

TRAVEL VOUCHER INSTRUCTIONS

All vouchers must be **typed**. Make sure you are using the correct form with an accurate mileage reimbursement amount, \$0.655/mile effective January 1, 2023. Per diem Quarter rates changed effective February 1, 2023. **You must download the voucher forms to your computer and open with Adobe Acrobat or Adobe Reader in order to have the calculations work correctly.** Only one calendar month may be submitted per voucher. You may not voucher for travel if your destination is within your county of residence. Also, any miles between your residence city and headquarters or following the same route as your normal commute cannot be counted as travel miles per the IRS travel guidelines.

Please use the online form whenever possible: www.ilcrs.com/vouchers

Box 1 You **MUST** enter your social security number (last four is acceptable). Your CSR number or employee number does not work for travel vouchers.

Box 2 Name and address.

Boxes 3 – 5 Do not need to do anything.

Box 6 Headquarters: This must match the residence/headquarters form you have on file. Please put City or Town, IL, and county in parentheses. Example: Springfield, IL (Sangamon)

Box 7 Residence – City and state, with county in parentheses. Example: Springfield, IL (Sangamon)

Box 8 Under the word “Date” at top, there is a box to type in the year. In the lines below, list each date that you traveled on, and any dates in between while you were away from home.

Box 9 Departed from: Put departure city and time either noting a.m./p.m. or use 2400 time.

Box 10 Arrived at: Put arrival city and time either noting a.m./p.m. or use 2400 time.

Box 11 Auto mileage: You may either use actual miles driven or the mileage of the route you drove using Google Maps or any other online mapping site (i.e. MapQuest, Yahoo Maps, etc.). If your actual miles comes out significantly more or less than provided by an online mapping program, please provide an explanation or alternate route taken in traveler’s comments, box 31.

Any miles between your residence city through your headquarters or following the same route cannot be counted as travel miles per IRS travel guidelines.

Box 12 Automatically calculated from Box 11 entry.

Box 13 Transportation reimbursement other than car: i.e. train, bus, etc.

Box 14 Lodging: Put the total lodging bill, **including taxes** under this line. **Do not break out room taxes separately.** Make sure you attach the hotel bill showing a **zero balance** and check the room rate is within the allowable charges.

Lodging reimbursement is only allowed when your residence is 100+ miles from travel location unless an exception has been pre-approved by your Chief Judge and our office is notified.

Box 15 Meals or per diem:

If you did not stay overnight: If you arrive home after 7:00 p.m., you may claim dinner reimbursement up to \$23.00. No receipts are necessary.

If you stayed overnight: You may claim a per diem of up to \$11 per quarter, or partial quarter, of the day during travels (midnight – 6 a.m., 6 a.m. to noon, noon to 6 p.m., 6 p.m. to midnight) will be paid if requested. If you do not wish to claim per diem, please comment in traveler’s comments, box 31. Since breakfast and lunch were provided at the seminar, you must deduct for the meals: subtract \$8.50 for breakfast and \$12.50 for lunch, for a total of \$21.00, off of your per diem total that day.

Overnight Per Diem Example: The day prior to the seminar, you depart at 4:00 p.m. for seminar location. You would be eligible for per diem for two quarters of the day: noon to 6 p.m. and 6 p.m. to midnight = \$22.00. The second day, you attend the seminar, depart for home at 4:30 p.m., and arrive home at 6:30 p.m. You would be eligible for per diem for all four quarters of the day (\$44.00) minus \$21.00 for breakfast and lunch (\$8.50 for breakfast and \$12.50 for lunch) at the seminar, a total of \$23.00 for the second day.

Per diem is only allowed when your residence is 100+ miles from travel location unless an exception has been pre-approved and our office is notified.

Box 16 Other expenses: Other items such as parking fees, taxis, tolls, phone calls, etc. required through the course of travel may be reimbursed. Provide receipts when possible. If “other” expenses total \$10 or more, receipts are required for reimbursement. Get a receipt when you can.

Boxes 17 - 29 Totals are automatically calculated.

Box 30 Purpose of travel: “Court Reporting Services Seminar” is sufficient. “Court Reporting Duties” is sufficient for in-circuit travel.

Box 31 Traveler’s Comments: Use this box to explain anything that is not standard. If you traveled, but are not claiming mileage, please put that you rode with another employee or that you are not claiming mileage for whatever purpose. If you are not claiming meals and/or per diem when you are permitted to, please put that you are not claiming per diem. If breakfast and/or lunch were provided and you have deducted it from a per diem, please comment. If you had an overnight, but are not claiming lodging, please put that you are not claiming lodging. Anything that might need an explanation, please put here.

Signatures: Please sign as traveler and have your Chief Judge sign as Division Head before mailing it. E-signatures are now allowed but if sent electronically it must be sent as a secure link or email through ShareFile. Do not send through regular email because your social security number is listed.

Mailing Address:

Court Reporting Services
325 W. Adams Street, Room 307
Springfield, IL 62704

Email submissions – supervisor should send a secure link through ShareFile to Randi@ilcrs.com

If you have questions, please email Randi@ilcrs.com prior to submitting your voucher. Thank you.