



Lowcountry Center for Veterans Research

Travel Reimbursement Request

Date of Request:

Name of Requester:

Mailing Address:

IRS requires nonprofits to report travel reimbursements paid to federal, state, or local public officials whose total government compensation exceeds a specific threshold, currently \$165,300. The IRS definition of government officials includes VA investigators who earn more than \$165,300 in compensation.

Does your total government compensation exceed \$165,300? Yes No

Meeting/Conference Name:

Dates:

Location:

Please provide a breakdown of expenses. LCVR reimburses according to current Federal Per Diem Rates.

<https://www.gsa.gov/travel-resources>

Registration	_____
Air/Rail/Mileage	_____
Ground Transportation	_____
Hotel	_____
Meals	_____
Other Incidentals	_____
Total Reimbursement Requested	_____

TAXI FARES: As per NPC travel policy, once travelers arrive at their hotel, taxi cab fares will not ordinarily be reimbursed. All taxi fares claimed above must be justified separately and attached to this voucher. Reimbursement will be decided on a case-by-case basis.

9-Digit Routing #

Account #

Funding Reference:

Justification/Purpose:

Approved by:

The following documentation must be provided to be reimbursed.

- ✓ Meeting agenda or Conference Program
- ✓ Receipts for transportation, lodging, registration, and incidentals
- ✓ If you are a VA Employee, approved Request for Leave or Approved Absence (OPM Form 71)
- ✓ If you are a VA Employee, approved VA Form 0893