

Travel Office East: P.O. Box 2 Green Bank WV, 2944-0002 (304) 456-2011			Travel Office West: P.O. Box O Socorro, NM 87801 (575) 835-7000
Charlottesville, VA 22903-2475 (434) 296-0211	<b>Relocation Expense Voucher</b>		Apoquindo 3650, piso 18 Las Condes, 7550108 Santiago, Chile

Employee # _____	Filing Date: _____
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Name: _____	*****Period Covered*****
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Address: _____	Began: _____	Hour: _____	
	Ended: _____	Hour: _____	

<b>Non-taxable items (allowable): to be reimbursed through accounts payable</b>	<b>Taxable Items (unallowable): to be reimbursed through payroll</b>
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City to City Transportation	Carrier	Amount	City to City transportation	Carrier	Amount
From: _____	<b>Personal Vehicle</b>		From: _____	<b>Personal Vehicle</b>	
To: _____			To: _____		
	miles X _____ per mile			miles X _____ per mile	
From: _____	<b>Airfare for employee (and family)</b>		Per Diem en route (amount per NRAO policy)		
To: _____			_____ Days @ \$ _____ per _____ adults		
Lodging en route including one night at new location			_____ Days @ \$ _____ per _____ child(ren)		
Movement of household goods, paid by employee			Date Began _____ Hour _____		
Other non-taxable expenses			Date Ended _____ Hour _____		
			Per Diem while occupying temporary housing		
			_____ Days @ \$ _____ per _____ adults		
			_____ Days @ \$ _____ per _____ child(ren)		
Total non-taxable expenses			Date Began _____ Hour _____		
Less cash advance			Date Ended _____ Hour _____		
Less direct billed expenses			Temporary housing		
Net amount due traveler			Other taxable expenses		
Net amount due AUI/NRAO					

Travelers Signature	
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Filing Date	
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Approved	
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Account Number	Total taxable expenses
	Less cash advance

Date	Less direct billed expenses
	Net amount due traveler