

CHECKLIST
NRC VOUCHER FOR REIMBURSEMENT

(Please check each box and submit with Voucher)

- Box 2: Provide the last 4 digits of your SS# in Box 2. DO NOT PROVIDE YOUR FULL SOCIAL SECURITY NUMBER.
- Box 5 is the home address where your reimbursement check will be mailed. If this address has changed from what we have on record for you, please indicate that it is your *new* home address. If you have signed up for Direct Deposit, you have indicated “Enrolled in Direct Deposit” next to your home address in Box 5.
- Box 24 has been signed and dated.
- Itinerary/Receipt provided by NRC's Travel Management Company is attached (if applicable). Please attach the **ticketed** flight receipt which was emailed to you at the time of ticketing (usually 3 business days before departure). Do not send the initial flight itinerary you received at the time of booking as this does not provide the exact amount direct billed to the NRC.
- The hotel receipt is attached. Do not send the hotel confirmation as this is not a receipt. The receipt will have your name on it and show itemized charges and payment amount.
- All receipts over \$50 are attached.
- Tips for taxis are reimbursable at 15%. If your tip is more than 15% then you will need to recalculate based on 15%.
- Mileage has been calculated properly at 54.5 cents per mile for use of personal vehicle only. Do ***not*** use “Number of Miles” column because it does not always work properly. Use the following format:

| NATURE OF EXPENSE | AMOUNT CLAIMED |
|--|----------------|
| Personal Vehicle from home to airport (12 miles x 54.5 cents/mile) | \$6.54 |

- Scan all items as one document and email to ASTrainingandtravel.resource@nrc.gov . Do not send unused or instruction pages of the voucher.