

**GENERAL SERVICES ADMINISTRATION
ADMINISTRATIVE DIFFERENCE STATEMENT
FOR TEMPORARY DUTY TRAVEL**

FINANCE DIVISION (6BCP-I)
P.O. BOX 419590
KANSAS CITY, MO 64141

FINANCE DIVISION (7BCPC)
P.O. BOX 17181
FORT WORTH, TX 76102


TO:

AUTHORIZATION NO:

AMOUNT CLAIMED	\$
± NET ADJUSTMENT <i>(See below)</i>	\$
AMOUNT APPROVED FOR PAYMENT	\$
LESS AMOUNT OF ADVANCE	\$
CHECK AMOUNT	\$

FOLD ALONG DOTTED LINE FOR USE IN WINDOW ENVELOPE

EXPLANATION OF ADJUSTMENTS *(Applicable Items checked)*

<input type="checkbox"/> M&IE claimed on <i>(date)</i> _____ for \$ _____ has been underclaimed/exceeds the quarters allowed. <i>(See PFM 4290.1, ch. 3-9)</i>	\$
<input type="checkbox"/> Tips and fees are included in the M&IE rate. <i>(See PFM P 4290.1, ch. 3-2b)</i>	\$
<input type="checkbox"/> Claim for lodging on _____ exceeds lodging limitations/is not supported by lodging receipt. <i>(See PFM P 4290.1, ch. 3-4a)</i>	\$
<input type="checkbox"/> Claim for airline ticket disallowed - ticket shows charge was to GTS Account and not individual card.	\$
<input type="checkbox"/> A receipt for expenses in excess of \$25.00 is required for: _____	\$
<input type="checkbox"/> Receipt required for all long distance phone calls.	\$
<input type="checkbox"/> Receipt is required for: _____	\$
<input type="checkbox"/> Math Error: _____	\$
<input type="checkbox"/> Other:	\$
NET ADJUSTMENT 	\$

Please attach a copy of this statement to any supplemental vouchers

PREPARED BY

TELEPHONE NUMBER

DATE