



LATE TRAVEL VOUCHER APPROVAL FORM

This form must be completed by employees for any travel voucher submitted for supervisor approval more than 60 days after the last date of travel in accordance with IRS accountable plan requirements.

IRS GUIDELINE: Under an accountable plan, employees must substantiate expenses and return any excess reimbursements within 60 days after the last date the expense was incurred. Reimbursements submitted after 60 days may be considered taxable income to the employee.

EMPLOYEE INFORMATION

Employee Name: _____

Title: _____

Circuit: _____

Email: _____

Phone: _____

TRAVEL INFORMATION

Destination(s): _____

Purpose of Travel: _____

First Date of Travel: _____

Last Date of Travel: _____

Voucher Submittal Date : _____

REASON FOR LATE SUBMISSION (REQUIRED)

Please provide a detailed explanation.

ACKNOWLEDGMENT & APPROVAL

I have reviewed the above travel voucher submitted more than 60 days after the last date of travel.
I understand that, under IRS guidelines, this reimbursement may be considered taxable income.
I approve submission for processing.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

CRS Signature: _____

Date: _____