

03/09/04 VOUCHER Voucher: 10-F 08-09 DC7
PAGE 1 ** Read Privacy Act On Last Page ** TA Num: 10-F0330240

1) NAME: YOUR NAME SSN: 123-456-7890
ADDR: YOUR ADDRESS PHONE: 202-555-1234
EDWARDS, CA MAIL CD:
ORG: 10-FTA00
DUTY: HEADQUARTERS TZ: 9 TITLE:
RES: EDWARDS, CA SEC CLR:
HOURS: 8 CARD: CARD HOLDER
Prepared By Kathy 614-6578 Location Washington, DC

2) FROM TO TA NUMBER TA DATE TRIP PURPOSE TRIP TYPE
12/08/2003
12/12/2003
10-F0330240 12/17/2003
TRAINING

3) GTR/TICKET NO VALUE CR CLS DATE FROM TO

4) ACCOUNTING CLASS CODE TRIP 3 TRIP 2 TRIP 1 5) FINANCE OFFICE
D10404XX002FX24 493.75
104-04-01-F2.SFCX22004D....FC100200.2121...

6)NON-REIMBURSABLE EXPENSES -----
TOTAL AMOUNT CLAIMED ----- 493.75
ADVANCE OUTSTANDING ----- 0.00
ADVANCE APPLIED ----- 0.00
=====

NET TO TRAVELER (GOVT) ----- 493.75

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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. I hereby assign the United States any right I may have against any parties in connection, with reimbursable transportation charges described above, purchased under cash payment procedures (41 CFR Part 301-10).

7)TRAVELER SIGNATURE

DATE

8)
VOUCHER NO:
SCHEDULE NO:
CERTIFIED BY:

DATE:

This Voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. (Note: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a)).

10)
CASH RECEIPT DATE
AMOUNT \$
SIGNATURE

9)APPROVED,

DATE

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST	DESCRIPTION
12/08/2003		D-HEADQUARTERS				
12/08/2003		A-SHEPHERDSTOWN, WV				
12/12/2003		D-SHEPHERDSTOWN, WV				
12/12/2003		A HEADQUARTERS				
12/12/2003				TOLL	2.25	HIGHWAY/BRIDGE TOLL
TOTAL TRANSPORTATION EXPENSES					2.25	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING	LODGING ALLOWED	MEALS B L D	M&IE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
12/08	79.00	79.00		29.25	79/39		0.00
12/09	79.00	79.00		39.00	79/39		0.00
12/10	79.00	79.00		39.00	79/39		0.00
12/11	79.00	79.00		39.00	79/39		0.00
12/12	0.00	0.00		29.25	79/39		0.00
		316.00		175.50			0.00

=== (13) COMMENTS: =====
 NEW accounting label (WBS 104-04-01-F2) added to this voucher, effective 12/8/03.

Funding is contingent on a continuing resolution or the enactment of the FY 2004 Appropriation Law. WBS: 103-01-00-F2..10 D09010XX010S423 090-10-F2. SAT422 003D. . . . FC100200. 2128. . . . Per diem of \$110 per day beginning at 12:01 on the first day of EOD. Five-in-program trips authorized within the LDP guidelines: 1) Results Workshop in DC, 2) Accelerating Change Workshop in WV, 3) Expanding Possibilities Workshop in TBD, 4) Reentry Workshop in PA and 5) Graduation in DC. Three performance assessments trips and one re-entry trip authorized to Dryden. Rental car authorized for re-entry. No travel allowance for family members, parking fees or travel to/from lodging or per diem while at Dryden is authorized. POV authorized for EOD and exit trips. Common carrier authorized for in-program trips only. No per diem while on AL or at Dryden. Traveler authorized to drive POV between permanent and temporary duty stations @.360/mile NTE round-trip airfare of approx. \$350.00.

VERCIV=RATE TBL DATE=12/01/03=Copyright 1998 Gelco Information Network GSD, Inc.

Exception to SF 1012

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 imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 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 investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in 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, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or 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.

03/09/04

DOCUMENT ADJUSTMENTS

Copyright 1998 Gelco Information Network GSD, Inc.

Voucher: 10-F 08-09 DC7
YOUR NAME 123-456-7890

=====
TRIP: 0 DATE: 12/17/2003 TIME: 9:11AM ADJUSTOR: LINDA LANDRUS
TRIP: 0 DATE: 12/17/2003 TIME: 1:06PM ADJUSTOR: MELISSA MOUER
TRIP: 0 DATE: 12/17/2003 TIME: 9:11AM ADJUSTOR: LINDA LANDRUS
TRIP: 0 DATE: 12/17/2003 TIME: 1:06PM ADJUSTOR: MELISSA MOUER

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ACCOUNTING CLASS CODE	TRIP 1		
LODGING-			316.00
M&IE-			175.50
TOLLS-			2.25
D10404XX002FX24	0.00	0.00	493.75

Organization: 10
 104-04-01-F2.SFCX22004D....FC100200.2121...

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----		493.75
NON-REIMBURSABLE EXPENSES -----		0.00
		=====
TOTAL AMOUNT CLAIMED -----		493.75
GOV'T ADVANCE OUTSTANDING --	0.00	
GOV'T ADVANCE APPLIED -----	0.00	

		0.00
		=====
NET TO TRAVELER (GOVT) -----		493.75
GOV'T CHARGE CARD EXPENSES -	0.00	
GOV'T CHARGE CARD ATM ADV --	0.00	
ADD'L GOV'T CHARGE CARD PYMT	0.00	
		=====
TOTAL GOV'T CHARGE CARD AMT	0.00	
PAY TO GOV'T CHARGE CARD-----		0.00
PAY TO TRAVELER -----		493.75

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	DATE	DESCRIPTION	COST
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[] 1.	12/08/2003 TO 12/12/2003	Lodging Expenses	316.00

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STATUS	DATE	TIME	SIGNATURE NAME
CREATED	12/15/2003	2:22PM	BRENT COBLEIGH
SIGNED	12/15/2003	2:39PM	BRENT COBLEIGH
ADJUSTED	12/17/2003	9:11AM	LINDA LANDRUS
REVIEWED	12/17/2003	9:34AM	LINDA LANDRUS
MGT APPROVED	12/17/2003	9:35AM	LINDA LANDRUS
ADJUSTED	12/17/2003	1:06PM	MELISSA MOUER
DISBURSE	12/17/2003	1:06PM	MELISSA MOUER
TRAVEL OFFICE	12/17/2003	1:07PM	MELISSA MOUER

I certify that the electronic signatures listed above are valid and on file.

SIGNED

DATE