



**OFFICE OF TRUST SERVICES  
PATHWAYS INTERNSHIP PROGRAM**

6/18/18

**Student Intern Travel Voucher Reimbursement Worksheet**  
(Return this form to your Travel Preparer)

Page \_\_\_\_ of \_\_\_\_

Student Name:	Travel Authorization Number:	Telephone and Email:
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**POINTS OF TRAVEL/LODGING INFORMATION**  
*(Add Additional Page if needed and ATTACH Travel Authorization and Receipts)*

Date <i>(dd/mm/yy)</i>	Time <i>(hh:mm am/pm)</i>	Place <i>(Home, Office, Lodging, City and State)</i>	POV Mileage	Lodging	Lodging Tax	Miscellaneous <i>(Describe, i.e., ATM fees, baggage fees, tips, etc)</i>	Other Travel <i>(tolls, parking, rental gas)</i>	<b>TOTAL Expenses</b>

NOTES TO TRAVEL PREPARER:

I hereby certify or affirm that the above expenses were actually incurred by me as necessary travel expenses in the performance of my official duties; attendance at a conference or convention was directly related to official duties of the agency; any meals or lodging included in a conference or convention registration fee have been deducted from this travel claim; and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of Chapter 301—Temporary Duty (TDY) Travel Allowances.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Per Diem Rates:** <https://www.gsa.gov/travel/plan-book/per-diem-rates/per-diem-rates-lookup>  
**Meals and Incidental Expenses (M&IE) Breakdown:**  
<https://www.gsa.gov/travel/plan-book/per-diem-rates/meals-and-incidentals-expenses-mie-breakdown>