



Joint Review Committee on Education in Radiologic Technology
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
312.704.5300
www.jrcert.org

SITE VISITOR EXPENSE VOUCHER

REIMBURSEMENT WILL NOT BE MADE UNTIL THE REPORT OF SITE VISIT TEAM FINDINGS, RSVTF CHECKLIST, PEER PERFORMANCE EVALUATIONS AND EXPENSE VOUCHER WITH ITEMIZED RECEIPTS HAVE BEEN SUBMITTED. (Refer to reimbursement guidelines and instructions.)

Site Visitor:		Sponsor/Program Visited:			
Date(s) of Site Visit:		City:		State:	
Departure Date:		Return Date:			

Travel

Site Visitor
Expenditure

JRCERT USE
ONLY

JRCERT USE ONLY: Premier Travel – Airfare – Invoice # _____

JRCERT USE ONLY: Premier Travel – Research Fee (if applicable) _____

Personal Auto: _____ Miles @ 67¢/mile _____

*Parking: _____

*Tolls: _____

*Airport Transfer _____

*Baggage Fees _____

*Other Travel (Provide details) _____

	SUN	MON	TUE	WED	THU	FRI	SAT
DATE							
*Breakfast (Include Tip)							
*Lunch (Include Tip)							
*Dinner (Include Tip)							
Non-Meal Tips							
*Other (Provide Details Below)							

*Itemized Receipts Required

Total: _____

Date Submitted: _____

Email completed voucher and scanned copies of all receipts (in a separate file)
to mail@jrcert.org within 14 days of site visit.

JRCERT USE ONLY					
Program Number:		<input type="checkbox"/> RSVTF Received <input type="checkbox"/> Checklist Received <input type="checkbox"/> Evaluation Received			
Account Number:	40312	Reviewed by		Ready for Reimbursement:	



SITE VISITOR REIMBURSEMENT GUIDELINES AND INSTRUCTIONS

Please discuss any questions related to these guidelines and instructions with an executive staff member.

1. **Itemized** receipts for all expenses claimed must be submitted with the expense voucher within 14 days of the site visit. Please email voucher and scanned copies of all receipts (in a separate file) to mail@jrcert.org. Per [JRCERT Policy 90.104](#), a completed expense voucher is required from all site visitors/apprentices even if no out-of-pocket expenses were incurred. **DO NOT UPLOAD VOUCHER/RECEIPTS TO BILL.COM ACCOUNT.**
2. Premier Travel Management must be utilized for airfare and will bill ticket costs directly to the JRCERT.
3. Airfare cost is limited to round trip coach rate. Site visitors are expected to select the lowest practical airfare in consideration of program budget impact. Upgrades and date deviations are subject to approval by the JRCERT. Site visitors are expected to pay any differences.
4. It is the responsibility of the site visitor to confirm accurate travel dates and arrangements with the travel agency prior to ticketing and to check ticket and/or itinerary accuracy immediately upon receipt. Errors must be reported to the travel agency immediately.
5. Costs incurred by changes in arrangements by the site visitor after ticketing will not be assumed by the JRCERT. The site visitor will be invoiced for payment of any such costs.
6. If a site visitor's participation is cancelled after ticketing, the site visitor must notify the JRCERT immediately.
7. Travel by personal auto is reimbursed up to the equivalent of the lowest practical round trip coach airfare. Lodging and meal reimbursement during travel by personal auto may not be approved.
8. Rental car costs may be reimbursed if:
 - a. Sponsor/program is unable to provide transportation.
 - b. Lower cost transportation is unavailable.
 - c. Multiple site visitors are traveling together to and/or from a site.
 - d. Commercial travel is unavailable or is available only at times which would result in additional expenditures, e.g., meal costs
9. Meal reimbursement is based on reasonable and customary rates for locations convenient to the site being visited. Expenses that appear excessive will be investigated prior to reimbursement. Tips in excess of 20% will not be reimbursed.
10. Expenditures for alcoholic beverages, movies, and other entertainment costs are not reimbursable.
11. Reimbursements are made electronically with payments deposited directly into a bank account. All site visitors will be required to create a free Bill.com account. Further information and a step-by-step guide to setting up the account will be provided upon submission of an expense voucher.

Use the space below for details and justification of unusual expenditures. Use additional pages as appropriate.