

Notice of Action Taken

Travel Advance Balance	
Balance	
Applied	
Ending Balance	

Voucher Identification:		Date of Travel:	
Amount Claimed	Suspended	Disallowed	Allowed
Tax Withheld	Applied to Tvl Adv	Other	Amount of Check

EXPLANATION:

*Please direct any inquiries to your Budget and Finance Office.

Note: If reclaiming use a new SF-1012 with original signatures, use the same travel voucher number with an S on the end. Submit with any supporting documents, a copy of this letter, and a copy of the travel authorization for this trip.		
Signature:	Authorized Certifying Officer	DATE: