



MRCOG TRAVEL VOUCHER FOR TRAVEL  
WITH NO OVERNIGHT LODGING

For occasional and irregular travel that extends beyond the normal work day and no overnight lodging is required

Traveler: \_\_\_\_\_

Fund Number: \_\_\_\_\_

Destination: \_\_\_\_\_

G/L Number: \_\_\_\_\_

Actual Departure	
Date:	Time:

Actual Return	
Date:	Time:

**Mileage** (privately-owned automobile)

\_\_\_\_\_ (miles) × \_\_\_\_\_ (MRCOG approved mileage rate) \$ \_\_\_\_\_

**Meals**

- a. Less than 2 hours of travel beyond the normal work day, **none**;
- b. 2 hours, but less than 6 hours beyond the normal work day, **\$20.00**;
- c. 6 hours, but less than 12 hours beyond the normal work day, **\$42.00**;
- d. 12 hours or more beyond the normal work day, **\$59.00** \$ \_\_\_\_\_

**Or, can claim actual meals during business hours if:**

**Actual Meal**

Up to \$20 per meal (\$25 in Santa Fe) if travel over 15 miles from home office if meal not provided by host (attach receipt) \$ \_\_\_\_\_

**Total** Cost of Travel \$ \_\_\_\_\_

Employee/Public Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_