TRAVEL VOUCHER OR SUBVOUCHER							Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.									
Ele Tra	SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.															
Pa	yment	by Chec	k Pay	the following	ng amou	nt of this	reimburs	ement di	rectl	y to th	ne Government	Travel Cl	harge Car	d contractor:	\$ <u> </u>	
2. NAME (Last, First, Middle Initial) (Print or type) 3. GRA						3. GRAD	ADE 4. SSN				OF PAYMENT (
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6. ADDI	ESS. a	i. NUMBER	AND STREET		b. CITY				c.	STATE	d. ZIP COD)E	PC De	S pendent(s)	Ot DL	her A
e. E-MA	IL ADD	DRESS												D.O. USE ONL		
7. DAYTIME TELEPHONE NUMBER & 8. TRAVEL ORDER/AUTHORIZATION NUMBER						9. PREVIOUS GOVERNMENT PAYMENTS/ a. D ADVANCES					a. D.O.	VOUCHER NU	MBER			
11. ORG	ANIZA	TION AND	STATION	I									b. SUB	VOUCHER NUM	MBER	
12. DEPE	NDENT	Γ(S) (X and	complete as a	pplicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF					c. PAID) BY		
AC	СОМР	ANIED		UNA	CCOMPA			ORDE	RS (//	nclude .	Zip Code)					
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								1/1 HAVE	HOLL	SEHOL	D GOODS REEN	SHIPPED2				
								14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) YES NO (Explain in Remarks)					d. COMPUTATIONS			
15. ITINE	RARY						-	C.		d.	e.	f.				
a. DATE		b. PLAC	E (Home, Offic City a	ce, Base, Act and Country, o		and State;		MEANS/ MODE OF TRAVEL	F	ASON FOR TOP	LODGING COST	POC MILES				
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16. POC TRAVEL (X one) OWN/OPERATE PASSENGER				SSENGER			17. D	URATION OF TD	Y TRAVEL	(4) Dep	endent Travel					
18. REIM	BURSA	ABLE EXPE	NSES				1				12 HOURS OR LESS (5) DLA					
a. DA	TE		b. NATURE OF EXPENSE			c. AMO	TNUC	d. ALLOV	VED		-		(6) Reimbursable Expenses			
											MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(7) Total (8) Less Advance			
											-	J 011 2200		ount Owed		
											MORE THAN 2	4 HOURS	(10) Amo			
										19. G	OVERNMENT/DE	DUCTIBLE	MEALS			l
											a. DATE	b. NO. C	F MEALS	a. DAT	Έ	b. NO. OF MEALS
20.a. CLAIMANT SIGNATURE b. DATE					c. SUPERVISOR SIGNATURE						d. DATE					
21.a. AP	PROVI	NG OFFICE	R SIGNATURE			•										b. DATE
22. ACC	DUNTI	NG CLASS	FICATION													
23. COLI	ECTIO.	N DATA														
24. COMPUTED BY 25. AUDITED BY 26. TRAVEL ORDER/ AUTHORIZATION PO				27. RI	ECEIV	/ED (Pa	ayee Signature ar	nd Date or C	Check No.)		28. AN	OUNT PAID				

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5701, 37 U.S.C. Sections 404 - 427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD "Blanket Routine Use" as published in the Federal Register.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

- 1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
- 2. Two copies of dependent travel authorization if issued.
- 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
- 4. Copy of GTR, MTA or ticket used.
- 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
- 6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

TRAVEL VOUCHER OR SUBVOUCHER (Continuation Sheet)								PAGE	OF	PAGES		
4. NAM	IE (Last, F	irst, Middle Initial) (Pi	int or type)									
15. ITIN	IERARY							3. FOR D.O. USE ONLY				
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