In accordance with ARCUS policy 4.2.2, travel expense claims must be submitted within 30 days of the completion of travel.

**Name**

**Mailing Address**

To which reimbursement check should be mailed

**Phone**

**Purpose of trip**

**Travel Began** (travel from airport to airport)

**Travel Ended** (travel from airport to airport)

I certify that the listed expenses were incurred by me for ARCUS business as described under "Purpose of trip."

**Signature**

**DESCRIPTION** | **Reimbursement Claimed** | **Paid by ARCUS**
---|---|---
**Air Travel** | **Domestic** | **Foreign** | **Domestic** | **Foreign**
From | To
Private Auto / Rental Car / Taxi / Shuttle / Bus
Baggage Fees / Parking
Lodging
Per Diem
Internet
Tips
Registration
Other

**Total Expenses, Domestic & Foreign**

A - total reimbursement claimed, B - total paid by ARCUS

**Ref. TA#**

**Checked By**

**Approved by**

**Date**

**Accounting**

Personal Expenses
Cash Advance
Due Traveler
Due Corporation
Reimbursed by Other Organization
Total Cost to ARCUS

**NOTES**

10/2018

Arctic Research Consortium of the United States, Inc.
### ARCUS Travel Voucher

**INSTRUCTIONS:** Original receipts for transportation, lodging, parking, internet, registration and other items must be attached to this voucher.

#### Private Auto
<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Date</th>
<th>Miles @ $8/g =</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Rental Car
<table>
<thead>
<tr>
<th>City</th>
<th>Company</th>
<th>Date</th>
<th>Daily Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Taxi / Shuttle / Bus
<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Date</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Baggage Fees/Parking

#### Lodging
<table>
<thead>
<tr>
<th>City</th>
<th>Hotel</th>
<th>Check-In</th>
<th>Check-Out</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Internet
<table>
<thead>
<tr>
<th>Cost</th>
<th>Date</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Breakfast Lunch Dinner Travel</td>
</tr>
</tbody>
</table>

#### Tips
<table>
<thead>
<tr>
<th>Date</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breakfast Lunch Dinner Travel</td>
</tr>
</tbody>
</table>

#### Registration
<table>
<thead>
<tr>
<th>Date</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breakfast Lunch Dinner Travel</td>
</tr>
</tbody>
</table>

#### Other
<table>
<thead>
<tr>
<th>Date</th>
<th>Per Diem</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Breakfast Lunch Dinner Travel</td>
</tr>
</tbody>
</table>

#### TOTAL
<table>
<thead>
<tr>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Travel</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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ARCUS Travel Reimbursement

Documenting your expenses
Your travel, accommodations, and meeting expenses will be covered by ARCUS on a reimbursable basis. Please retain all original receipts for airfare, ground transportation, housing, and other business-related expenses (see list below).

VERY IMPORTANT: You will be provided with Travel Vouchers that must be turned in within 30 days of completion of travel (in accordance with ARCUS Policy 21-3).

The ARCUS Business Office will process your travel voucher and reimbursement will be provided approximately two weeks after receipt of your voucher, with all required receipts attached.

The following information and materials must be submitted with your Travel Voucher for reimbursement:

1. Original or electronic copy of airline ticket stub and boarding passes (even if the ticket was paid for directly by ARCUS). If you are using ticketless travel we require boarding passes and confirmation of purchase, which must include the cost of the ticket.

2. Original or electronic hotel or housing receipt (if hotel is paid directly by ARCUS, no receipt is required from the traveler).

3. Original receipts for any ground transportation (NOTE: Rental cars will not be reimbursed unless PREAUTHORIZED by ARCUS). Private auto mileage reimbursement will not exceed the amount of a comparable airfare. Itemize and describe private auto usage in the “Explanation of personal or unreceipted expenses” section of the travel voucher.

4. Original receipts for any preauthorized ARCUS business-related expense (i.e., copying charges, faxes, etc.).

5. Copy of your itinerary. Travel will be reimbursed from airport to airport. If you should schedule a layover that is not on your regular route, approval is required from the project manager, which clarifies the charges for the meeting portion of the trip.

6. All reimbursement requests must be submitted within 30 days of completion of travel. Any vouchers not received within 30 days of completion of travel are not required to be processed by ARCUS.

NOTE: If ARCUS paid directly for your airfare and lodging and you do not have any receipts (besides boarding passes), a signed, original travel voucher form STILL MUST BE SUBMITTED for auditing purposes.

Per Diem

ARCUS does not reimburse specific meal costs, but rather pays per diem. The per diem rate is determined by the current GSA per diem rates for meals only (it does not include incidentals). In the case of non-continental US or international travel, Department of Defense/Department of State per diem rates are used (does not include incidentals). A proportionally reduced per diem allowance will be calculated if meals are furnished.

A traveler will receive two travel days, one traveling to the meeting and one traveling from the meeting. Travel days are paid at three-fourths of per diem if the scheduled time elapsed from origin departure time to destination arrival time is less than twelve (12) hours (airport to airport). Travel time equal to or greater than twelve (12) hours and foreign travel will be paid a full day per diem.

Send requests for reimbursement to: ARCUS, 3535 College Rd, Suite 101, Fairbanks, AK 99709; arcus@arcus.org; http://www.arcus.org

Revised: 10/2018