

## Instructions for Completing a MARAMA Travel Expense Voucher

- STEP 1 Complete the first three lines indicating name, office telephone number, employer, purpose of trip, who to make the check payable to and where to send the check. under the appropriate meal column. Alcoholic beverages will not be reimbursed.
- STEP 2 The purpose of this report is to account for the entire cost of the trip. Accordingly, applicable expense items should be completed as follows:
- **Personal Automobile Expense** – Calculate the amount to be reimbursed by multiplying the actual mileage times the current Federal rate per mile. Enter toll and parking separately in the box indicated.
  - **Other Transportation:**
    - **Air/Rail** – Enter the actual cost of air or rail tickets whether prepaid by MARAMA or to be reimbursed to the traveler. Fees for travel agent services should be included, and receipts provided.
    - **Taxi/Car Rental** – Enter the amount for taxi, shuttle or car rental services, including gratuities.
  - **Lodging**
    - **Name of Hotel** – Enter in the name of the hotel that you stayed at during your travel.
    - **Amount Paid** – Enter the cost of lodging only (no meals) for each night stayed on a separate line.
    - **Meals: Breakfast, Lunch, Dinner** – Enter the actual cost up to the current MARAMA allowable reimbursement rates
  - **Registration Fees** - Enter the expense incurred for registration fees whether prepaid by MARAMA or to be reimbursed to the traveler.
  - **Other** – Enter registration fees or other reimbursable expenses with details in the “Explanation of Other Items” section.
- STEP 3 Add each row across and enter amount under **Daily Total**. Add each column down and enter the amount under **Total**. Enter the grand total into **Total Reimbursement Claimed**. Check that the totals across and down are equal.
- STEP 4 If MARAMA has prepaid for items such as airline tickets, hotel rooms, or registrations, enter the total prepaid amount into **Less Prepaid Amounts**.
- STEP 5 Subtract **Less Prepaid Amounts** from **Total Reimbursement Claimed**. Enter this amount into **Net Due Employee or (MARAMA)**. If you owe MARAMA funds, please make your check payable to the Mid-Atlantic Regional Air Management Association.
- STEP 6 The traveler and his/her supervisor must both sign and date the form. They cannot be the same individual. Make sure the appropriate box following the certification statement identifying reimbursement recipient is checked.
- STEP 7 Return the completed form and attached receipts to:  
MARAMA  
8600 La Salle Road, Suite 636  
Towson, MD 21286