



TRAVEL REIMBURSEMENT CHECK REQUEST

Date of Request: _____

Need Check by: _____

Check Payable to: _____

NEWIRS requires nonprofits to report travel reimbursements paid to government officials whose total government compensation exceeds a specific threshold, currently \$145,700. The IRS definition of government officials includes VA investigators who earn more than \$145,700 in compensation from VA and/or a state university.

Does your total government compensation exceed \$145,700? YES _____ NO _____

Mail check to: _____

Meeting/Conference Name: _____

Dates: _____

Location: _____

Attach appropriate documentation (program, agenda, brochure, original receipts, etc...)

- A. Air/Rail/Private Car -note mileage (<http://www.mapquest.com>) \$
- B. Ground Transportation \$
- C. Hotel (Link to [Per Diem Rates](#)) \$
- D. Meals (Link to [Per Diem Rates](#)) \$
- E. Taxi Fares \$
- F. Registration \$
- Total Reimbursement Requested \$

Justification: _____

Name & Signature: _____

Project/Study Name: _____

Approved by: _____

VHA employees traveling on CRI-reimbursed funds must have authorized official travel orders. Travelers must be on official duty and have a travel authorization to receive reimbursement for their travel expenses. Authorized Absence (AA) or Annual Leave (AL) for domestic travel are not official duty. Documentation includes signed and approved "Request for Leave or Approved Absence" (Office of Personnel Management Form 71) and "Advance Review of Offer to Donate Support for Official Travel" (VA Form 0893) signed by the Medical Center Director.