

TRAVEL REMINDERS



Before embarking on your venture, the STT/STJ Business Affairs office would like to offer a few tips to ensure the successful processing of your documents.

TIP:

- #1 - When traveling *off-island*, please retrieve the following documents before returning from your trip.
- ◆ Boarding Passes (It is imperative that each traveler submit all boarding passes for arrivals & departures; without them the travel agency cannot be paid).
 - ◆ Clarification of boarding passes. If travel dates differ from the dates shown on the GTR you must still provide **ALL** boarding passes even if paid for a portion of the travel. If you cannot provide all boarding passes you must state explicitly in the justification letter that you cannot provide them because of the specific leg of travel is missing.
 - ◆ Hotel Bill (Itemize)
 - ◆ Registration Receipt (if applicable)
 - ◆ Taxi receipts with the date, destination and amount of fare indicated
 - ◆ Baggage Fee
- #2 - When submitting your travel voucher the following information must be indicated:
- | | |
|---|------------------------------------|
| ◆ Name / Address of traveler | ◆ Dept. Agency / Location |
| ◆ Travel Request No. / Date | ◆ Period of Travel |
| ◆ Fund/ Division/ Acct. Title | ◆ Account Code (Org, Object, etc.) |
| ◆ Itinerary | ◆ Signature of Traveler |
| ◆ Taxi (Point to Point), Meal (Total amount per travel), etc. | |
| ◆ Overall total of travel expenses | |
- * Please note travel vouchers are due **10 days** after the completion of your trip. Subsequently, if we do not receive your voucher, two (2) notices will be issued thru Payroll Operations. In addition, attempts would be made to contact you via email and the department head will be notified by telephone. Failure to respond to this matter will result in your inability to participate in future travels unless this issue is resolved.
- #3 - As per travel rules and regulations (Executive Order No. 439-2008) \$75.00/day is allowed for meals based on overnight stays. **Ex. (Depart Monday, Return Friday = 4 overnight stays X 75.00=\$300.00)** Receipts are not required for meals on travel.
- #4 - Registration receipts should be an ***official receipt*** from the sponsors of the conference.
- #5 - If travel expenditure exceeds the amount you received on your cash advance, you will be reimbursed. On the other hand, if the expense of the travel is less than your cash advance, you must submit a money order payable to the "Government of the Virgin Islands" for the unused amount of cash advance.
- #6 - As per travel regulation, rental of vehicle should be authorized and approved by your supervisor/principal and the commissioner before traveling. If the rental of a vehicle is found to be least economical/costly once you have returned, authorization and approval must be acquired in order to claim expense.
- #7 - In case any questions may arise, include your contact telephone number on the back of your travel voucher.
- #8 - If you need a template of a travel voucher please contact the STT/STJ Business Affairs office.

In conclusion, we would like to extend our hopes for a safe and enlightening experience on your trip.

Travel Voucher Sample

Form F.D. 22-42 Approved By
Comm. Off Prod. & Proc.

GOVERNMENT OF THE
VIRGIN ISLANDS OF THE UNITED STATES
ST. THOMAS, VIRGIN ISLANDS
TRAVEL VOUCHER

(F.D. USE ONLY)

Voucher No.
Date

DEPT./AGENCY: Education LOCATION: St. Thomas

DEPT./AGENCY VOUCHER NO. _____ DATE: _____
TRAVEL REQUEST NO. GTR-T-100-10 DATE: 06/04/10
INCUMBRANCE NO. _____

TRAVELERS NAME AND ADDRESS: XXXXXXXXXX
PO BOX XXXXXX
St. Thomas, USVI 00805

PERIOD OF TRAVEL: FROM July 5, 2010 TO July 13, 2010

PAYEE'S CODE NO. _____ OFFICIAL DUTY STATION: St. Thomas

FUND		Federal		ACCOUNT CODE					
DIVISION		Charlotte Amalie High School		ORG	OBJECT	PROJECT	FUND		
ACCT. TITLE		Travel		1409174	560000	F0541			
DATE	TRAVEL DESCRIPTION	PER	PER	OTHER	OTHER	OTHER	OTHER		
MO.	DAY	DEM	DEM	EXPENSES	EXPENSES	EXPENSES	EXPENSES		
July	5th								
	Left St. Thomas								
	Arrive Miami								
	Left Miami								
	Arrive Orlando								
July	13th								
	Left Orlando								
	Arrive Fort Lauderdale								
	Left Ft. Lauderdale								
	Arrive St. Thomas								
July	5-13th			\$ 1,445.36					
July	5th					\$ 25.00			
July	13th					\$ 25.00			
July	5-13th			\$ 600.00					
	Meals \$75 x 8 days								
	Gratuity (if paid)								
	Maid Service					\$ 10.00			
	Bellhop					\$ 10.00			
TOTALS									

If travel advance was in excess of expenses, indicate reimbursement information as follows:

Statement No.: _____ Date: _____ Amount: _____

FOR USE BY FINANCE DEPARTMENT ONLY

T.C.	OBJECT	AMOUNT
69		

Check No.: _____
Check Date: _____

Traveler's Signature: _____ Date: _____
APPROVED FOR PAYMENT

Certifying Officer: _____ Date: _____

Modified by the St. Thomas/St. John School District

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Comm. Off Prod. & Proc.

GOVERNMENT OF THE
VIRGIN ISLANDS OF THE UNITED STATES
ST. THOMAS, VIRGIN ISLANDS
TRAVEL VOUCHER

(F.D. USE ONLY)

Voucher No.
Date

DEPT./AGENCY: Education LOCATION: St. Thomas

DEPT./AGENCY VOUCHER NO. _____ DATE: _____
TRAVEL REQUEST NO. GTR-T-100-10 DATE: 06/04/10
INCUMBRANCE NO. _____

TRAVELERS NAME AND ADDRESS: XXXXXXXXXX
PO BOX XXXXXX
St. Thomas, USVI 00805

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PAYEE'S CODE NO. _____ OFFICIAL DUTY STATION: St. Thomas

FUND		Federal		ACCOUNT CODE					
DIVISION		Charlotte Amalie High School		ORG	OBJECT	PROJECT	FUND		
ACCT. TITLE		Travel		1409174	560000	F0541			
DATE	TRAVEL DESCRIPTION	PER	PER	OTHER	OTHER	OTHER	OTHER		
MO.	DAY	DEM	DEM	EXPENSES	EXPENSES	EXPENSES	EXPENSES		
July	5th								
	Transportation - To Hotel- Rosen Center					\$ 48.65			
July	13th					\$ 49.11			
July	5th-13th					\$ 14.66			
	Taxi Gratuity								
	(Reimbursement for Taxi gratuity cannot be more than 15% of the total taxi charge)								
July	6th					\$ 380.00			
July	8th					\$ 90.00			
	Adviser Academy Training Fees								
TOTALS				\$ -	\$ 2,045.36	\$ -	\$ 652.42	\$ -	\$ 2,697.78

If travel advance was in excess of expenses, indicate reimbursement information as follows:

Statement No.: _____ Date: _____ Amount: _____

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T.C.	OBJECT	AMOUNT
69		

Check No.: _____
Check Date: _____

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Modified by the St. Thomas/St. John School District