

NDMS Travel Voucher Submission Guide

- Voucher preparation and submission is completed by Regional Voucher Preparers (RVP) on your behalf.
- During the month of July 2015, Team AOs will help travelers by collecting and forwarding required travel voucher documents to the Regional Voucher Preparers.
- Starting on August 1, 2015, the individual traveler is responsible for compiling and submitting the documentation required for a travel voucher directly to the Regional Voucher Preparers by scanning and emailing it to NDMSVouchers@HHS.gov.
- Each email should contain complete documentation for one traveler only. The subject line should read "Team Name, Traveler Name, Voucher Documentation".
- To meet the voucher submission timeline, travelers must submit all travel documentation at one time to NDMSVouchers@hhs.gov within 24 hours of completing travel.
- Federal Travel Regulations require that travel vouchers be completed within 5 days of ending travel. To meet this requirement:
 - traveler must have submitted the travel documentation to NDMSVouchers@HHS.gov,
 - RVP must prepare the travel voucher in the travel program,
 - traveler must sign the prepared voucher (no digital signature) and return it to the RVP, and
 - RVP must have submitted the signed voucher to the travel system.
 - All of these tasks must be completed within 5 days of travel completion.

Travel Voucher Documentation Checklist (Not all items apply to all travel)

Completed Travel Voucher Worksheet
Hotel Receipt with a zero balance
Rental car receipt
Rental car fuel receipt(s)
First bag and excess bag receipts
Parking receipts
Transportation to Airport Cost Comparison Form
Taxi or other transportation receipts (i.e., shuttle, etc.)
Google Map for mileage verification (door to door, shortest route)
Laundry receipts
Statement in Lieu of Actual Receipt Form for lost receipts
Highway/Bridge Tolls