

SECTION G - SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

ITINERARY										TOTALS Add the totals of all columns used on Forms AD-616 and AD-617. Transfer these totals to Section D on the front of Form AD-616.
FROM										
DATE (Month/Day)										
CITY										
STATE										
TIME										
TO TDY LOCATION										
DATE (Month/Day)										
CITY										
COUNTY										
STATE										
TIME										TOTAL NO. DAYS
PER DIEM										
NO. OF DAYS										
LODGING <small>(Receipt Required)</small>										
MEALS AND INCIDENTAL EXPENSES										
LESS MEALS AT GOVERNMENT EXPENSE										
PER DIEM AMOUNT										TOTAL PER DIEM \$
ACTUAL SUBSISTENCE										TOTAL NO. DAYS
LODGING <small>(Receipt Required)</small>										
BREAKFAST										
LUNCH										
DINNER										
OTHER (Tips, Laundry, etc.)										
ACTUAL SUBSISTENCE AMOUNT										TOTAL ACTUAL SUBSISTENCE \$
MILEAGE										TOTAL MILES
MILES										
RATE PER MILE		¢	¢	¢	¢	¢	¢	¢	¢	
MILEAGE AMOUNT										TOTAL MILEAGE \$
PARKING, TOLLS, ETC.										TOTAL PARKING \$
PLANE, BUS, TRAIN <small>(Paid By Traveler)</small>										TOTAL PLANE, BUS, TRAIN \$
LOCAL TRANSPORTATION <small>NO TRIPS</small>										TOTAL LOCAL TRANSPORTATION \$
DAILY EXPENSE										
MISCELLANEOUS EXPENSES										TOTAL MISCELLANEOUS \$
TELEPHONE CALLS										
SUPPLIES, ETC.										
CAR RENTAL <small>(Paid by Traveler)</small>	Receipt and Car Rental Agreement Required									TOTAL CAR RENTAL \$

REMARKS

PRIVACY ACT STATEMENT. 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 101-7). 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.