

CHECKLIST
NRC VOUCHER FOR REIMBURSEMENT

- Box 24 has been signed and dated.
- Box 5 is the home address where your reimbursement check will be mailed. Do not provide any address other than your home address. 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.
- Itinerary/Receipt provided by NRC’s Travel Management Company is attached (if applicable). Please attach the **ticketed** flight receipt which you received 3 days prior to 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. All receipts are encouraged, but over \$50 is required.
- Mileage has been calculated properly at .575 per mile for use of personal vehicle only.
- The course and per diem information is provided on the first two lines under “Nature of Expense.”
- Scan all items as one document and email to ASTrainingandtravel.resource@nrc.gov . Do not send unused or instruction pages of the voucher.