TRAVEL VOUCHER
(Read the Privacy Act Statement
on the back)

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| 8 |  |

a. NAME (Last, First, Middle Initial)
c. MAILING ADDRESS (Include ZIP Code)

1. DEPARTMENT OR ESTABLISHMENT,

BUREAU, DIVISION, OR OFFICE
2. TYPE OF TRAVEL

3. VOUCHER NUMBER
4. SCHEDULE NUMBER
6. PERIOD OF TRAVEL

| a. FROM | b. TO |
| :--- | :--- |
| 7 |  |

7. TRAVEL AUTHORIZATION

| a. $\operatorname{NUMBER}(S)$ | b. $\operatorname{DATE}(S)$ |
| :--- | :--- |


| f. RESIDENCE (City and State) |  |
| :--- | :--- |
| 9. CASH PAYMENT RECEIPT |  |
| a. DATE RECEIVED | b. AMOUNT RECEIVED |
| c. PAYEE'S SIGNATURE |  |


|  |  |
| :--- | :--- |
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| 10. CHECK NUMBER |  |

10. CHECK NUMBER

| a. Outstanding | a. DATE RECEIVED | b. AMOUNT RECEIVED |
| :---: | :---: | :---: |
| b. Amount to be applied |  |  |
| c. Amount due Government Attached: $\quad \square$ Check $\quad \square$ Cash | c. PAYEE'S SIGNATURE |  |
| d. Balance outstanding |  |  |  |

11. PAID BY

12. 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.

| TRAVELER <br> SIGN HERE |
| :--- |
| 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 $\$ 10,000$ or <br> 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 <br> necessary in the interest of the Government. (NOTE: If long distance telephone calls <br> are included, the approving official must have been authorized in writing by the <br> head of the department or agency to so certify (31 U.S.C. 680a).) |
| APPROVING <br> OFFICIAL |
| SIGN HERE |

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[^0]:    18. ACCOUNTING CLASSIFICATION
