

PDQ Travel Expense Voucher
National Cancer Institute PDQ® Editorial Board Meetings

Name: _____ Meeting Start Date: _____

Check Payable To: _____ Meeting End Date: _____

Address you want your check mailed to:

New Address?
Y N

PDQ Editorial Board: _____

Purpose of Expense: <i>To be completed by JBS personnel</i>
Job Code: 00917.001.002.001 <i>For JBS accounting internal use only</i>

Meals & Lodging Expenses	Amount
52-02 Lodging (room and tax only) <i>Traveler: Attach hotel receipt if applicable; this section to be completed by JBS personnel</i>	\$
52-03 M & IE <i>To be completed by JBS personnel</i>	\$
52-06 For Accounting Use Only	\$
TOTAL	\$

52-04 Ground Transportation: Shuttles, Taxis, Parking, Public Transportation, etc.

Date(s) of Travel	City of Departure	Round Trip Mileage	Amount
			\$
			\$
			\$
TOTAL			\$

51-00 Local Travel: Mileage in Privately Owned Vehicle

Date(s) of Travel	City of Departure	Round Trip Mileage	Cost (\$0.655/mile)
			\$
			\$
			\$
TOTAL			\$

Less prepaid by JBS: _____ *(to be completed by JBS personnel)*

TOTAL REQUESTED: _____ *(to be completed by JBS personnel)*

Traveler's Signature: _____ Date: _____

Please include ALL necessary receipts (parking, taxi, bus, or shuttle receipts over \$75.00 and hotel bill where applicable) so we may process your reimbursement form quickly. JBS mails expense checks within 21 days of receiving complete and accurate vouchers that have required receipts and original signatures.

INSTRUCTIONS CONTINUE ON NEXT PAGE

Submit this completed form by email to: NCITravel@jbsinternational.com or via mail or fax.

Mail: JBS International, Inc.
Attn.: Accounting
11200 Rockville Pike, Suite 320
North Bethesda, Maryland 20852

Fax: 301-589-2594
Attn.: Accounting

Honoraria: Honoraria checks in the amount of \$200 are processed separately from the travel reimbursements. If you previously submitted your completed and signed honorarium voucher form, no additional action is required. If JBS does not have your completed honorarium voucher form on file, you may be contacted for additional information.

GUIDELINES FOR COMPLETING EXPENSE VOUCHER

Travelers: Complete this form except where indicated.

Attach receipts for parking, taxi, bus, or shuttle greater than \$75.00 and hotel bill where applicable. Complete and sign one expense voucher per trip.

Purpose of Expense: JBS will complete this section. The JBS job code has been provided.

Meals & Lodging Expenses: For lodging, attach hotel receipt, if applicable. JBS will complete this section. Total M & IE will be calculated at a flat three-fourths of the applicable per diem rate for the first and last day of travel, and a full rate for travel days in between. The per diem rate is based on the city and/or county in which you are lodging. If there is no applicable rate, the standard CONUS rate of \$96 will be used for lodging and \$59 will be used for M&IE. Per diem rates are located on the GSA website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Ground Transportation: Indicate cabs/taxis, shuttles, parking, and public transportation to and from airports, train stations, site visits, meeting, training, or conference sites.

Local Travel: Indicate personal car mileage calculated at 0.655 cents per mile, tolls, cabs/taxis, shuttles, parking, and public transportation within 100 miles and 12 hours of home or office to and from the meeting, training, and conference sites.

By signing this form, I certify that the reimbursement requested is valid and accurate for the corresponding Board Meeting.

Revised: 3/2023