

SOCIAL SECURITY NO.	TRAVELER'S NAME
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SECTION G -- SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

ITINERARY FROM										TOTALS Transfer these totals to Section D on Voucher Front. If additional days are required, use continuation sheet	
DATE (Month/Day)											
CITY											
STATE											
TIME											
TO											
DATE (Month/Day)											
CITY											
COUNTY											
STATE											
TIME											
PER DIEM										TOTAL NO. DAYS	
NO. OF DAYS											
LODGING & INCIDENTAL EXPENSES (Receipt Required for Lodging)										TOTAL LODGING & IE	
										\$	
MEALS										TOTAL MEALS	
										\$	
MILEAGE										TOTAL MILES	
MILES											
RATE PER MILE		¢		¢		¢		¢		¢	
MILEAGE AMOUNT											TOTAL MILEAGE
											\$
PARKING, TOLLS, ETC.											TOTAL PARKING
											\$
PLANE, BUS, TRAIN (Paid By Traveler)											TOTAL PLANE, BUS, TRAIN
											\$
UNACCOMPANIED BAGGAGE											TOTAL UNACCOMPANIED BAGGAGE
											\$
LOCAL TRANSPORTATION NO. TRIPS											TOTAL LOCAL TRANSPORTATION
DAILY EXPENSE											\$
MISCELLANEOUS EXPENSES/ ALLOWANCE											TOTAL MISCELLANEOUS
											\$
CAR RENTAL (Paid by Traveler) Receipt and Car Rental Agreement Required											TOTAL CAR RENTAL
RENTAL EXPENSE											
GASOLINE EXPENSE											\$

SHIPMENT OF HOUSEHOLD GOODS PAID BY TRAVELER (Weight Certificate or Bill of Lading Required)

TOTAL WEIGHT OF GOODS SHIPPED	X	COMMUTED RATE	=	TOTAL	+	ADDITIONAL ALLOWANCES	=	TOTAL SHIPMENT AMOUNT
								\$

STORAGE OF HOUSEHOLD GOODS

TEMPORARY STORAGE	NUMBER OF DAYS CLAIMED	TOTAL WEIGHT OF GOODS	ACTUAL CHARGES	COMMUTED RATE CHARGES	CLAIM LESSER AMOUNT AND DISTRIBUTE TO APPLICABLE PERIOD OF STORAGE	1ST 30 DAYS AMOUNT
						\$
			\$	\$	\$	OVER 30 DAYS AMOUNT
						\$

REMARKS

PRIVACY ACT NOTICE. The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 301-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.