



# American Council for Construction Education

## FORM A-14

### TRAVEL EXPENSE VOUCHER

Purpose of Travel: \_\_\_\_\_

Name: \_\_\_\_\_

Address for check to be sent: \_\_\_\_\_

Date(s)					Totals
Air Fare (attach receipt)					
Auto					
Meals					
Hotel (attach receipt)					
Car Rental (attach receipt)					
Other (itemize) A. Film & Developing B. Supplies (Name Badges C. Taxi					
				TOTAL	

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Signature of Traveler

**NOTE:** The following guidelines apply to travel reimbursement:

- i) 57.5 cents per mile for automobile travel
- ii) Coach fare for airline travel
- iii) Hotel and meal rates that are prudent and in keeping with generally accepted local rates
- iv) Necessary taxi, bus, or other ground transportation costs and parking garage fees
- v) One long distance telephone call per day.

Any expense incurred in excess of the rates above will be the responsibility of the traveler.