TRAVEL VOUCHER (Temporary Duty Travel)

SECTION																	
1. TRAVEL AUT	HORIZATION	I NO.	2. SOCIAL SE	CURITY NO.	3.	NAME ((Last)				(First)			(1	Middle Initial)	4. AGE COI	
5. AGENCY OF		DEFICE	6. TRAVELER		3	7. DA	TES OF 1	TRAVEL EXP	ENSES			8. TYPE CLA	M (Indica	ate one t	vne only)	9. REC	LAIM
NUMBER	(IGINATING C	DITICE	OFFICE NUI				FR	OM		, THRU		DM	= Don	nestic		AMC	
						Mon		ay Year	Mor	th Day	Year	OC	= Fore = Outs	side Cor	nt. U.S.		
	- 1					<u> </u>					TY AND STATE		= Esco		roup STATE (If ot		00111441
10. LEAVE TAKE			11. TRAINING I Purpose of	Travel Code				IZ. OFFICIAL	DUITS	TATION CT	I Y AND STATE	= 13. RESIL	DENT CIT	I Y AND	SIALE (If ot	ier than o	fficial station)
Y = Y		-			0											TOTAN	
14. POST APPR			15. TOTAL NIG	HIS LODGIN	G			16. NUMBER	COF NIGI	115 IN APP	PROVED ACCO	JMMODATION	NS PER II	HEFIRE	E SAFETY AC	I STANL	JARUS
	N = Nc								_								
SECTION	I B-TR	AVEL	VOUCHE	ER MAIL	.ING	G ADE	DRES	S OPTIC	DNS								
	RY ADDRESS	3	19. SPE	ECIAL ADDR	ESS			20	FOREIG	NADDRES	S			21. TR/	AVEL EFT AC	COUNT	
		5	1. (35) 🕨														
18. T&A (CONTACT POI	INT	2. (35) 🕨														
			3. City (20) 🕨							State	e (2) 🕨			Code (9)			
SECTION	C – TR/	ANSP	ORTATIO	N COST	S							SEC	TION	D - (CLAIMS		
22. METHOD OF	23.							26.		28. SUMMARY OF SUBSISTENCE							
	VENDOR/ CARRIER	IL	DENTIFICATIC NUMBER		ES	DAYS		MOUNT		TDY LOCATIO		ATION	DN .		NO. OF		IOUNT
							\$		CNTRY CODE	CITY CODE	CIT	CITY or COUNTY		STATE DAYS		AWOON	
																\$	
If payment	t was mad	e bv tra	weler.														
complete S	ection G o	on řever	rse 1014				\$			00 055	DIEM		I				NFC USE
27. AIRLINE A				s Fare (Che Applic			■Non-	contract (Inser Code	t)	29. PEF	No. of Days	1	1		¢		
SECTION	E – AC	COUN	TING CLA	ASSIFIC	ATI	ON				30. ACTUAL SUBSISTENCE							
	THORIZAT					OSE OF		EL CODES				[]				ļ
	this block if a l code(s) from		and purpose horization are	1 = Site vis 2 = Inform		meeting		Emergency tra Other travel	vel	31. MILE	AGE Rate [Rate [¢] Mile ¢] Mile]			
to be ch	arged for the	total vou	cher claim.)	3 = Trainin	g attend	lance		re-employmen	t travel		Rate [¢] Mile		il			
			COUNTING	4 = Speech 5 = Confere			13 = F	Rest and Recup	eration		Rate [¢] Mil	es []			
			tal claim from pose of Travel	7 = Entitler	nent/ho	ome leave	14 = I	Education		32. PARK	(ING, TOLLS, E	ETC.					
Code ar	nd Accounting	g Classific	ation line.)	8 = Special	missio	n travel	15 = I	nformal trainir	g	33 PLAN	IE, BUS, TRAII	N		-			
PURPOSE CODE			ACCOUNTING C	LASSIFICATIO	N			PERCE	NTAGE		by Traveler)						
									%	34. UNAC	COMPANIED	BAGGAGE					
																-	
										35. LOCA	AL TRANSPOR	RTATION					
										36. MISC	ELLANEOUS	EXPENSES					
										<u> </u>							
										37. CAR I	RENTAL						
								38. TOTAL CLAIM (Blocks 29 thru 37)					\$				
				THESE	PERC	ENTAGE	S MUST E	EQUAL 10	0%	<u> </u>		,			Ÿ		
SECTION	F - CER	RTIFIC	ATIONS							39. TRAV	/ELADVANCE	AMOUNT OU	JTSTANDI	ING			
FRAUDULEN	T CLAIM.	Falsificati	ion of an item ir of not more than	an expense	accour	nt will re	sult in a f	forfeiture of t	the claim	40. AMT.	OF VOUCHEF UTSTANDING						
(18 USC 287; i.d	l. 1001).				-			-			OF VOUCHEF		,				1
against other par	ties in connectio	on with any	AND SIGNATU y reimbursable car	rrier transport	ation c	harges de	scribed he	erein. I have re	ceived no	TO O	UTSTANDING	BILL FOR CO	DLLECTIO	DN			
payment for clair	ns shown herei	in. All trave	el and reimbursal ional items and cr	ble claims wer	e incur	red on off	ficial busir	ness of the Uni	ted States	BILL NO.							
			1CFR 301- 304 ar								TIONAL ADVA		T REPAID				
47. CLAIMANT'S	SIGNATURE			4	8. DAT	E	49	9. FINAL VOL	CHER	<u>`</u>	AINING ADVAN	,	F			+	
					Ionth	Day	Year	INDICATOF	2	(Block	39 minus Bloc						
APPROVINC	OFFICEDIC	ESPONG	SIBILITIES ANI	DSICNATI	RF Ter	anprovie	a this you			44. (B	NET TO lock 38 minus	O TRAVELER Block 40 and F],	\$		
that (1) Reimbur	sement is claim	ed for offic	cial travel only; (2)	Use of rental	car, tax	icâb, or o	ther specia	al conveyance f	or which	``````````````````````````````````````	DBY (Examine		5100K 4 I)		▼ TOTAL DIFFE	RENCE	1
purchased are ne	cessary and in t	the interest	iment's advantage t of the Governme	nt. Note: To ap	prove	long dista	nce phone					*					
must have writte 50. APPROVING			<u>gency Head or hi</u> RE	s/her designed	e (31 U	SC 1348)			51	L SOCIAL SF	ECURITY NO.	52. DATE A	PPROVE	D	53. PHONE (A	Area Cod	e and No.)
														Year	· · · - •		- /
54. NAME AND 1	FITLE (Last. Fi	rst, Middle	e Initial)(Type or	Print)				AGENCY	55		PERSON'S NA	AME			56. PHONE (/	Area Cod	e and No.)
	(-/				CODE							···		- 7

Upon completion and approval, submit original voucher to:

USDA - National Finance Center, P.O.Box 60000, New Orleans, LA 70160

FORM AD - 616 (USDA) (Rev. 11/96)

SECTION G-SCH		EXPENSES		NTS CLAIM	FD			
		LAFENSES						
ITINERARY FROM								TOTALS
ATE (Month/Day)								Transfer
TY								these totals
								Section D c
TATE								
ME								Voucher Fro
TO TDY LOCATION ATE (Month/Day)								If addition
								days are
ΓY ·								required, u
DUNTY								continuati
ATE								sheet
ME								Sheet
PER DIEM	:	:				:		TOTAL NO. DAYS
D. OF DAYS				1		1	1	
DGING (ceipt Required)		·	·	·				
ALSAND CIDENTAL EXPENSES	•		•					
SS MEALS GOVERNMENT EXPENSE								
						:		TOTAL PER DIEM
								\$ TOTAL NO. DAYS
								TOTAL NO. DATS
D. OF DAYS DDGING ecceipt Required)								
eceipt Required) REAKFAST		· · · ·				· ·	· · ·	
JNCH								
INNER		1	1	1	1	1	-	
&IE/OTHER			•	•		•		
						i		TOTAL ACTUAL
CTUAL UBSISTENCE AMOUNT			:				:	SUBSISTENCE
MILEAGE	1							TOTAL MILES
IILES								
ATE PER MILE	é	¢	é	¢	¢	¢	¢	
							•	TOTAL MILEAGE
ILEAGE AMOUNT			:				:	\$
			:	:	•	· ·		TOTAL PARKING
ARKING, TOLLS, ETC.								\$
PLANE, BUS, TRAIN (Paid By Traveler)								TOTAL PLANE, BUS TRAIN
	•					•	· ·	\$ TOTAL UNACCOMP
UNACCOMPANIED BAGGAGE						•		BAGGAGE \$
LOCAL TRANSPORTATION								TOTAL LOCAL TRANSPORTATION
IO. TRIPS	•	· ·	· · ·				· · ·	
AILY EXPENSE MISCELLANEOUS						· · ·		\$ TOTAL
EXPENSES				· · ·				MISCELLANEOUS
JPPLIES, ETC.	•					· ·		\$
CAR RENTAL (Paid by Traveler)								TOTAL CAR RENTA
Receipt and Car Rental Agreement Required	:			:		:		
ENTAL EXPENSE		·						
ASOLINE EXPENSE								\$
EMARKS								

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 entilements 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 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.