Travel Voucher Summary

1. Voucher

Local Voucher No	Submit Org	Voucher Date	VoucherType	Ref Doc No	Preparer's Name
			☐ Orig ☐ ReClaim		

2. Traveler

Name(FNF)

SSN

☐ 1. Employee ☐ 2. Contractor ☐ 3. Invitational ☐ 4. Other

Address

Address

City	State	Zip

Country

☐ Payment Notification

Email

3. Purpose

Type Travel	Travel Purpose
☐ A. TDY	☐ A. Operational
☐ B. Ext TDY (Over 30 Days)	☐ B. Training
☐ C. Taxable Ext TDY	☐ C. Meeting/Conf

4. Obligation Liquidation

☐ Final ☐ Partial ☐ NPO

Traveler YREGDOC	RCN (8 Alpha)

5. Itinerary

Description

Trip Began	Trip Ended

☐ 1. Domestic ☐ 2. O/CONUS ☐ 3. Foreign

Highest Class of Travel

☐ 0. NA ☐ 1. Coach ☐ 2. Bus Class ☐ 3. First Class

Reason tor UpGrade

- ☐ 1. Coach not available
- ☐ 2. Emp Disability
- ☐ 3. Security
- ☐ 4. Foreign -no coach
- ☐ 5. Cost Savings
- ☐ 6. Paid by NonFed
- ☐ 7. Travel GT 14 hrs
- ☐ 8. Other
- ☐ 9 NA

Primarv Destinalion

State	City	
		☐ Multiple Destinations

6. Expense Summary

FMIS Upload ☐ Yes ☐ No

Standard Travel Expenses

Traveler Paid Transportation	
Lodg Total (from back)	
Lodg Tax Total (from back)	
M&IE Total (from back)	
Mileage Total (from back)	
ATM Fees (from back)	
Taxi/Limo (form back)	
Business Calls (from back)	
Personal Calls (from back)	
Parking (from back)	
Car Rental	
Laundry	

Other Expenses

Item Desc:	SOC	Amount

Total Voucher

Disposition

Advance Repayment	
Taxes Withheld Fed	
Taxes Withheld State	
To Travel Card	
Amount to Traveler	

DisbMode ☐ 1. Dir Dep ☐ 2. Tres ☐ 3. Draft ☐ 9. None

Draft Site

7. Program Distribution

FY	Fund	Actclass	PGM	AIN	Project	OMF	%
						Total..	

8. Approval

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 $1 0,000 or imprisonment for not more than 5 years or both (1 8 U.S.C. 287;1.d I 001).

Traveler Sign Below	Approving Official Sign Below	Certifying Official Sign Below
I certify 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.	The amounts claimed on this voucher are approved official travel expenses, which appear to be reasonable for the travel performed.	This voucher is certified correct and proper for payment
Date: Phone:	Submission date:	Date:
	Approval date:	

Daily Expense Report Summary

Enter expenses in categories provided below. Enter other expenses on Box 6 on front.

Travel Day	ST	City/County	Lodging	Lodging Tax	M&IE	Mileage	ATM Fee	Taxi / Limo	Business Calls	Personal Calls	Parking	Comments