



## TRAVEL VOUCHER USAGE LOG

The following instructions should be observed when preparing the travel voucher form:

- DUE DATES:** **Monthly**, within twenty (20) days after the end of the month in which equipment was used by the Sub-grantee. Must be submitted with the corresponding grant financial report.
- SUBGRANTEE:** Enter the name of the Agency or Unit of Local Government that is designated as the grant recipient.
- PREPARED BY:** Type the name, address, phone and fax number of the person preparing this report, and sign.
- PROJECT #:** Enter the number assigned by the Division of Justice and Community Services.
- FOR PERIOD FROM/THROUGH:** Enter the period of time covered by this report.
- REPORT #:** Assign consecutive numbers as each report is submitted.
- DATE PREPARED:** Enter the date this report was prepared.
- VICTIM IDENTIFICATION NUMBER:** Enter a unique identifier so each cab voucher corresponds with a person. Please do not use the actual name of the victim.
- DATE USED:** Enter the date the voucher/ticket was used.
- NUMBER OF VOUCHERS/TICKETS USED:** Enter the amount of vouchers/tickets used for that victim.
- COST:** Enter the total cost of vouchers/tickets per victim.
- CAB/BUS COMPANY NAME:** Enter the name of the cab company or bus company used.
- TOTAL COST:** Enter the total amount of funds charged or used for match for the corresponding month.