



Instructions for Reimbursement Process

Step 1: SURA Voucher Form

- Once you have received an Executed Travel Agreement (signed document by both parties), you will receive a SURA Voucher Form. When submitting the completed signed/dated version of this form to the [CRESST II Special Programs Manager](#) via email, please return the Microsoft Excel format, so that necessary revisions can be easily made.

- Each Row of the voucher form should have a full day of expenses listed. The expense totals listed must match the receipt exactly.

- An exception to this rule is if the total expense cost cannot neatly divide by day to the exact receipt total.

For example, if the lodging receipt total is \$1,965.33 for a four-day trip, you may list the full receipt amount on the first day of lodging (instead of dividing the amount up into four days).

Lodging	
\$	491.33
\$	491.33
\$	491.33
\$	491.33

Lodging	
\$	1,965.33
\$	-
\$	-
\$	-

- For M&IE (meals and incidental expenses), do not provide individual food receipts. Instead, you may claim the full per diem by day. However, the first and last calendar day of travel should be calculated at 75 percent

Meal & Incidental Expense Per Diem	
\$	59.25
\$	79.00
\$	79.00
\$	59.25

- For Car Rental, gas receipts can be included in the Misc. column.

- For mileage, please include a photo of the route that you took, including the mileage (see Example A below). The mileage listed on the voucher should match the mileage in the photo. Do not round to the nearest whole number. You do not need to provide gas receipts if claiming mileage for a personally owned vehicle.

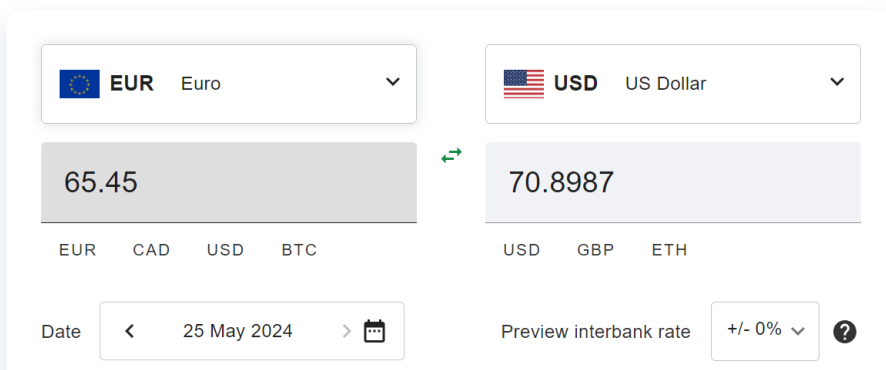
Example A



- For any travel booked in currency other than US Dollars, you will need to provide a screenshot (see Example B) of the conversion showing the amount transferred to US Dollars on the date purchased. This amount must match the amount claimed on the voucher.

Example B

65.45 Euro to US Dollar



STEP 2: Receipts

- Combine all receipts into one PDF document. Delete any unnecessary pages from this file.
- Receipts should be identifiable. Ensure that the traveler's name appears on the receipt.
- Credit card transactions may be accepted as "receipts"
- Only the traveler that signed the Executed Travel Agreement can be reimbursed for travel expenses. Outside travelers may not receive payment.
- Splitting costs with another CRESST II traveler must be approved by the CRESST II Special Programs Manager in advance of travel. Receipts must be provided to show the split of cost (e.g. a Venmo transaction is fine).

STEP 3: ACH Form

- Payee and Contact Name should both list the traveler's full legal name
- Payee Tax ID number should include the SSN of the traveler or Tax ID of the business entity
- When returning this form, please return the document password protected

Honorarium, Registration, Missing Receipts, and Banks Outside of the United States

- If you are receiving honorarium, you must also complete and return a W-9 form
- Please provide documentation of the registration cost
- If you are missing any receipts, you must fill out the 'Missing Documentation Form.' Available upon request.
- If your reimbursement will be going to a non-US Bank, you must complete a wire transfer form. Available upon request.

STEP 4: How to Submit Reimbursement

- All information listed above should be emailed to the [CRESST II Special Programs Manager](#) within one month of your visit.
- Once a SURA voucher has been finalized, reimbursement may take up to one month after the voucher has been completed with all necessary information. Individual bank institutions and holiday delays may affect this timing.

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