



Cardinal

Expense Transmittal

Business Unit

14000

Accounting Date

12/10/2019

Cardinal Report ID #

0000265607

Period

6

Payee Name

STEVENS, CURTIS

Payment Date

[Blank]

Check Reference #

[Blank]

Total Payment Amount

961.81

Description / Reference

11/18-11/21-JJD SITE VISITS

Certification Statement for Preparer:

I certify that the travel expenses are appropriately documented amounts claimed for reimbursement are correctly calculated.

Certification Statement for Approver:

I certify that the request for disbursement of State funds specified in the approved transaction has been reviewed by appropriate agency staff and is accurate to the best of their knowledge and belief. The amounts itemized are considered to be legitimate and proper charges to the appropriations indicated therein, and are approved for payment. The payment has not been previously authorized.

Signature of Preparer

Adrienne Howard

Printed Name

Adrienne Howard

Title

Financial Specialist

Signature of Approving Officer

Karen Roth 12-11-19

Printed Name

Karen Roth

Title

Sr. Accountant



Expense Summary Distribution

Header

Fiscal Year: 2020

Report ID#	Acct Date	Acct Period	Payee Name	Total Payment Amount
0000265607 ✓	12/10/2019	6	STEVENS, CURTIS ✓	\$961.81 ✓

Distribution Lines

Line	Unit	Distribution Amount	Fund	Program	Project	Account	Dept	Task	Cost Center	Description \ Reference2
1	14000	\$429.78 ✓	10000 ✓	390002 ✓	0000116466 ✓	5012820 ✓	10320 ✓			11/18-11/21-JDP SITE VISITS ✓
2	14000	\$196.00 ✓	10000 ✓	390002 ✓	0000116466 ✓	5012880 ✓	10320 ✓			11/18-11/21-JDP SITE VISITS ✓
3	14000	\$336.03 ✓	10000 ✓	390002 ✓	0000116466 ✓	5012270 ✓	10320 ✓			11/18-11/21-JDP SITE VISITS ✓

TOTAL - \$961.81 ✓ **AGREES TO HEADER**

Entered by / Date: Adrienne Howard *AAH* 12/10/2019
 Approved by / Date: Karen Roth *Karen Roth* 12.11.19

Memo

To: File
From: Adrienne Howard
cc: Monica Darden, Karen Roth
Date: 12/10/19
Re: Cardinal Report ID# 0000264733

Cardinal Report ID# 0000264733 was keyed under Adrienne Howard (002747479) in error; the correct employee should have been Curtis Stevens (004050964).

Upon noticing the funds deposited in her account, Adrienne Howard obtained a cashier's check from Bank of America, refunding the money back to the Virginia Department of Treasury so that the funds could be deposited and distributed to the correct employee.

Monica Darden was notified on December 10, 2019, and the travel expense reimbursement was rekeyed in Cardinal with the correct employee information.

Notice to Purchaser - In the event that this check is lost, misplaced or stolen, a sworn statement and 90-day waiting period will be required prior to replacement. This check should be negotiated within 90 days.

Cashier's Check - Customer Copy

No. 0890608911

Void After 90 Days

30-1/1140

Date 12/10/19 12:11:49 PM

RICHMOND CENTER

0002 1011178 0030

NTX

Pay



Nine Hundred Sixty One and 81/100 Dollars

\$961.81

To The Order Of VA DEPARTMENT OF TREASURY

Remitter (Purchased By): ADRIENNE F HOWARD

Bank of America, N.A.
SAN ANTONIO, TX

Not-Negotiable
Customer Copy
Retain for your Records

001641001452



Cashier's Check

No. 0890608911

Notice to Purchaser - In the event that this check is lost, misplaced or stolen, a sworn statement and 90-day waiting period will be required prior to replacement. This check should be negotiated within 90 days.

Void After 90 Days

30-1/1140

Date 12/10/19 12:11:49 PM

RICHMOND CENTER

0002 1011178 0030

NTX

Pay



Nine Hundred Sixty One and 81/100 Dollars

\$961.81

To The Order Of VA DEPARTMENT OF TREASURY

Remitter (Purchased By): ADRIENNE F HOWARD

Bank of America, N.A.
SAN ANTONIO, TX

Adrienne F Howard
AUTHORIZED SIGNATURE

⑈0890608911⑈ ⑆114000019⑆ 001641001452⑈

THE ORIGINAL DOCUMENT HAS A REFLECTIVE WATERMARK ON THE BACK. HOLD AT AN ANGLE TO VIEW WHEN CHECKING THE ENDORSEMENTS.

Advanced Search

All Search

Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View

View Expense Report

Expense Details

ADRIENNE HOWARD

Business Purpose Field Work Report 0000264733 Paid

Description JDP SITE VISITS Created 12/04/2019 ADRIENNE HOWARD

Reference Last Updated 12/05/2019 KAREN ROTH

Actions Choose an Action

GO

Totals ? View Printable Version Post State Posted Notes

View Analytics

Employee Expenses (16 Lines)	961.81 USD	Non-Reimbursable Expenses	0.00 USD	Employee Credits	0.00 USD
Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00 USD	Supplier Credits	0.00 USD

Amount Due to Employee 961.81 USD Amount Due to Supplier 0.00 USD

By checking this box, the employee has certified the expenses listed were incurred by the employee on official business of the Commonwealth of Virginia and include only such expenses necessary in the conduct of that business.

Submit Expense Report Withdraw Expense Report Submitted On 12/04/2019 Submitted By ADRIENNE HOWARD

Approval History

Submitted	ADRIENNE HOWARD	Supervisor	KAREN ROTH	Date/Time	12/04/2019 12:01:14PM
Approved	ADRIENNE HOWARD	Supervisor	KAREN ROTH	Date/Time	12/05/2019 5:12:33PM



All Search >> Advanced Search

Favorites > Main Menu > Employee Self-Service > Travel and Expenses > Expense Reports > View > Print Report

View Expense Report

Summary

ADRIENNE HOWARD

Actions ...Choose an Action GO

Report 0000264733 Paid

Business Purpose Field Work
Report Description JDP SITE VISITS

Reference

Expenses

Expand All | Collapse All

Total 961.81 USD

*Date *Expense Type *Description *Payment Type *Amount *Currency

11/18/2019 Personal Mileage Cost Justified * MILES
249 characters remaining Check 121.22 USD

Billing Type Billable

Originating Location In State Standard Exchange Rate 1.00000000

Destination Location In State Standard Base Currency Amount 121.22 USD

Miles 209 x 0.5800 No Receipt

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
121.22	14000	121.22 USD	USD	1.00000000		5012820	10000	3900002	10320	

11/19/2019 Personal Mileage Cost Justified * MILES
249 characters remaining Check 136.88 USD

Billing Type Billable

Originating Location In State Standard Exchange Rate 1.00000000

Destination Location In State Standard Base Currency Amount 136.88 USD

Miles 236 x 0.5800 No Receipt

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
136.88	14000	136.88 USD	USD	1.00000000		5012820	10000	3900002	10320	

* MILES

249 characters remaining

Billing Type Billable

Originating Location In State Standard
Destination Location In State Standard

Miles 92 x 0.5800

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Speed/Type Key	Account	Fund	Program	Department	Cost C
53.36	14000	53.36 USD	USD	1.00000000		5012820	10000	390002	10320	

Default Rate Exchange Rate 1.00000000
 Non-Reimbursable Base Currency Amount 53.36 USD
 No Receipt

11/21/2019 Personl Mileage Cost Justified

Billing Type Billable

Originating Location In State Standard
Destination Location In State Standard

Miles 204 x 0.5800

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Speed/Type Key	Account	Fund	Program	Department	Cost C
118.32	14000	118.32 USD	USD	1.00000000		5012820	10000	390002	10320	

MILES Check 118.32 USD
 249 characters remaining
 Default Rate Exchange Rate 1.00000000
 Non-Reimbursable Base Currency Amount 118.32 USD
 No Receipt

11/18/2019 All Meals - Travel Day

Billing Type Billable

Location Blacksburg (Montgomery)

Per Diem Range 0 - 999 Days

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Speed/Type Key	Account	Fund	Program	Department	Cost C
38.25	14000	38.25 USD	USD	1.00000000		5012880	10000	390002	10320	

MEALS Check 38.25 USD
 249 characters remaining
 Default Rate Exchange Rate 1.00000000
 Non-Reimbursable Base Currency Amount 38.25 USD
 No Receipt

11/18/2019 Per Diem Incidentis-Travel Day

Billing Type Billable

Location Blacksburg (Montgomery)

Per Diem Range 0 - 999 Days

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	Speed/Type Key	Account	Fund	Program	Department	Cost C
3.75	14000	3.75 USD	USD	1.00000000		5012880	10000	390002	10320	

MEALS Check 3.75 USD
 249 characters remaining
 Default Rate Exchange Rate 1.00000000
 Non-Reimbursable Base Currency Amount 3.75 USD
 No Receipt

Accounting Details

Chartfields

Amount 3.75 14000

GL Unit Monetary Amount 3.75 USD

Exchange Rate 1.00000000

SpeedType Key Account 5012880

Fund 10000

Program 3900002

Department 10320

Cost 51.00 USD

11/19/2019 All Meals - NonTravel Day

Billing Type Billable

Location Blacksburg (Montgomery)

Per Diem Range 0 - 999 Days

MEALS

249 characters remaining

Per Diem Deductions

Check

51.00 USD

Exchange Rate 1.00000000

51.00 USD

Default Rate

Non-Reimbursable

Base Currency Amount

No Receipt

Accounting Details

Chartfields

Amount 51.00 14000

GL Unit Monetary Amount 51.00 USD

Exchange Rate 1.00000000

SpeedType Key Account 5012880

Fund 10000

Program 3900002

Department 10320

Cost 51.00 USD

11/19/2019 Per Diem Incident-NonTravel Day

Billing Type Billable

Location Blacksburg (Montgomery)

Per Diem Range 0 - 999 Days

MEALS

249 characters remaining

Per Diem Deductions

Check

5.00 USD

Exchange Rate 1.00000000

5.00 USD

Default Rate

Non-Reimbursable

Base Currency Amount

No Receipt

Accounting Details

Chartfields

Amount 5.00 14000

GL Unit Monetary Amount 5.00 USD

Exchange Rate 1.00000000

SpeedType Key Account 5012880

Fund 10000

Program 3900002

Department 10320

Cost 51.00 USD

11/20/2019 All Meals - NonTravel Day

Billing Type Billable

Location Blacksburg (Montgomery)

Per Diem Range 0 - 999 Days

MEALS

249 characters remaining

Per Diem Deductions

Check

51.00 USD

Exchange Rate 1.00000000

51.00 USD

Default Rate

Non-Reimbursable

Base Currency Amount

No Receipt

Accounting Details

Chartfields

Amount 51.00 14000

GL Unit Monetary Amount 51.00 USD

Exchange Rate 1.00000000

SpeedType Key Account 5012880

Fund 10000

Program 3900002

Department 10320

Cost 51.00 USD

11/20/2019 Per Diem Incident-Travel Day MEALS 5.00 USD Check

Billing Type Billable 249 characters remaining
 Location Blacksburg (Montgomery) Per Diem Deductions Exchange Rate 1.00000000
 Per Diem Range 0 - 999 Days Non-Reimbursable Base Currency Amount 5.00 USD
 No Receipt

Accounting Details

Chartfields	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
	5.00	14000	5.00	USD	1.00000000		5012880	10000	3900002	10320	

11/21/2019 All Meals - Travel Day MEALS 38.25 USD Check

Billing Type Billable 249 characters remaining
 Location Blacksburg (Montgomery) Per Diem Deductions Exchange Rate 1.00000000
 Per Diem Range 0 - 999 Days Non-Reimbursable Base Currency Amount 38.25 USD
 No Receipt

Accounting Details

Chartfields	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
	38.25	14000	38.25	USD	1.00000000		5012880	10000	3900002	10320	

11/21/2019 Per Diem Incident-Travel Day MEALS 3.75 USD Check

Billing Type Billable 249 characters remaining
 Location Blacksburg (Montgomery) Per Diem Deductions Exchange Rate 1.00000000
 Per Diem Range 0 - 999 Days Non-Reimbursable Base Currency Amount 3.75 USD
 No Receipt

Accounting Details

Chartfields	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
	3.75	14000	3.75	USD	1.00000000		5012880	10000	3900002	10320	

11/18/2019 Lodging HOTEL 96.00 USD Check

Billing Type Billable 249 characters remaining
 Location Blacksburg (Montgomery) Per Diem Deductions Exchange Rate 1.00000000
 Per Diem Range 0 - 999 Days Non-Reimbursable Base Currency Amount 96.00 USD
 No Receipt

Accounting Details

Chartfields	Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost C
	96.00	14000	96.00	USD	1.00000000		5012880	10000	3900002	10320	

No Receipt

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
98.00	14000	98.00 USD	USD	1.00000000		5012850	10000	3900002	10320	

11/19/2019 Lodging

Billing Type Billable

Location Blacksburg (Montgomery)

Number of Nights 1

* HOTEL
249 characters remaining

Check

Default Rate Exchange Rate 1.00000000
 Non-Reimbursable Base Currency Amount 98.00 USD
 No Receipt

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
98.00	14000	98.00 USD	USD	1.00000000		5012850	10000	3900002	10320	

11/20/2019 Lodging

Billing Type Billable

Location Blacksburg (Montgomery)

Number of Nights 1

* HOTEL
249 characters remaining

Check

Default Rate Exchange Rate 1.00000000
 Non-Reimbursable Base Currency Amount 98.00 USD
 No Receipt

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
42.03	14000	42.03 USD	USD	1.00000000		5012850	10000	3900002	10320	

11/20/2019 Lodging Fees and Taxes

Billing Type Billable

* HOTEL
249 characters remaining

Check

Default Rate Exchange Rate 1.00000000
 Non-Reimbursable Base Currency Amount 42.03 USD
 No Receipt

Accounting Details

Chartfields

Amount	GL Unit	Monetary Amount	Currency Code	Exchange Rate	SpeedType Key	Account	Fund	Program	Department	Cost
42.03	14000	42.03 USD	USD	1.00000000		5012850	10000	3900002	10320	

Expand All | Collapse All

Return to Search

Notify

Total 961.81 USD



Expense Transmittal

Business Unit 14000	Accounting Date 12/04/2019	Cardinal Report ID # 0000264733	Period 6	Payee Name STEVENS, CURTIS
Payment Date	Check Reference #	Total Payment Amount 961.81		

Description / Reference 11/18-11/21-JJDP SITE VISITS
--

Certification Statement for Preparer: I certify that the travel expenses are appropriately documented amounts claimed for reimbursement are correctly calculated.	
Signature of Preparer <i>A Howard</i>	Signature of Approving Officer <i>Karen Roth 12.5.19</i>
Printed Name Adrienne Howard	Printed Name Karen Roth
Title Financial Specialist	Title Sr. Accountant

Certification Statement for Approver: I certify that the request for disbursement of State funds specified in the approved transaction has been reviewed by appropriate agency staff and is accurate to the best of their knowledge and belief. The amounts itemized are considered to be legitimate and proper charges to the appropriations indicated therein, and are approved for payment. The payment has not been previously authorized.	
Signature of Approving Officer <i>Karen Roth 12.5.19</i>	Signature of Approving Officer <i>Karen Roth 12.5.19</i>
Printed Name Karen Roth	Printed Name Karen Roth
Title Sr. Accountant	Title Sr. Accountant



Expense Summary Distribution

Fiscal Year: 2020

Header

Report ID#	Acct Date	Acct Period	Payee Name	Total Payment Amount
0000264733	12/04/2019	6	STEVENS, CURTIS	\$961.81

Distribution Lines

Line	Unit	Distribution Amount	Fund	Program	Project	Account	Dept	Task	Cost Center	Description \ Reference2
1	14000	\$429.78	10000	390002	0000116466	5012820	10320			11/18-11/21-JJDP SITE VISITS
2	14000	\$196.00	10000	390002	0000116466	5012880	10320			11/18-11/21-JJDP SITE VISITS
3	14000	\$336.03	10000	390002	0000116466	5012270	10320			11/18-11/21-JJDP SITE VISITS

TOTAL - \$961.81 AGREES TO HEADER

Entered by / Date: Adrienne Howard *AA* 12/04/2019

Approved by / Date: Karen Roth *Karen Roth 12.5.19*



PERSONAL VEHICLE USE STATEMENT

Trip # 10

CARDINAL TRAVEL EXPENSE REIMBURSEMENT VOUCHER

X PERSONAL VEHICLE COST BENEFICIAL - PERSONAL MILEAGE RATE

DEPARTMENT, INSTITUTION, OR AGENCY
Department of Criminal Justice Services - Agency 14000

STATE / RENTAL VEHICLE - NOT AVAILABLE OR ACCESSIBLE - PERSONAL MILEAGE RATE

STATE / RENTAL VEHICLE - AVAILABLE OR NOT REQUESTED - FLEET RATE

Name: Curtis Stevens
Address: 268 Olde Keswick Lane
City: N. Dinwiddie
State: VA **Zip:** 23805
Employee ID# 00 **4050964** **00**
Vendor Tax ID# N/A

I CERTIFY THE EXPENSES LISTED BELOW WERE INCURRED BY ME ON OFFICIAL BUSINESS THE COMMONWEALTH OF VIRGINIA AND INCLUDE ONLY SUCH EXPENSES AS WERE NECESSARY IN THE CONDUCT OF BUSINESS. ALL COMPUTATIONS ARE CORRECT AND ALL NECESSARY AND REQUIRED RECEIPTS ARE ATTACHED.

STATE EMPLOYEE? Yes/No x
SIGNATURE OF TRAVELER
Curtis F. Stevens
11/22/2019
TITLE: JJDP Act Compliance Monitor

No Commuting Mileage Declaration - State Employees Only
Assigned Work Location: X Residence DCJS Office
 Mileage claimed is NOT commuting mileage and is claimed based on the shortest distance to and from the business destination(s).

I CERTIFY THAT THE TRAVEL UNDERTAKEN AND/OR BUSINESS EXPENSES IN THIS REIMBURSEMENT VOUCHER HAVE BEEN REVIEWED AND APPROVED AS NECESSARY FOR THE CONDUCT OF BUSINESS FOR THE COMMONWEALTH OF VIRGINIA.
Paul M.
AUTHORIZED SIGNATURE **11/27/19**
DATE

1. DATE	2. LOCATION AT WHICH EXPENSE WAS INCURRED. POINTS BETWEEN WHICH TRAVEL WAS NECESSARY. ORIGIN AND DESTINATION LOCATIONS ARE REQUIRED. METHOD OF TRANSPORTATION USED. EACH DAY'S EXPENSES MUST BE SHOWN SEPARATELY.	3. MILES TRAVELED (NO DECIMALS)	4. MILEAGE	5. AIR / TRAIN / BUS / ETC	6. PER DIEM AMOUNT	7. LODGING	8. OTHER EXPENSES	AMOUNT
2019								
11/18/2019	Travel from homebase to Farmville and Lynchburg for JJDP Act site visit - overnight stay in Christiansburg	209.0	121.22		42.00	112.01		275.
11/19/2019	Travel from Christiansburg to Bristol for JJDP Act site visit and return to Christiansburg for overnight stay	236.0	136.88		56.00	112.01		304.
11/20/2019	Travel to Roanoke and Christiansburg for JJDP Act site visits - overnight stay in Christiansburg	92.0	53.36		56.00	112.01		221.
11/21/2019	Travel from Christiansburg to homebase	204.0	118.32		42.00			160.
TOTALS		741	429.78	0.00	196.00	336.03	0.00	961.

TOTAL SHEET 1 961.
TOTAL SHEET 2 0.
GRAND TOTAL 961.

PURPOSE OF TRIP - Select ONE:
 FIELD WORK EDUCATION / TRAINING MEETING / DCJS CONFERENCE
 PRESENTATION OTHER (Explain below)
 SPONSORED PROGRAM OR EXEMPT ORGANIZATION WILL REIMBURSE EXPENSES

DESCRIPTION / BUSINESS PURPOSES:
 JJDP Act site visits to Piedmont Regional JDC, Lynchburg Regional JDC, Highlands Regional JDC, Roanoke Regional JDC, New River Valley JDC

DCJS FINANCE RECEIVED
 DEC 3 2019 AM 9:22

VOUCHER #: 0000265607 **DATE:** 12/10/19

ACCOUNTING DISTRIBUTION TO BE COMPLETED BY DCJS TRAVELER or AUTHORIZED SIGNATORY. Please complete fields highlighted in yellow.

PCBU	FUND	PROGRAM	PROJECT CODE #	PROJECT CODE NAME	DEPT	TASK	COST CENTER
14000	10000	390002	0000116466	n-house compliance gran	10320		

EXPENSE TYPE	ACCOUNT	AMOUNT
Mileage	5012820	429.78
Air/Train/Bus	5012830	0.00
Per Diem	5012860	196.00
Lodging	5012850	336.03

EXPENSE TYPE	ACCOUNT	Other Expense	AMOUNT
Other	5012850	Parking / Tolls	23.58
Other	5012830	Baggage	
Other	5012850	Uber/Shuttle	
Other			

CHECK IF EXPENDITURE DISTRIBUTION CONTINUATION SHEET IS ATTACHED

Office of Fleet Management Services

Cost Comparison Between
Enterprise Provided Vehicle and Mileage Reimbursement
Effective January 1, 2019

DAILY VEHICLE NEEDS

Traveler's Name: **Curtis Stevens**

Agency: **140**

Destination: **SW Virginia**

Number of Miles for the Trip: **741**

Number of Days for the Trip: **4**

Lowest Cost Transportation:

Enterprise Vehicle: **\$193.12**

Personal Vehicle: **\$429.78**

Office of Fleet Management Services

Trip #10

Cost Comparison Between

Enterprise Provided Vehicle and Mileage Reimbursement

Effective January 1, 2019

DAILY VEHICLE NEEDS

Traveler's Name: **Curtis Stevens**

Agency: **DCJS**

Destination: **Southwest Virginia**

Number of Miles for the Trip: **741**

Number of Days for the Trip: **7**

Lowest Cost Transportation:

Enterprise Vehicle: **\$293.5**

Personal Vehicle: **\$429.78**



Holiday Inn

19

11-21-19

Curtis Stevens 268 Old Keswick Ln Petersburg VA 23805-7869 United States	Folio No. :	106882	Room No. :	308
	A/R Number :		Arrival :	11-18-19
	Group Code :		Departure :	11-21-19
	Company :	Work	Conf. No. :	26175696
	Membership No. :	PC 394480760	Rate Code :	IMSTI
	Invoice No. :		Page No. :	1 of 1

Date	Description	Charges	Credits
11-18-19	Government Rate	98.00	
11-18-19	State Tax - 5.3%	5.19	
11-18-19	Local Tax - 9%	8.82	
11-19-19	Miscellaneous Other	5.00	
11-19-19	Cash		5.00
11-19-19	Government Rate	98.00	
11-19-19	State Tax - 5.3%	5.19	
11-19-19	Local Tax - 9%	8.82	
11-20-19	Miscellaneous Other	10.00	
11-20-19	Cash		10.00
11-20-19	Government Rate	98.00	
11-20-19	State Tax - 5.3%	5.19	
11-20-19	Local Tax - 9%	8.82	
11-21-19	Miscellaneous Other	5.00	
11-21-19	Cash		5.00
11-21-19	Visa		336.03
	XXXXXXXXXXXX7756		

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Total	356.03	356.03
Balance	0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Holiday Inn Christiansburg / Blacksburg
99 Bradley Dr.
Christiansburg, VA 24073
Telephone: (540) 381-8100 Fax: (540) 381-2173

Owned by MVF RAJ Hospitality, LLC Operated by MVF RAJ Corporation, A Hotel Management Company

Federal GSA Per Diem Calculator

Automatically calculates adjustments for travel days, provided meals, and correct rates for the time of year. It is based on the Federal Government General Services Administration Per Diem rates.

Departure Date 11/18/2019

Return Date 11/21/2019

Where? VA - Blacksburg, VA - Montgomery county

- VA - Blacksburg, VA - Montgomery county.
- [Driving Directions.](#)
- [Verify GSA Rate on gsa.gov.](#)

Mon Nov 18 2019 Travel Day?

Lodging rate is \$101. 150% of \$101 is \$151.50.

MEAL	PROVIDED?
Breakfast (\$13):	<input type="checkbox"/>
Lunch (\$15):	<input type="checkbox"/>
Dinner (\$23):	<input type="checkbox"/>
Incidentals:	\$5
DAY TOTAL:	(56) x 0.75 = \$42.00

Tue Nov 19 2019 Travel Day?

Lodging rate is \$101. 150% of \$101 is \$151.50.

MEAL	PROVIDED?
Breakfast (\$13):	<input type="checkbox"/>
Lunch (\$15):	<input type="checkbox"/>
Dinner (\$23):	<input type="checkbox"/>
Incidentals:	\$5
DAY TOTAL:	56 = \$56.00

Wed Nov 20 2019 Travel Day?

Lodging rate is \$101. 150% of \$101 is \$151.50.

MEAL	PROVIDED?
Breakfast (\$13):	<input type="checkbox"/>
Lunch (\$15):	<input type="checkbox"/>
Dinner (\$23):	<input type="checkbox"/>
Incidentals:	\$5

DAY TOTAL:**56 = \$56.00****Thu Nov 21 2019** Travel Day?

Lodging rate is \$101. 150% of \$101 is \$151.50.

MEAL	PROVIDED?
Breakfast (\$13):	<input type="checkbox"/>
Lunch (\$15):	<input type="checkbox"/>
Dinner (\$23):	<input type="checkbox"/>
Incidentals:	\$5
DAY TOTAL:	(56) x 0.75 = \$42.00

Trip Total: 42.00 + 56.00 + 56.00 + 42.00 = \$196.00

- Standard CONUS rate applies to all counties not specifically listed. Cities not listed may be located in a listed county.
- The lodging rate may change based on the season and excludes taxes and surcharges.
- Some agencies may allow up to 150% of the base lodging rate with prior approval and is included for that reason.
- Note that this page pro-rates incidentals on travel days. If you do not do this, [use this version](#).

[Home](#) | [About](#)



268 Old Keswick Lane, Petersburg, VA to 99 Bradley Dr NW

Drive 209 miles, 3 h 53 min

11/18/19

268 Old Keswick Ln

Petersburg, VA 23805

Get on I-85 S in Petersburg from State Rte 622, State Rte 608, State Rte 677 and Halifax Rd

14 min (7.5 mi)

- ↑ 1. Head north on Old Keswick Ln toward Canter Lope Ln 0.7 mi
- ↶ 2. Turn left onto State Rte 622 1.3 mi
- ↶ 3. Turn left onto State Rte 608 1.1 mi
- ↶ 4. Turn left onto State Rte 677 0.9 mi
- ↷ 5. Turn right onto State Rte 604/Halifax Rd 2.3 mi
- ↷ 6. Turn right onto Halifax Rd 0.2 mi
- ↑ 7. Continue onto Wells Rd 0.4 mi
- ↑ 8. Continue onto Squirrel Level Rd 0.4 mi
- ↶ 9. Turn left onto the Interstate 85 S ramp to South Hill 0.3 mi

Follow US-460 W to US-460 BUS W in Prince Edward County. Take the US-460 BUS exit from US-460 W

1 h 2 min (59.7 mi)

- ↶ 10. Merge onto I-85 S 3.4 mi
- ↷ 11. Take exit 61 for US-460 W toward Blackstone/Lynchburg 0.2 mi
- ↷ 12. Turn right onto US-460 W (signs for Blackstone) 44.2 mi
- ↶ 13. Use the right lane to merge onto US-460 W via the ramp to Farmville/Lynchburg/Roanoke 11.5 mi

- 14. Take the US-460 BUS exit toward Farmville 0.3 mi

Continue on US-460 BUS W. Drive to Industrial Park Rd in 701

9 min (4.8 mi)

- 15. Continue onto US-460 BUS W
 - Pass by Fisher Auto Parts (on the left in 2.6 mi) 4.3 mi
- 16. Turn right onto Industrial Park Rd 0.6 mi

1 h 24 min (72.0 mi)

701 Industrial Park Rd

Farmville, VA 23901

Take US-15 BUS N/W 3rd St to US-15 S/US-460 BUS W in 501

4 min (2.6 mi)

- 17. Head southeast on Industrial Park Rd toward Co Rd 753 0.5 mi
- 18. Turn right toward US-15 BUS N/US-460 BUS W/W 3rd St 299 ft
- 19. Turn right onto US-15 BUS N/US-460 BUS W/W 3rd St 2.1 mi

Follow US-460 W to Florida Ave in Lynchburg

43 min (42.5 mi)

- 20. Turn left onto US-15 S/US-460 BUS W 0.1 mi
- 21. Keep right at the fork, follow signs for US-460 W/Lynchburg and merge onto US-460 W 42.0 mi
- 22. Use the right lane to take the US 501 S/US 460 Business W/US 501 Business N/Campbell Ave ramp to S Boston 0.2 mi
- 23. Use the right lane to merge onto Campbell Ave (signs for US-501 N) 0.2 mi

Follow Florida Ave to your destination

3 min (1.1 mi)

- 24. Turn right onto Florida Ave
 - ⓘ Pass by Burger King (on the left)

1.0 mi

- 25. Turn right

230 ft

- ⤵ 26. Turn left
 - ⓘ Destination will be on the left

203 ft

50 min (46.1 mi)

1400 Florida Ave

Lynchburg, VA 24501

Follow Florida Ave to Campbell Ave

3 min (1.1 mi)

- ↑ 27. Head south toward Florida Ave

203 ft

- 28. Turn right toward Florida Ave

230 ft

- ⤵ 29. Turn left onto Florida Ave
 - ⓘ Pass by Burger King (on the right in 1.0 mi)

1.0 mi

Take US-460 W and I-81 S to US-460 BUS W/N Franklin St in Christiansburg. Take exit 3A-3B from US-460 W

1 h 31 min (88.5 mi)

- ⤵ 30. Turn left onto Campbell Ave

0.2 mi

- ⤴ 31. Turn right onto the US-29 S/US-460 W/US-501 N ramp

0.2 mi

- 32. Continue onto US-29 S/US-460 W/US-501 N
 - ⓘ Continue to follow US-460 W

25.9 mi

- ↑ 33. Continue straight onto US-221 S/US-460 W/Blue Ridge Ave

4.5 mi

- ↑ 34. Continue onto US-221 S/US-460 W






16.4 mi

- 35. Turn right onto US-220 ALT N/Cloverdale Rd
 - ⓘ Continue to follow Cloverdale Rd





5.1 mi

- ↑ 36. Continue onto US-220 N

0.1 mi

- 
 37. Use the right lane to take the I-81 S/US-220 S ramp to Roanoke
0.2 mi
- 
 38. Merge onto I-81 S
31.2 mi
- 
 39. Use the right 2 lanes to take exit 118C-B-A to merge onto US-460 W
4.0 mi
- 
 40. Use the right 2 lanes to take exit 3A-3B for US-460 BUS toward Christiansburg
0.5 mi
- 
 41. Keep left at the fork to continue on Exit 3B, follow signs for US 460 Business W/Blacksburg and merge onto US-460 BUS W/N Franklin St
0.2 mi

Continue on US-460 BUS W/N Franklin St. Drive to Bradley Dr NW

- 
 42. Merge onto US-460 BUS W/N Franklin St
4 min (0.9 mi)
 - 
 43. Use the left 2 lanes to turn left onto Peppers Ferry Rd NW
0.6 mi
 - 
 44. Turn left onto Bradley Dr NW
0.2 mi
-  Destination will be on the right
- 220 ft

1 h 38 min (90.5 mi)

99 Bradley Dr NW

Christiansburg, VA 24073

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps 99 Bradley Dr NW to 99 Bradley Dr NW

Drive 236 miles, 3 h 43 min

99 Bradley Dr NW

Christiansburg, VA 24073

11/19/19

Get on US-460 E from Peppers Ferry Rd NW






- ↑ 1. Head southeast on Bradley Dr NW 5 min (1.1 mi)
- ↩ 2. Turn left to stay on Bradley Dr NW 194 ft
- ↩ 3. Turn left toward Bradley Dr NW 197 ft
- ↩ 4. Turn left toward Bradley Dr NW 56 ft
- ↩ 5. Turn left toward Bradley Dr NW 223 ft
- ↩ 6. Turn left toward Bradley Dr NW 62 ft
- ↪ 7. Turn right onto Bradley Dr NW 213 ft
- ↪ 8. Turn right onto Peppers Ferry Rd NW 0.2 mi
- ↑ 9. Continue straight onto Peppers Ferry Rd NE 0.4 mi
 ⓘ Pass by KFC (on the right in 0.2 mi)
- ⤴ 10. Use the right lane to merge onto US-460 E via the ramp to I-81/Roanoke 0.3 mi

Follow I-81 S to Old Airport Rd in Bristol. Take exit 7 from I-81 S

- ⤴ 10. Merge onto US-460 E 1 h 40 min (113 mi)
- ↪ 11. Take exit 1B to merge onto I-81 S toward I-77/Radford/Bristol 3.1 mi
- ↪ 12. Take exit 7 for Old Airport Rd toward Bonham Rd 110 mi
- ↪ 13. Take exit 7 for Old Airport Rd toward Bonham Rd 0.3 mi

Follow Old Airport Rd to Shakesville Rd

- ↩ 13. Turn left onto Old Airport Rd 7 min (3.0 mi)
- ↪ 14. Turn right onto Shakesville Rd 0.8 mi







-  14. Turn left onto Bonham Rd
0.2 mi
-  15. Turn right onto Old Airport Rd
0.9 mi
-  16. Turn right onto Kings Mill Pike
0.1 mi
-  17. Turn left onto Shakesville Rd
 Destination will be on the left
0.9 mi

1 h 52 min (117 mi)

2105 Shakesville Road, Bristol, VA





Get on I-81 N/US-58 E from E Valley Dr and Old Abingdon

Hwy

-  18. Head west on Shakesville Rd
6 min (2.5 mi)
-  19. Turn right to stay on Shakesville Rd
236 ft
-  20. Continue onto E Valley Dr
0.2 mi
-  21. Turn right onto Old Abingdon Hwy
0.7 mi
-  22. Turn right onto US-11 N/US-19 N
1.3 mi
-  23. Use the right lane to take the ramp onto I-81 N/US-58 E
59 ft
- 0.3 mi

Follow I-81 N to US-460 BUS W/N Franklin St in Christiansburg. Take exit 3A-3B from US-460 W

1 h 42 min (115 mi)

-  24. Merge onto I-81 N/US-58 E
 Continue to follow I-81 N
111 mi
-  25. Use the right 2 lanes to take exit 118A-118 A-B-C for US-11/U.S. 460 W toward Christiansburg/Blacksburg
0.9 mi
-  26. Continue onto US-460 W
2.6 mi

- 27. Use the right 2 lanes to take exit 3A-3B for US-460 BUS toward Christiansburg

0.5 mi

- 28. Keep left at the fork to continue on Exit 3B, follow signs for US 460 Business W/Blacksburg and merge onto US-460 BUS W/N Franklin St

0.2 mi

Continue on US-460 BUS W/N Franklin St. Drive to Bradley Dr NW

4 min (0.9 mi)

- 29. Merge onto US-460 BUS W/N Franklin St

0.6 mi

- 30. Use the left 2 lanes to turn left onto Peppers Ferry Rd NW

0.2 mi

- 31. Turn left onto Bradley Dr NW
 - Destination will be on the right

220 ft

1 h 51 min (118 mi)

99 Bradley Dr NW

Christiansburg, VA 24073

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps 99 Bradley Dr NW to 99 Bradley Dr NW

Drive 92.4 miles, 1 h 50 min

11/20/19

99 Bradley Dr NW

Christiansburg, VA 24073

Get on US-460 E from Peppers Ferry Rd NW

- 5 min (1.1 mi)
- ↑ 1. Head southeast on Bradley Dr NW
- 194 ft
- ↶ 2. Turn left to stay on Bradley Dr NW
- 197 ft
- ↶ 3. Turn left toward Bradley Dr NW
- 56 ft
- ↶ 4. Turn left toward Bradley Dr NW
- 223 ft
- ↶ 5. Turn left toward Bradley Dr NW
- 62 ft
- ↷ 6. Turn right onto Bradley Dr NW
- 213 ft
- ↷ 7. Turn right onto Peppers Ferry Rd NW
- 0.2 mi
- ↑ 8. Continue straight onto Peppers Ferry Rd NE
 ⓘ Pass by KFC (on the right in 0.2 mi)
- 0.4 mi
- ⤴ 9. Use the right lane to merge onto US-460 E via the ramp to I-81/Roanoke
- 0.3 mi

Drive from I-81 N to Amsterdam. Take exit 150B from I-81 N

35 min (37.0 mi)

- ⤴ 10. Merge onto US-460 E
- 3.5 mi
- ↷ 11. Take exit 1A for I-81 N/US-460 E toward Salem/Roanoke
- 0.3 mi
- ⤴ 12. Use the left lane to keep left at the fork, continue on Exit 118C and follow signs for US 11/US 460 Business/US 460 E/Shawsville/Elliston
- 0.6 mi
- ↶ 13. Keep left, follow signs for I-81 N/Salem/Roanoke and merge onto I-81 N
- 32.3 mi
- ↷ 14. Take exit 150B for US-11 N/Troutville
- 0.2 mi

Take US-220 ALT S/Cloverdale Rd to your destination in Valley

10 min (6.6 mi)

- 15. At the traffic circle, take the 2nd exit 0.5 mi
- 16. Turn left onto US-220 ALT S/Cloverdale Rd 4.6 mi
- 17. Use the left 2 lanes to turn left onto US-221 N/US-460 E 1.0 mi
- 18. Turn left onto State Rte 660 0.5 mi
- 19. Turn right 66 ft
 - i Destination will be on the left

50 min (44.7 mi)

498 Coyner Springs Rd

Roanoke, VA 24012

Get on I-81 S in Daleville from Cloverdale Rd


11 min (6.8 mi)

- 20. Head northwest toward State Rte 660 66 ft
- 21. Turn left onto State Rte 660 0.5 mi
- 22. Turn right onto US-221 S/US-460 W 0.8 mi
- 23. Turn right onto US-220 ALT N/Cloverdale Rd 5.1 mi
 - i Continue to follow Cloverdale Rd
- 24. Continue onto US-220 N 0.1 mi
- 25. Use the right lane to take the I-81 S/US-220 S ramp to Roanoke 0.2 mi

Follow I-81 S to VA-8 N/W Main St in District D-01. Take exit 114 from I-81 S







33 min (35.9 mi)

- 26. Merge onto I-81 S 35.8 mi

-  27. Take exit 114 for VA-8 toward Christiansburg/Floyd
 0.1 mi

Continue on VA-8 N/W Main St. Take Clearview Dr to Graves St










6 min (1.8 mi)

-  28. Turn right onto VA-8 N/W Main St (signs for Christiansburg)
 0.6 mi
-  29. Turn left onto Depot St NW
 0.3 mi
-  30. Turn left onto Radford St
 0.1 mi
-  31. Turn right onto Clearview Dr
 0.5 mi
-  32. Turn left onto Wades Ln
 0.1 mi
-  33. Turn left onto Graves St
 0.1 mi

50 min (44.5 mi)

650 Wades Ln

Christiansburg, VA 24073

-  34. Head north
 469 ft
-  35. Continue onto Graves St
 318 ft
-  36. Turn right onto Wades Ln
 0.6 mi
-  37. Turn left onto US-460 BUS W/N Franklin St
 -  Continue to follow US-460 BUS W1.3 mi
-  38. Slight left to stay on US-460 BUS W
 0.9 mi
-  39. Use the left 2 lanes to turn left onto Peppers Ferry Rd NW
 0.2 mi
-  40. Turn left onto Bradley Dr NW
 -  Destination will be on the right220 ft

10 min (3.2 mi)

99 Bradley Dr NW

Christiansburg, VA 24073

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



99 Bradley Dr NW to 268 Old Keswick Lane, Petersburg, VA

Drive 204 miles, 3 h 37 min

11/21/19

99 Bradley Dr NW

Christiansburg, VA 24073

Get on US-460 E from Peppers Ferry Rd NW

5 min (1.1 mi)

- ↑ 1. Head southeast on Bradley Dr NW
194 ft
- ↶ 2. Turn left to stay on Bradley Dr NW
197 ft
- ↶ 3. Turn left toward Bradley Dr NW
56 ft
- ↶ 4. Turn left toward Bradley Dr NW
223 ft
- ↶ 5. Turn left toward Bradley Dr NW
62 ft
- ↷ 6. Turn right onto Bradley Dr NW
213 ft
- ↷ 7. Turn right onto Peppers Ferry Rd NW
0.2 mi
- ↑ 8. Continue straight onto Peppers Ferry Rd NE
Pass by KFC (on the right in 0.2 mi)
0.4 mi
- ⤴ 9. Use the right lane to merge onto US-460 E via the ramp to I-81/Roanoke
0.3 mi

Follow I-81 N and US-460 E to Squirrel Level Rd in Petersburg. Take exit 65 from I-85 N/US-460 E

3 h 21 min (196 mi)

- ⤴ 10. Merge onto US-460 E
3.5 mi
- ↷ 11. Take exit 1A for I-81 N/US-460 E toward Salem/Roanoke
0.3 mi
- ⤴ 12. Use the left lane to keep left at the fork, continue on Exit 118C and follow signs for US 11/US 460 Business/US 460 E/Shawsville/Elliston
0.6 mi
- ↶ 13. Keep left, follow signs for I-81 N/Salem/Roanoke and merge onto I-81 N

32.3 mi

- 14. Take exit 150B for US-11 N/Troutville
0.2 mi
- 15. At the traffic circle, take the 3rd exit onto US-11
0.4 mi
- 16. Turn right onto State Rte 653
0.8 mi
- 17. Turn right onto State Rte 652/Mountain Pass Rd
4.9 mi
- 18. Turn left onto US-221 N/US-460 E/Blue Ridge Blvd
 Continue to follow US-221 N/US-460 E
16.7 mi
- 19. Keep right to continue on US-460 E/US-460 BYP E
 Continue to follow US-460 E
 Pass by Little Caesars Pizza (on the right in 3.2 mi)
87.2 mi
- 20. Use the left lane to take the ramp onto US-360 E/US-460 E
1.7 mi
- 21. Slight right onto US-460 E
42.8 mi
- 22. Use the right lane to take the Interstate 85 N/US 460 E ramp to Petersburg/Norfolk
0.2 mi
- 23. Merge onto I-85 N/US-460 E
3.9 mi
- 24. Take exit 65 for Squirrel Level Rd
0.1 mi

Take Halifax Rd, State Rte 608 and State Rte 622 to Old Keswick Ln in District 3

- 25. Turn right onto Squirrel Level Rd
13 min (7.0 mi)
- 26. Continue onto Wells Rd
0.3 mi
- 27. Continue onto Halifax Rd
0.4 mi
- 28. Turn left onto State Rte 604/Halifax Rd
0.2 mi
- 29. Turn left onto State Rte 677
2.3 mi
- 0.9 mi

- 30. Turn right onto State Rte 608
1.1 mi
- 31. Turn right onto State Rte 622
1.3 mi
- 32. Turn right onto State Rte 770/Old Keswick Ln
 i Continue to follow Old Keswick Ln
0.7 mi

268 Old Keswick Ln

Petersburg, VA 23805

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.



Virginia Department of Criminal Justice Services

TRAVEL AUTHORIZATION FORM

Date: April 12, 2019

Original form **MUST** be forwarded to Finance if:

- travel is \$500 or more,
- if a lodging exception is being requested, or
- any action is required by Finance.
- Out of state travel requires approval from the Office of the Secretary of Public Safety and Homeland Security. This form is available online at <http://intranet.dcjs.virginia.gov/upfile/ODR/ODIR%20Admin/Forms/SPSHS-Out-of-StateTravelExemptionForm.pdf>

SECTION 1: TRAVELER

Traveler(s): Curtis Stevens Division: Programs

Purpose: JJDP Act site visits to five juvenile detention centers in Southwest Virginia

Requested Mode: Air Rail Personal Car State Vehicle Rental Car

Destination(s): Note: Traveler's itinerary (departure, etc.) shall be appended to this request

Date	From	To
11/18/19	Dinwiddie	Christiansburg
11/19/19	Christiansburg	Bristol - Christiansburg
11/21/19	Christiansburg	Dinwiddie

Estimated Cost: (TO INCLUDE DIRECT BILLED EXPENSES)

Transportation: \$	<u>388.00</u>	Meals: \$	<u>196.00</u>	Lodging: \$	<u>351.00 plus tax</u>
Registration: \$	<u> </u>	Other: \$	<u> </u>	TOTAL: \$	<u>935.00 plus tax</u>

Traveler's Signature Curtis Stevens

SECTION 2: APPROVALS (IN ADVANCE OF RESERVATIONS)

Signature Required	Manager <u>[Signature]</u>	Date: <u>4/16/19</u>
Lodging Exceptions (Requires Justification)	Division Director <u>[Signature]</u>	Date: <u>4-18-19</u>
	Agency Head/Designee <u>[Signature]</u>	Date: <u>4/22/19</u>

Project Code: WS 1017



Virginia Department of Criminal Justice Services

TRAVEL AUTHORIZATION FORM

Date: April 12, 2019

Original form **MUST** be forwarded to Finance if:

- travel is \$500 or more,
- if a lodging exception is being requested, or
- any action is required by Finance.
- Out of state travel requires approval from the Office of the Secretary of Public Safety and Homeland Security.

This form is available online at <http://intranet.dcjs.virginia.gov/upload/ODR/ODIR%20Admin/Forms/SPSHS-Out-of-StateTravelExemptionForm.pdf>

SECTION 1: TRAVELER

Traveler(s): Curtis Stevens Division: Programs

Purpose: JJDP Act site visits to five juvenile detention centers in Southwest Virginia

Requested Mode: Air Rail Personal Car State Vehicle Rental Car

Destination(s): Note: Traveler's itinerary (departure, etc.) shall be appended to this request

Date	From	To
11/18/19	Dinwiddie	Christiansburg
11/19/19	Christiansburg	Bristol - Christiansburg
11/21/19	Christiansburg	Dinwiddie

Estimated Cost: (TO INCLUDE DIRECT BILLED EXPENSES)

Transportation: \$ 388.00 Meals: \$ 196.00 Lodging: \$ 351.00 plus tax

Registration: \$ _____ Other: \$ _____ TOTAL: \$ 935.00 plus tax

Traveler's Signature Curtis F. Stevens

SECTION 2: APPROVALS (IN ADVANCE OF RESERVATIONS)

Signature Required: _____ Manager _____ Date: _____

Lodging Exceptions (Requires Justification): _____ Division Director _____ Date: _____

Agency Head/Designee _____ Date: _____

Project Code: _____



Virginia Department of Criminal Justice Services Travel Expense Reimbursement Checklist

This checklist is intended to ensure timely travel expense reimbursement by verifying that the *Travel Expense Reimbursement Voucher* has been completed properly and adequate documentation has been provided. The *Travel Expense Reimbursement Voucher* must be submitted within 30 working days after completion of the trip.

Supervisor	Employee	N/A	DOCUMENTS TO ATTACH TO TRAVEL EXPENSE REIMBURSEMENT VOUCHER
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If requesting mileage reimbursement, include: <ol style="list-style-type: none"> Google Maps. DGS Office of Fleet Mgmt. <u>Trip Calculator</u>. Note: 200 miles or less per day – If occasional (12 times or less per year) travel, traveler may receive personal mileage rate.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Travel Authorization Request Form</i> – if any exceptions to rates, out of state, and/or travel over \$500. <i>submitted in April for approval</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Conference or meeting agenda.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original itemized hotel receipt with zero balance or final page from internet site.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other original receipts. CAAP topic 20335 requires original receipts over \$75.00 for taxis, shuttle vans, and other forms of on demand or reserved "for hire transportation".
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>Enterprise Car Rental Request Form</i>).
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Printout from Federal GSA Per Diem Calculator Site for lodging and meals. <u>Per Diem Calculator</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Airline confirmation – internet receipt and boarding pass.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LODGING Nightly rate does not exceed lodging per diem on www.gsa.gov . Exceptions are approved in advance on Travel Authorization Request Form.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MEALS Breakfast, lunch and/or dinner has been deducted when provided.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast per diem has been deducted when hotel includes breakfast. If not deducted, indicate reason. <i>Hotel charged for breakfast.</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MILEAGE Commuting mileage has been deducted.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	* An 'X' was placed next to the correct Personal Vehicle Use Statement.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNATURES AND ACCOUNTING DISTRIBUTION * Original signature of approving authority. Employee/vendor, original signature is not required.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	* Accounting Distribution (Fund, Program, Cost Code, Project, Dept., Task).

Trip#

* Indicates required on all travel reimbursement requests.

Travel Authorization Request Form is required for ALL out of state travel, ANY overnight travel expected to exceed \$500.00, and any exceptions to the state travel policy, CAPP Topic No. 20335.

