



(See A-20 Instructions for help on form completion)

Original receipts must be attached.

ACCOUNTING USE ONLY	
Approvals:	
Banner Invoice #	

A-20 Travel Expense Voucher – Instructions

1. General Information:
 - a. The A-20 Travel Expense Voucher is an accounting form used to document the money spent on a trip, and how much is owed to the traveler by the college or by the traveler to the college. To qualify for travel status you must be: a.) On official college business and b.) Away from **both** official station and official residence. Commuting miles between official residence and official station **are not** reimbursable. Travel forms are available on the shared “N” network drive N:#Travel\Forms or on the Evergreen website <http://www.evergreen.edu/business/travel/documents.htm>
2. Purpose of Trip
 - a. Describe the purpose of the trip in enough detail to document the travel was essential to carry out the necessary work of the College.
3. Name and Home Address of Claimant
 - a. Fill in your name and home address
4. Employee’s Banner ID Number
 - a. Fill in Banner ID number. If not an employee, staff or student of Evergreen, must provide Social Security Number
5. Official Station
 - a. The city, town or other location where the College official or employee’s office is located; or the city, town or location where the College official or employee’s work is performed on a permanent basis. For the purposes of the travel regulations, Olympia, Tumwater and Lacey are all considered to be the same official station. A College official or employee’s official station is to be designated by the College. It is to be determined by the needs of the College and not assigned because it is the home of preferred living area of a College official or employee.
6. Official Residence
 - a. The city, town or other location where a state official or employee maintains a residence which is used as their primary domicile. Determinations by the authorized designee regarding an employee’s official residence are to be based on items such as voter registration, ownership, or long-term rental of a personal residence and the permanent address carried in the College official or employee’s personnel or other file.
7. Dates of Travel
 - a. Each date while in travel status will have a separate line. **Example:** If traveling on the 8th-10th, the 8th expenses will be listed on the first line, the 9th on the second line, and the 10th on the third line down.
 - i. Format for the dates on the A-20 must be as follows: for March 14, 2016, enter as **14 Mar 16**; for 25 December, 2016, enter as **25 Dec 16**.
Do not use -, /, or any other type of characters. Just enter a space between the date, month and year.
8. Work Day Schedule
 - a. Fill in your normal work schedule. This information is required to determine eligibility for meals and mileage reimbursements. Enter work schedule as 8-5pm, 7:30-4:30, etc.
9. Trip Information
 - a. From & To: enter location you started trip from and where you went to. For example: if you went from TESC to Seattle for meeting, From = TESC To = Seattle. A separate line is not necessary as it is assumed to be a round trip. Enter time of departure and enter time of return to TESC. Do not use CAPs for the am/pm on the time and no space between the number and am/pm. Example of a time entry: 7:30am or 12:30pm.
10. Per Diem Entitlements & Lodging
 - a. Enter any meals you are entitled to. To qualify for meals, you **must** meet the following **two** criteria: a.) Three hour rule – you must be in travel status for a total of 3 hours beyond your normally scheduled work day for that date; b.) Travel Status – you must be in travel status during the entire meal period to be entitled to a meal. Meal periods are: Breakfast 6:00am-7:00am, Lunch 12:00pm-1:00pm, Dinner 6:00pm-7:00pm.
 - b. Lodging – if overnight trip, list lodging costs (including any taxes & fees) for each night of stay. If actual lodging costs (less taxes, fees) exceeds the authorized rate for an area, you must submit a lodging exception form. The original receipt from the commercial lodging facility must be attached to the expense voucher to be reimbursed.
 - c. Current lodging and meal entitlements are located at <http://www.gsa.gov/portal/content/104877>
 - d. Washington State uses the 25/30/45 percent rule to break out the per diem (meal) rates found on the site above.
11. Motor Vehicle
 - a. Effective January 1st, 2016, the mileage reimbursement rate is \$.54 per mile for private owned vehicle use. Any miles driven between the Official Residence and the Official Station are not reimbursable (see definition above).
12. Detail of Other Expenses
 - a. List all expenses that you are seeking reimbursement for along with original receipts. Provide detail of expenses as indicated in this section.
13. Accounting Section (lower left of the form)
 - a. Fill in the appropriate Org code and fill in the appropriate account code from the list below:

	In State	Out-of-state	Out of Country
Per Diem	725101	725201	725301
Taxable Meals	725102		
Airfare	725103	725202	725302
Mileage	725104	725203	
Misc Trans	725105	725204	725303
Car Rental	725106	725205	
Misc Travel Exp	725107	725206	725304
Travel Advance	725403		
Conf. Registration	723703		
Membership Dues	723705		
Entrance Fees	723834		