

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.					
						4. SCHEDULE NO.					
TRAVELER (PAYEE)	5. a. NAME (Last, first, middle initial)			b. SOCIAL SECURITY NO.		6. PERIOD OF TRAVEL a. FROM _____ b. TO _____					
	c. MAILING ADDRESS (Include ZIP Code)			d. OFFICE TELEPHONE NO.		7. TRAVEL AUTHORIZATION a. NUMBER(S) _____ b. DATE(S) _____					
	e. PRESENT DUTY STATION			f. RESIDENCE (City and State)			10. CHECK NO.				
8. TRAVEL ADVANCE				9. CASH PAYMENT RECEIPT				11. PAID BY			
a. Outstanding				a. DATE RECEIVED		b. AMOUNT RECEIVED					
b. Amount to be applied						\$					
c. Amount due Government <i>(Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash)</i>				c. PAYEE'S SIGNATURE							
D. Balance outstanding											
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)</i>		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ <i>Traveler's Initials</i>									
		AGENT'S VALUATION OF TICKET <i>(a)</i>		ISSUING CARRIER <i>(Initials)</i> <i>(b)</i>	MODE, CLASS OF SERVICE AND ACCOMMODATIONS <i>(c)</i>	DATE ISSUED <i>(d)</i>	POINTS OF TRAVEL				
							FROM <i>(e)</i>		TO <i>(f)</i>		
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.											
TRAVELER SIGN HERE ▶						DATE		AMOUNT CLAIMED ▶		\$	
<i>NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).</i>											
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. <i>(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)</i>						17. FOR FINANCE OFFICE USE ONLY COMPUTATION					
						a. DIFFERENCES, IF ANY <i>(Explain and show amount)</i>					
						\$					
APPROVING OFFICIAL SIGN HERE ▶						DATE					
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION						b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION					
a. VOUCHER NO.		b. D.O. SYMBOL		c. MONTH & YEAR		Certifier's initials:					
						\$					
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT						c. APPLIED TO TRAVEL ADVANCE <i>(Appropriation symbol):</i>					
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶						DATE					
						\$					
18. ACCOUNTING CLASSIFICATION						d. NET TO TRAVELER ▶					
						\$					

