as well as mileage to/from the home airport.
- For current mileage rates, please refer to [www.gsa.gov](http://www.gsa.gov).

Please note, an explanation for all taxi expenses is required when submitting your voucher, i.e., airport transportation.

#### BAGGAGE FEE

- Reimbursement for one checked bag is authorized.
- 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 (compact/economy car booked through CWTsato only) 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, 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).

**Vouchers are due within 5 business days after the travel ends.**

**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.**

**For assistance, please email [Tori.Goegeline@usdoj.gov](mailto:Tori.Goegeline@usdoj.gov) or call 803-705-5050.**



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) TO [USANAC-MITTravel@usdoj.gov](mailto:USANAC-MITTravel@usdoj.gov)**

This form is intended for Medicaid Integrity Institute (MII) travelers only

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 <sup>1</sup>	Transportation (Do <u>NOT</u> include Mileage)	Taxi <sup>3</sup>	Parking	Baggage Fee(s)	Rental Car	Other Expenses <sup>2</sup>	Total POV Mileage
										<div>*POV Mileage Reimbursement Rate: Total POV Miles: _____ X \$ _____  Total Mileage Cost to be Reimbursed: = \$ _____  <a href="http://www.gsa.gov/mileage">*www.gsa.gov/mileage</a></div>
Subtotals:										Voucher Total:

<b><sup>1</sup> Travel to the National Advocacy Center (NAC) in Columbia, SC:</b>  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  For travel other than to the NAC, please refer to course-specific instructions or to <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a> for current rates.	<b><sup>2</sup> Please Explain "Other Expenses":</b>	<b>Comments/<sup>3</sup>Explanations for Taxi Expenses:</b>
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<b>Traveler's Signature (supervisor's signature not required)</b> <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: _____	<b>OLE Use Only</b>  Initials: _____ Date Keyed: _____ Document Number: _____
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