DISABLED AMERICAN VETERANS | DEPARTMENT OF CALIFORNIA

Travel Expense Voucher

Reimbursement claim
Submit within 30 days of return

* Required. Click any field to begin: you'll confirm pre-authorization and acknowledge the Travel Voucher Guidelines.

1 Traveler

FULL NAME *

TITLE / POSITION *

TRAVELER CATEGORY *

Select category

IF "OTHER," EXPLAIN

MAILING ADDRESS (CHECKS ARE MAILED HERE) *

CITY, STATE, ZIP *

PHONE *

EMAIL *

2 Trip

PURPOSE OF TRAVEL (MEETING OR EVENT) *

TRAVELING FROM (CITY) *

DESTINATION (CITY) *

DEPARTURE DATE (MM/DD/YYYY) *

RETURN DATE (MM/DD/YYYY) *

3 Meals & incidentals (per diem)

Department rates (not editable): daily rate $91.00 = breakfast $21.00 + lunch $22.00 + dinner $36.00 + incidentals $12.00.
Days fill in from your travel dates: departure day 75% ($68.25), full days in between 100% ($91.00).
Return day: 100% if you travel home the same day as the event, otherwise 75%. Check a meal only if provided at no cost.

DATE	DAY TYPE	ALLOWANCE	BKFST provided	LUNCH provided	DINNER provided	DEDUCTION	NET
			☐	☐	☐		
			☐	☐	☐		
			☐	☐	☐		
			☐	☐	☐		
			☐	☐	☐		
			☐	☐	☐		
			☐	☐	☐		
Per diem total							

Trips longer than 7 days: list the first 7 here and submit a second voucher for the remaining days.

COMPLETED

4 Personal vehicle mileage

Round-trip miles in your own vehicle: home to the meeting and back, or home to the airport and back if you flew. Paid at the current IRS business rate of 76 cents per mile.

ROUND-TRIP MILES * (0 IF NONE)	RATE PER MILE	MILEAGE AMOUNT
	$0.760	

TRAVEL NOTES * (ROUTE DRIVEN, EVENT NAME, LOCATION, SESSIONS ATTENDED, ANYTHING THE REVIEWER SHOULD KNOW)

5 Other travel expenses

Enter only what you paid. Anything the Department paid directly stays off this form. Attach an itemized receipt for every charge over $25.

EXPENSE	AMOUNT PAID	RECEIPT ATTACHED
Airfare (coach/economy)		☐
Airline baggage fees		☐
Rental car and fuel (pre-authorized)		☐
Taxi / Uber / Lyft		☐
Parking		☐
Event registration		☐
Lodging paid by traveler		☐
Other (describe):		☐
Other expenses total		

6 Supporting documents

Required when any expense in section 5 is over $25.00: attach one receipt per such expense. Press Attach file to add a JPG, PNG or PDF. Attached files are added as pages at the end of the voucher; only the first page of a PDF shows, so send longer documents separately.

#	DOCUMENT	TYPE	ATTACH
1			Attach file
2			Attach file
3			Attach file
4			Attach file
5			Attach file
6			Attach file

7 Amount claimed

Meals & incidentals (net of provided meals)	
Mileage	
Other travel expenses	
TOTAL REIMBURSEMENT DUE	

COMPLETED

8 Traveler certification

I certify that this travel was performed on official business of the Department of California DAV in my capacity listed above, that the amounts claimed are true and correct, and that I have not been and will not be reimbursed for them from any other source.

TRAVELER SIGNATURE (SIGN OR TYPE FULL NAME)

DATE SIGNED (FILLED IN AUTOMATICALLY WHEN YOU SIGN)

The Create completed voucher button appears after you sign. It checks the form, locks your entries and prompts you to save.

- How the amounts are figured

- Per diem days are every calendar day from departure through return. The departure day pays 75% of the daily rate and days in between pay 100%. The return day pays 100% if you travel home the same day as the event; otherwise it pays 75%. The same rule applies to a same-day trip.
- Provided meals are deducted at the meal amounts shown in section 3 for the day they were provided. A day's net can't go below $0.
- Mileage is paid at the current IRS business rate of 76 cents per mile (effective July 1, 2026).
- Receipts are required for each expense over $25. Per diem and mileage need no receipts.

COMPLETED

9 Department use only

REVIEW AND APPROVAL

○ Approved ○ Approved as adjusted ○ Denied

AMOUNT APPROVED

ACCOUNT / BUDGET LINE

REVIEWED BY (NAME, TITLE)

DATE

APPROVED BY (NAME, TITLE)

DATE

CHECK NUMBER

DATE PAID

REASON FOR ADJUSTMENT OR DENIAL

10 Voucher tracking record

Recorded automatically by this form. Entries can't be edited; times come from the traveler's computer clock.

10-DAY SUBMISSION PROMPT	Not recorded
TRAVEL VOUCHER GUIDELINES	Not recorded
TRAVELER SIGNATURE	Not recorded
DATE SIGNED	Not recorded
COMPLETED VOUCHER	Not recorded

When the voucher is completed, a summary page and any attached receipts follow on the next pages.

COMPLETED

COMPLETED

COMPLETED

COMPLETED

COMPLETED