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# How To Prepare A Travel Voucher

**For The Individual Traveler**



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# Step One

Prepare a Travel Voucher Form:

1. All forms are located on FEMA.Net – Travel Toolbox  
<http://on.fema.net/components/ocfo/fmd/pages/traveltoolbox.aspx>
2. Go to **Forms & Resource tab** and determine type of Voucher to submit – split pay or non-split pay
3. Complete worksheet

# Travel Worksheet

Area One

Area Two

Area Three

TRAVEL VOUCHER INFORMATION		NON SPLIT PAY WORKSHEET FULL REIMBURSEMENT TO TRA		REVISION 20 OCTOBER 9, 2012	
TRAVELER INFORMATION		Travel Authorization Number		Type of Travel	<input type="checkbox"/> Temporary Duty <input type="checkbox"/> Permanent Change of Station
Name (Last, first middle initial)	<input type="text"/>	<b>This voucher begins</b> <input type="text"/> <b>IN TRAVEL STATUS</b>		AIR TRAVEL/COMMON CARRIER INFORMATION ENTER DATE OF TRAVEL, CITY OF ORIGIN AND DESTINATION CITY FOR EACH FLIGHT	
Complete Mailing Address (including Zip Code)	<input type="text"/>	<b>CLICK HERE TO CHANGE</b>		<b>NOTE AREA - TYPE INFORMATION FOR THE VOUCHER PREPARER OR FFC IN THIS BOX</b>	
Residence (City & State)	<input type="text"/>	<b>This voucher ends</b> <input type="text"/> <b>NOT IN TRAVEL STATUS</b>			
SSN (LAST 4 DIGITS ONLY)	<input type="text"/>	<b>CLICK HERE TO CHANGE</b>			
V Number	<input type="text"/>	Period of Travel (MM/DD/YY)			
HOW DO WE CONTACT YOU?		FROM: <input type="text"/>	TO: <input type="text"/>		
OFFICE PHONE	<input type="text"/>	Department or Establishment, Bureau Division Or Office	<input type="text"/>		
CURRENT PHONE	<input type="text"/>	Present Duty Station	<input type="text"/>		
HOME PHONE OR OTHER PERMANENT PHONE NUMBER	<input type="text"/>	Organization/Program	<input type="text"/>		
Work e-mail address	<input type="text"/>	Supervisor	<input type="text"/>	TRIP PURPOSE: Mission (Operational) <input type="checkbox"/>	
Personal e-mail address	<input type="text"/>	Accounting Classification	<input type="text"/>	(SELECT ONE) Conference <input type="checkbox"/>	
				Employee Emergency <input type="checkbox"/>	
				Special Agency Mission <input type="checkbox"/>	
				Training <input type="checkbox"/>	

# Travel Worksheet- Area One

## AREA ONE:

1. Name- Last, First Middle Initial.
2. Complete Mailing address including zip code.
3. Residence-your City & State.
4. SSN-enter only the last 4 digits.
5. V Number-enter **your 8-digit** vendor identification number IF you have been assign one.
6. How do we contact you? Enter information available to you; office phone, current phone (cell), home phone, work email address, personal email address.



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# Travel Worksheet – Area Two

## AREA TWO:

1. Travel Authorization Number- enter **your disaster-specific** T/A number
2. This voucher begins- select if this travel voucher begins / ends in travel status or not in travel status
3. Period of traveler (mm/dd/yy)-in the “FROM” box enter the first day of expenses being claimed on this traveler voucher; in the “TO” box enter the last first day of expenses being claimed on this traveler voucher – **min of 14 day voucher ONLY**
4. Department or Establishment, Bureau, Division or Office
5. Present Duty Station- enter your current duty station
6. Organization/Program- enter your current Organization/Program
7. Supervisor- enter your current Supervisor
8. Enter the accounting classification code for the travel – **found on your TA**



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# Travel Worksheet – Area Three

## AREA THREE:

1. Type of travel- choose one: Temporary Duty or Permanent change
2. This box is for multiple destination travel- explain
3. **NOTE AREA**- list any comments that may assist in the processing of this travel voucher. Please include an explanation of anything unusual that would answer a potential question from someone reviewing the voucher
4. Trip Purpose-check the appropriate box for the type of travel.



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# Step Two

- When completing the worksheet found in Travel Toolbox, all information entered in worksheet will populate to the front of the SF1012 form – see “FORM SF1012” tab at bottom.



# Step Three

- Attach all travel receipts to voucher:  
Examples (not all inclusive - will vary w/each individual):
  - National Travel receipt for air ticket – not itinerary emailed to you
    - [www.nationaltravel.com](http://www.nationaltravel.com)
  - Zero Balance – hotel
    - “To Be Settled” is not acceptable
  - Lodging Waiver (if applicable)
  - Rental car invoice
  - **ALL** justification forms
- Attach a copy of the Travel Authorization
- Employee **MUST** sign the SF1012 travel voucher
- Approving Official must sign
- DO NOT use white out or cross-out amounts in the signature or amount claimed area



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# Step Four

- Submit a **LEGIBLE COPY** of your travel voucher package (SF1012 form, worksheet, forms, all receipts, etc) for processing to your JFO Travel Unit or the Regional office (if JFO has not opened or is closed)
- Traveler should retain “original” voucher for personal records
- **DO NOT SUBMIT** a voucher to the FEMA Finance Center (FFC) - FFC will return the voucher to the JFO/Region and this will delay the reimbursement

# For Travel Information

- For all travel information, forms and resources including:
  - What to do before deployment, after deployment, travel policies, travel card information and all travel FAQs, please visit the travel toolbox on:  
<http://on.fema.net/components/ocfo/fmd/pages/traveltoolbox.aspx>
- Help Resolution Center: 800-310-3169 (option 3)  
*(Hours of Operation: M-F - 7:30 am to 5:00 pm EST)*
- FEMA Finance Center Fax: 540-504-2625
- E-mail: [FEMA-FT-FFC@fema.dhs.gov](mailto:FEMA-FT-FFC@fema.dhs.gov)



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