UNIVERSITY CORPORATION FOR ATMOSPHERIC RESEARCH NATIONAL CENTER FOR ATMOSPHERIC RESEARCH P. O. Box 3000, Boulder, Colorado 80307-3000	Travel Authorization No.:

TRAVEL VOUCHER

Please Return Voucher to: Sandra Petrie x8643 , Unidata

Employee ID No.:

Date: 05/09/05	Date receipts received by Unidata:	Date Received in Travel Office:	Visitor ID No.:

Name of Traveler: _____   Telephone: _____   Division: Unidata

Address: _____

Period Covered

Began: _____   Hour: _____

Ended: _____   Hour: _____

Purpose of Trip:

To attend the May 2005 Unidata Users Committee Meeting on May 16th and 17th, 2005 in Boulder, CO.	Reimbursement Claimed		*Charges to Corporation (Including Tickets)	
Itinerary:	Domestic	Foreign	Domestic	Foreign
From:				
To: Boulder, CO				
From:				
To: Boulder, CO				
From:				
To:				
Private Auto: _____ miles @ 0.405 per mile (IRS standard rate) Total:				
PerDiem: _____ days @ $ _____ per day. _____ Geo. Code				
_____ days @ $ _____ per day. _____ Geo. Code				
_____ days @ $ _____ per day. _____ Geo. Code				
_____ days @ $ _____ per day. _____ Geo. Code				
_____ days @ $ _____ per day. _____ Geo. Code				
Notes: Total:				
**Lodging:				
**Miscellaneous Expenses (Taxi, Bus, Parking, etc.):				
**Rental Car:				
**Other (Registration Fees, honorarium, etc.):				

Certified Correct:		Total Expenses: (Domestic and Foreign)	A	B
_____ Travelers Signature		Personal Expenses Charged to Corporation:	C	
Account Key: 411308		Cash Advance:	D	
Approved for Charge		Due Traveler:	A-C>D	
By: _____ Date: _____		Due Corporation:	A-C<D	
By: _____ Date: _____		Amount to be reimbursed by another organization:	E	
		Total Cost of Trip to Corporation:	A+B-C-E	

☐ Check if foreign air carrier was used contrary to certification on Travel Authorization form.

*Charges to Corporation should include only airline tickets, rental cars, lodging, or other travel expenses billed directly to Corporation.

**Enter detail on reverse side of this form.