



## **Instructions to Complete USARC Travel Vouchers**

### **Details on lodging, vehicle rentals, and miscellaneous expenditures**

1. **Lodging.** The lodging per diem rate does not include any taxes or fees that may be levied. If these are incurred, above the base per diem lodging rate, they too will be paid directly by USARC, or reimbursed to you, through the voucher process.
2. **Lodging.** Federally sponsored travelers are sometimes exempt from certain taxes (e.g., occupancy) and fees, depending on the rules of local municipalities. As such, when waivers are available, USARC asks travelers to apply for them, and to this end, will provide tax-exempt forms that are to be filled out and submitted, typically at time of check-in. Depending on local practices, verification of federal sponsorship may be sought by the check-in clerk. Federal employees may show ID badges, government-issued charge cards, passports, or other forms of identification. For non-federal employees, a copy of this authorization letter may be sufficient. If you encounter any difficulties, please contact USARC's administrative assistant at 703-525-0111 or [adminassist@arctic.gov](mailto:adminassist@arctic.gov).
3. **Lodging.** Even if the USARC has arranged to directly pay your lodging costs with our agency's government charge card, you will likely be asked, at check-in, for a credit card to cover any incidental expenditures (e.g., room service, laundry) that you may incur during your stay. If you provide one, please be sure, at check-out, that the hotel differentiates the charges for lodging, taxes and fees (which will typically be paid for on the USARC charge card) from incidental expenditures (to be levied against your personal credit card, or otherwise paid).
4. **Vehicle rental.** As per Federal Travel Regulations, the agency (USARC) must specifically authorize the use of a rental vehicle. If traveling within the continental U.S., the Government will not reimburse collision damage waiver or theft insurance because the Government is a self-insurer and because vehicles rented through government agreements include full coverage insurance for damages resulting from an accident while performing official travel. Any deductible amount paid by the traveler may be reimbursed directly to the traveler or to the rental agency if the damage occurred while you were performing official business. Finally, the traveler will not be reimbursed for personal accident insurance because this is a personal expense.
5. **Phone calls, faxes, internet use.** USARC will reimburse such expenses, within reason. The agency will reimburse all business phone calls, and one personal phone call per day (up to \$5 domestically and \$15 internationally). Others may call from the hotel, purchase calling cards, or use other means.
6. **Laundry.** USARC will reimburse laundry expenditures, within reason, for trips that last at least 4 nights.

## **Appendix B: Details on the travel reimbursement process**

1. To claim reimbursement for your travel expenditures, you must fill out and submit a travel voucher (US Government Standard Form 1012). To assist you, an electronic version of this form is attached as an Adobe Acrobat (pdf) document. This document can be filled out electronically, saved, and printed if you have the appropriate software (Adobe Acrobat), or it can be opened and printed with the freely available software Adobe Acrobat reader, and then filled out manually.
2. Appendix C provides detailed instructions on how to fill out the voucher. If you have any questions about the vouchering process, please contact USARC's administrative assistant at 703-525-0111 or [adminassist@arctic.gov](mailto:adminassist@arctic.gov).
3. When the voucher has been completed and signed (electronic signatures are acceptable), please submit to the USARC office a copy of your voucher along with copies of all pertinent (over \$75) original receipts, vehicle rental agreements, lodging receipts, and any other documentation necessary to process the voucher. USARC does not need copies of travel itineraries, boarding passes, or receipts for expenditures that are less than \$75. To ensure rapid processing of claims, please tape the receipts to a piece of white paper (8.5" by 11").
4. The voucher and associated documents may be submitted to USARC in any of the following ways. Expenses incurred in submitting the documents may also be claimed for reimbursement on the travel voucher.

**Fax**— Fax the documents to the attention of USARC's administrative assistant at 703-525-0111.

**Scan**—Electronically scan the documents and email the file(s) to [adminassist@arctic.gov](mailto:adminassist@arctic.gov).

**U.S. Mail**—Mail the documents, by standard mail service, to:

Administrative Assistant  
U.S. Arctic Research Commission  
4350 N. Fairfax Drive, Suite 510  
Arlington, VA 22203.

## **Appendix C: Details on filling out the travel reimbursement voucher**

**(FRONT, page 1)** U.S. Government Standard Form 1012

Field 1: “U.S. Arctic Research Commission”

Field 2: Check “Temporary Duty”

Fields 3 & 4: *To be completed by USARC*

Field 5:

- A: Your name
- B: Your SSN
- C: Your mailing address
- D: Your office telephone number
- E: Trip origination city and state
- F: Your residence city and state

Field 6:

- A: Date trip begins
- B: Date trip ends

Fields 7-12: *To be completed by USARC*

Field 13: Sign and date the form, next to the amount claimed (**this is CRITICAL!**)

Field 14-16: *To be completed by USARC*

Field 17: *To be completed by USARC.* **Note:** “NET TO TRAVELER” will display a \$0.00 that will be adjusted by USARC staff when the voucher is approved. In other words, don’t sweat this.

Field 18: *To be completed by USARC*

**(BACK, page 2)**

*Review “Instructions To Traveler” at top of form.*

- a. Insert dates for travel days
- b. Time column may be left blank
- c. Explain specific expenditures. While more than one activity may be listed per line, multiple lines may be used for one date if required.
- d-g. Meal expenses will generally be paid on a per diem basis, and therefore do not need to be broken out by meal unless you are claiming actual M&IE expenses. Given the vagaries of the electronic form, per diem meal expenses may be collectively entered as one expense in the Dinner (f) column which then places this value in the Total (g) column. Note that M&IE for the first and last day of travel are 75% of per diem.

- h. Items within this category must be authorized. USARC will automatically reimburse:
- i. baggage handling and storage fees beyond that included in the “incidental expenditures”
  - ii. fees to obtain money (ATM fee, money order, travelers checks, currency exchange fees, etc.)
  - iii. passport and/or visa fees, costs of photos for passports and visas, foreign country exit fees, etc.

i. Lodging expenses will often be paid directly by USARC, and therefore do not need to be listed within the voucher. When, however, such expenses are paid directly by the traveler, please enter the base lodging rate in column i, and if incurred, list any room sales tax and fees in column h. Tax exemptions may apply as per the lodging information provided in Appendix A of this letter.

j. Enter total subsistence expense.

k. If a personally owned vehicle is used, please enter the number of miles driven.

l. Enter mileage expenses. Multiply the number of miles driven daily by the mileage rate listed at the top of column k (the most recent mileage rates are here: [www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA\\_BASIC&contentId=9646](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=9646)). Enter subtotal and total at the bottom of column l.

m. Enter same amount as entered in column j. Enter subtotal and total at the bottom of column m.

n. Enter all other expenses as described in the “Instructions To Traveler” section in the top center of the form. Enter subtotal and total at the bottom of column n.

l-n. Enter total amount claimed by adding the three amounts in the Totals line.

Next, enter the “Total Amount Claimed” at the bottom of the form, and on the first/front page in “Amount Claimed” field.

Finally, and importantly, *no receipts are required for expenses under \$75. Please make and keep a photocopy of your travel voucher prior to submitting it to USARC.*