



# Travel Documents Checklist



## Travel Documents for Inter-Island Travel

- ✓ Travel Voucher
- ✓ Approved GTR
- ✓ Copy of Boarding Passes
- ✓ Copy of Hotel Folio

## Travel Documents for Out-of- Territory Travel

- ✓ Travel Voucher
- ✓ Approved GTR
- ✓ Approved Governor's Letter
- ✓ Boarding Passes (to include dates)
- ✓ Copy of Cash Advance Check
- ✓ Paid Conference Fee Invoice
- ✓ Paid Hotel Invoice (Receipt is required to have a \$0.00 balance)
- ✓ Baggage receipts - 1st checked bag departing and returning
- ✓ Transportation Receipts (PDF file)
- ✓ Copy of CGB (if applicable)
- ✓ Deviation Form (if applicable)





# Sample Travel Voucher Key



**Number corresponds with the associated field on the sample Travel Voucher Form.**

- 1.** DO NOT USE
- 2.** Traveler's Name and Address (NOT VIDE's Address)
- 3.** GTR number assigned to specific traveler and trip
- 4.** Period of actual travel, not approved travel
- 5.** Vendor number (local and/or federal)
- 6.** Provide the name of the division such as "Striving Readers or Adult Education-District" and the fund such as "Local or Consolidated 2021 Grant"
- 7.** Provide the funding source (Organization, Object and Project code)
- 8.** The dates of travel
- 9.** Description of fees such as hotel, baggage, per diem, etc.
- 10.** Per Diem
- 11.** Expenses – Hotel, Registration fees, Baggage, Taxi (no more than 15% tip) & Maid (No more than \$20.00)
- 12.** Enter the amount of the cash advance payment
- 13.** Sign (no cursive fonts) and date the voucher



GOVERNMENT OF THE  
VIRGIN ISLANDS OF THE UNITED STATES  
ST. THOMAS, VIRGIN ISLANDS  
TRAVEL VOUCHER

(FISCAL USE ONLY)

Voucher No.

Date

DEPT./AGENCY

LOCATION

TRAVELER'S  
NAME  
AND  
ADDRESS

Jane Doe

P.O. Box 0001

St. Thomas, VI 00801

DEPT./AGENCY VOUCHER NO.

DATE

TRAVEL REQUEST NO.

C-L062-24

Date of GTR

ENCUMBRANCE NO.

PERIOD OF TRAVEL

FROM

1/17/2024

TO

1/18/2024

VENDOR NO.

F/

L/

OFFICIAL DUTY STATION

St. Thomas, VI

| FUND<br>DIVISION<br>ACCT. TITLE | ACCOUNT CODE |        |       |     |    |
|---------------------------------|--------------|--------|-------|-----|----|
|                                 | ORG          | OBJECT | PROJ  | OPT | CC |
|                                 | 00421004     | 560000 | H0001 |     |    |

| Date   | TRAVEL DESCRIPTION<br><small>(Include places visited and all information, including time &amp; date of departure and arrival required by regulation.)</small> | Per Diem<br>222 | Per Diem<br>224 | Other Expenses<br>226 | Other Expenses<br>227         | Other Expenses | Other Expenses |         |                                |
|--|---|-----------------|-----------------|-----------------------|-------------------------------|----------------|----------------|---------|--------------------------------|
| 1/17/2024  | STT to Miami, FL  |                 |                 |                       |                               |                |                |         |                                |
|  | Miami, FL to Washington, DC   |                 |                 |                       |                               |                |                |         |                                |
| 1/22/2024  | Washington, DC to Miami, FL   |                 |                 |                       |                               |                |                |         |                                |
|  | Miami, FL to STT  |                 |                 |                       |                               |                |                |         |                                |
| 1/17-1/22  | Hotel   |                 | \$1,251.86      |                       |                               |                |                |         |                                |
| 1/17-22/24   | Per Diem  |                 | \$375.00        |                       |                               |                |                |         |                                |
| T  | Taxi  |                 | \$128.00        |                       |                               |                |                |         |                                |
|  | Registration  |                 | \$700.00        |                       |                               |                |                |         |                                |
|  | Baggage   |                 |                 | \$80.00               |                               |                |                |         |                                |
|  | Maid  |                 |                 | \$20.00               |                               |                |                |         |                                |
| Totals   |   | \$0.00          | \$2,454.86      | \$100.00              | \$0.00                        | \$0.00         | T.C.           | Obejct. | \$2,554.86                     |
| If travel advance was in excess of expenses, indicate remittance information as follows: |   |                 |                 |                       | TRAVEL ADVANCE<br>(per check) |                | T.C.           | Obejct. | 12<br>\$2,456.00               |
|  |   |                 |                 |                       |                               |                | 73             | 905     |                                |
| Statement No.  |   |                 |                 |                       | Date                          |                | Amt.           |         | AMOUNT DUE TRAVELER<br>\$98.86 |

|                                  |        |        |  |  |  |   |  |  |
|----------------------------------|--------|--------|--|--|--|---|--|--|
| FOR USE BY FINANCE DEPARTMENT OF |        |        |  |  |  | I hereby certify that travel for which expenses are hereby claimed was performed by me. |  |  |
|                                  |        |        |  |  |  |   |  |  |
| T.C.                             | OBJECT | AMOUNT |  |  |  |   |  |  |
| 69                               |        |        |  |  |  |   |  |  |
| Check No.                        |        |        |  |  |  |   |  |  |
| Check Date                       |        |        |  |  |  |   |  |  |
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| Signature                        |        |        |  |  |  |   |  |  |
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