

TRAVEL VOUCHER (Read the Privacy Act Statement on the back)	1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION, OR OFFICE	2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION	3. VOUCHER NO.
			4. SCHEDULE NO.

5. TRAVELER (PAYEE)	a. NAME (Last, first, middle initial)	b. SOCIAL SECURITY NUMBER	6. PERIOD OF TRAVEL		
	c. MAILING ADDRESS (Include ZIP Code)		d. OFFICE TELEPHONE NO.	a. FROM	b. TO
	e. PRESENT DUTY STATION		f. RESIDENCE (city and State)		7. TRAVEL AUTHORIZATION
					a. NUMBER(S)
10. CHECK NO.					

8. TRAVEL ADVANCE		9. CASH PAYMENT RECEIPT		11. PAID BY			
a. Outstanding		a. DATE RECEIVED	b. AMOUNT RECEIVED				
b. Amount to be applied			\$				
c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash)		c. PAYEE'S SIGNATURE					
d. Balance outstanding							

12. GOVERNMENT TRANSPORTATION REQUEST, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attached passenger coupon; if cash is used show claim on reverse side.)	I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7).					Traveler's Initials
	AGENT'S VALUATION OF TICKET	ISSUING CARRIER (Initials)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS	DATE ISSUED	POINTS OF TRAVEL	
	(a)	(b)	(c)	(d)	FROM (e)	TO (f)

13. I certify that 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. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.	DATE	AMOUNT CLAIMED	\$
TRAVELER SIGN HERE			

NOTE: Falsification of an item in an expense account works a forfeiture of claim (27 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify. (31 U.S.C. 680a).)	DATE	17. FOR FINANCE OFFICE USE ONLY COMPUTATION	
APPROVING OFFICIAL SIGN HERE		a. DIFFERENCES, IF ANY (Explain and show amount)	\$
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION			

a. VOUCHER NO.	b. D.O. SYMBOL	c. MONTH & YEAR	b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION	\$
			Certifier's Initials:	

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT	DATE	c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):	\$
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE		d. NET TO TRAVELER	\$

18. ACCOUNT CLASIFICATION
