			T							
TRAVEL VOUCHER	1. DEPARTMENT OR BUREAU DIVISION		2. TYPE OF TRAVE		3. VOUCHER NO.					
(Read the Privacy Act			PERMANENT CHAN		4. SCHEDULE NO.					
Statement on the back)			OF STATION							
5. a. NAME (Last, first, middle	initial)		b. SOCIAL SECURITY	' NO.	6. PERIOD OF TRAVEL	L TO				
					a. FROM	b. TO				
ម្ចាំ Public, John Q.			011-123-456	67	1 Oct 05	30 Oct 05				
c. MAILING ADDRESS (Include 2	ZIP Code)		d. OFFICE TELEPHOI	NE NO.	7. TRAVEL AUTHORIZA	ATION				
123 Temporary Home Avenu	e				a. NUMBER(S)	b. DATE(S)				
Atlanta, GA 30215		T	404-123-456	57						
e. PRESENT DUTY STATION		f. RESIDENCE (City and	I State)		10. CHECK NO.					
New Orleans District Office		400 A Olasal A	New Oders and I A		TO. CHECK NO.					
701 Loyola Avenue Suite 600 New Orleans, LA 70113-9936		123 Any Street Avenu	Je New Orleans, LA							
O TRAVEL ARVANCE		O CACH DAYMENT	DECEIDE		11. PAID BY					
8. TRAVEL ADVANCE a. Outstanding		9. CASH PAYMENT  a. DATE RECEIVED	b. AMOUNT R	ECEIVED	TT. PAID BY					
b. Amount to be Applied	\$1,500 00	a. DATE RECEIVED	s. AMOUNT K	LCLIVLD						
c. Amount due Government	ψ1,300 00	c. PAYEE'S SIGNATUR	<b>_</b>							
	ash)									
d. Balance outstanding		1								
		ates any right I may have a				Traveler's Initials				
TRANSPORTATION transp	ortation charges described	d below, purchased under o	cash payment procedure	s (FPMR 1)	01-7)	1				
TRANSPORTATION TICKETS, IF PUR-	ISSUING	MODE, CLASS OF			POINTS OF TRAVEL	[*)				
CHASED WITH CASH	ENT'S CAR- UATION RIER	SERVICE	DATE	Д						
attach passenger coupon; if cash is used show claim on	TICKET (initials)	AND ACCOM- MODATIONS	ISSUED	FROM	1	ТО				
reverse side.)	(a) (b)	(c)	(d)	(e)		(f)				
						N .				
						11				
				1/	'h					
1						- 11				
						- 11				
13. I certify that this voucher is true ar					n received by me. When					
applicable, per <mark>diem</mark> claimed is ba	sed on the aver <mark>age c</mark> ost o	flodging incurred during th	e period covered by this							
TRAVELER SIGN HERE				DATE	AMOUNT	<b>\$</b> 7,524 00				
	an expense account work	s a forfeiture of claim (28 U	l.S.C. 2514) and may res	ult in a fine	of not more than \$10,000 or	3 1,521   55				
imprisonment for not more	e than 5 years or both (18	U.S.C. 287; i.d. 1001).								
14. This voucher is approved. Long of				17. FO	R FINANCE OFFICE USE ON	LY				
the Government. (NOTE: If long of authorized in writing by the head of					COMPUTATION	<b>-</b>  _				
				a. DIFFEF		\$				
			DATE	ENCES IF ANY	,					
APPROVING			1	(Explain and sh						
OFFICIAL SIGN HERE				amour						
15. LAST PRECEDING VOUCHE	R PAID UNDER SAM	E TRAVEL AUTHORIZ	ATION		L VERIFIED CORRECT FOR					
a. VOUCHER NO.	. D.O. SYMBOL		c. Month &	CHAR	GE TO APPROPRIATION					
			Year		Siaw'a initial-	•				
16. THIS VOUCHER IS CERTIFIE	ED CORRECT AND D	ROPER FOR BAVMEN	<u> </u>  T		fier's initials: ED TO TRAVEL ADVANCE	\$				
10. THIS VOUCHER IS CERTIFIE	LD CORRECT AND PI	NOPER FOR FATIVEN	11		priation symbol):	\$				
AUTHORIZED CERTIFYING			DATE							
OFFICIAL SIGN HERE				d.	NET TO TRAVELER	<b>\$</b>				
OIOH HERE				<u> </u>						

		INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)													Complete this PAGE				1				
SCHEDULE OF		Col. (c) If the voucher includes per diem allowances for members of employee's		for <b>only</b>		Col. thru	(d) (g)		Show amount incurred for each meal, including tax and tips, and daily total if this i											2 Pages	Pages		
EXPEN	SES	immediate family, sh					(h)		Show o		, such a	as: laundry,	clean	ing and pressing o	TRAVEL AUTHORIZATION NO.								
AND AMOUNTS		members' names, ag	travel				(i)		porte rs	s, etc. (oth		for meals)											
		and relationship to employee and martia				_	(j) (m)					and actual											
CLAIM	ED	status of children (un					. ,		Show	how total subsistence expense incurred for actual expense travel. how per diem amount, limited to maximum rate, or if travel on actual expens						nse,	TRAVELER'S LAST NAME						
information is s							(n)		show the les	ser of the	amour	nt from col.	(J) or	maximum rate.			PUBLIC						
	the travel authorization				Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash),											<u> </u>							
DATE	TIME	DESCRIPTION				ITEMIZED SUBSISTENCE DENSITY one calls for Green the control of th							Government busin <b>e⊯sku, EAn GE</b> ental, RATE			AMOUNT CLAIMED							
19	(Hour	(Departure/arrival city, per diem			MEALS						MISCEL				¢								
	and computation, or other explanations am/p of expense)		BREAK- FAST LUN					T		LANEC SUBS		LODGING		TOTAL SUBSISTENCE	MILES	МП	EAGE	SUBSISTENCE		NCE	ОТНЕ	:R	
(0)	m)				LUNCH	DINNER		TOTAL		TENCE				EXPENSE						NOL			
(a)	(b)	(c)	(d	)	(e) (f)		(1)	(g)		(11)	(h) (i			(j)	(k)	(1)			(m)		(n)		
1 Oct		incl. Spouse Jane&James 9 yrs							50			172		246 00					46			3 00	
2 Oct		(115*2)+(115*50%)=287.50							50			172		246 00					46			3 00	
3 Oct		287.50*60%=172.50						73	50			172	50	246 00				2	46	00	1	3 00	
4 Oct		Atlanta						73	50			172	50	246 00				2	46	00	1:	3 00	
5 Oct		Atlanta					İ	73	50			172	50	246 00				2	46	00	1	3 00	
6 Oct		Atlanta						73	50			172	50	246 00				2	46	00	1	3 00	
7 Oct		Atlanta						73	50			172	50	246 00				2	46	00	1	3 00	
8 Oct		Atlanta						73	50			172	50	246 00				2	46	00	1	3 00	
9 Oct		Atlanta						73	50			172	50	246 00				2	246	00	1	3 00	
10 Oct		Atlanta						73	50			172	50	246 00				2	246	00	1	3 00	
11 Oct		Atlanta						73	50			172	50	246 00				2	246	00	1	3 00	
12 Oct		Atlanta						73	50			172	50	246 00				2	246	00	1	3 00	
13 Oct		Atlanta						73	50			172	50	246 00				2	246	00	1	3 00	
14 Oct		Atlanta						73	50			172	50	246 00				2	246	00	1	3 00	
15 Oct		Atlanta						73	50			172	50	246 00				2	246	00	1	3 00	
16 Oct		Atlanta						73	50			172	50	246 00				2	246	00	1	3 00	
If additio	nal spa	ce is required, continue on anothe	er SF 1	012-	A BACK, leav	/ina th	e front	t blank						SU	BTOTALS .			36	90	00		8 00	
ii additio	u spat	space is required, continue on another SF 1012-A BACK, leaving the front blank.  TOTALS													36	90	00	20	8 00				
In complia	nce with	the Privacy Act of 1974, the following in	nformatio	on is p	provided: Solici	tation o	f	pursu	ant to	a requirer	ment b	y this ager	ncy in	connection with t	ne hiring or firing	of an	Enter	grand total	of co	olum ns (I	), (m), and (	n),	

the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 1017), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011 (b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigation or prosecutions, or when

employee, the issuance of a security clearance, or investigations of the performance of below and in item 13 on the front of this form. official duty while in the Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee TOTAL identification number; disclosure is MANDATORY on vouchers claiming travel and/or AMOUNT relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other

instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

CLAIMED

See Next Page

STANDARD FORM 1012 BACK (10-77)

		INSTRUCTIONS TO TRAVELER (Unlisted items are self-explanatory)													Complete this		PAG	E	2			
SCHED OF		col. (c) If the voucher includes per diem allowances for members of employee's	or <b>only</b>		Col. thru	(d) (g)	} r	neal c								information if this is a continuation sheet		of		ages		
EXPENS AND		immediate family, show members' names, ages and relationship to	act		(h) (i)	ŗ	orter: Compl	s, etc. (other than lete for per diem	ses, such as: laundry, cleaning and pressing of clothes, tips (other than for meals). r per diem and actual expense travel.						TRAVEL AUTHORIZATION NO.							
AMOUN CLAIME		employee and martial status of children (unles information is shown on the travel authorization.	ss	vei	_	(j) (m) (n)	t 3	Show he les Show or long	per diem amount sser of the amour expenses, such	t, limited to nt from col. as: taxi/limo	maxin (J) or usine	d for actual expense travel. num rate, or if travel on actual expense, show maximum rate. fares, air fare (if purchased with cash), local ernment business, car rental, relocation other					PUBLIC					
DATE	TIME	DESCRIPTION			ITE	MIZE			TENCE EXPEN	ISES				MILEAGE RATE		AMOUNT CLAIMED						
19	(Hour	(Departure/arrival city, per diem		N	MEALS		MISCEL					¢										
	and am/pm)	computation, or other explanations of expense)	BREAK- FAST	DINNER		TOTAL		LANEOUS SUBSIS TENCE	LODGING		TOTAL SUBSISTENCE EXPENSE		NO.OF MILES	MILEAC	GE SUBSISTE		NCE	OTHER	THER			
(a)	(b)	(c)	(d)	(e)	(f)		(g)		(h)	(i)		(j)		(k)	(1)		(m)		(n)			
17 Oct		Atlanta					73			172		246					246			00		
18 Oct		Atlanta					73			172		246					246			00		
19 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
20 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
21 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
22 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
23 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
24 Oct		Atlanta		i			73	50		172	50	246	00				246	00	13	00		
25 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
26 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
27 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
28 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
29 Oct		Atlanta			1		73	50		172	50	246	00				246	00	13	00		
30 Oct		Atlanta					73	50		172	50	246	00				246	00	13	00		
						<u> </u>										Щ				<u> </u>		
																				<u> </u>		
If additional space is required, continue on another SF 1012-A BACK, leaving the front blank.  SUBTOTALS  TOTALS										3444 7134	ı		00									
the informal Travel Reg E.O. 9397 requested allowable tr and to reco be used by official duti	tion on this ulations (FP of Novembe information ravel and/or rd and maint officers and es. The info	Privacy Act of 1974, the following info form is authorized by 5 U.S.C. Chap. MR 101 7), E.O. 11609 of July 22, 19 r 22, 1943, and 26 U.S.C. 6011 (b) and is to determine payment or reimbur elocation expenses incurred under apprain costs of such reimbursements to themployees who have a need for the information may be disclosed to appropriant to civil, criminal, or regulatory investi	57 as imple 71, E.O. 110 16109. The rsement to opriate admi e Governme ormation in tate Federal,	mented by the mented by the primary purpose eligible individuals. The informant of the performant of t	he Federal n 27, 1962, nose of the viduals for thorization mation will nce of their, or foreign		the iss in the author Noven is MA reimbu	Gover ity of ober 2 NDA ursem sted i	e of a security cle mment service. Y the Internal Re 22, 1943, for use TORY on vouc ent which is, or nformation is vo (other than SSN	arance, or our Social venue Coo as a tax pay hers claim may be, to luntary in a	invest Secur de (26 yeran ning t axable all oth	igations of the ity Account N 5 U.S.C. 601 d/or employee travel and/or e income. Di er instances;	e perfo umber 1(b) ident relo sclosi how	ring or firing of an ormance of officia (SSN) is solicite and 6109) and lification number; cation allowance ure of your SSN ever, failure to pay result in delay	I duty while d under the E.O. 9397, disclosure e expense and other provide the	(n), this f	r grand total below and in i form.	of colu				

Employee with Spouse and one dependent under 12 years old in hotel second 30 days M&IE & lodging reduced to 60%.