

SOCIAL SECURITY NO.	TRAVELER'S NAME
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SECTION G – SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

ITINERARY FROM								TOTALS Transfer these totals to Section D on Voucher Front. If additional days are required, use continuation sheet
DATE (Month/Day)								
CITY								
STATE								
TIME								
TO TDY LOCATION								
DATE (Month/Day)								
CITY								
COUNTY								
STATE								
TIME								
PER DIEM								TOTAL NO. DAYS
NO. OF DAYS								
LODGING (Receipt Required)								
MEALS AND INCIDENTAL EXPENSES								
LESS MEALS AT GOVERNMENT EXPENSE								
PER DIEM AMOUNT								TOTAL PER DIEM \$
ACTUAL SUBSISTENCE								TOTAL NO. DAYS
NO. OF DAYS								
LODGING (Receipt Required)								
BREAKFAST								
LUNCH								
DINNER								
M&IE/OTHER								
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 (Paid By Traveler)								TOTAL PLANE, BUS, TRAIN \$
UNACCOMPANIED BAGGAGE								TOTAL UNACCOMPANIED BAGGAGE \$
LOCAL TRANSPORTATION								TOTAL LOCAL TRANSPORTATION
NO. TRIPS								
DAILY EXPENSE								TOTAL MISCELLANEOUS \$
MISCELLANEOUS EXPENSES								
TELEPHONE CALLS								
SUPPLIES, ETC.								TOTAL CAR RENTAL \$
CAR RENTAL (Paid by Traveler)								
Receipt and Car Rental Agreement Required								
RENTAL EXPENSE								
GASOLINE EXPENSE								

REMARKS

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 entitlements 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 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.