**TRAVEL VOUCHER OR SUBVOUCHER**

(Complete with ink, ball-point pen or typewriter. DO NOT use lead pencil.)

**PAYMENT FOR**

TDY/TAO PER DIEM

TDY/TAO TRAVEL

PCS TRAVEL

**PAYMENT DESIRED**

CHECK

CASH

**PAID BY**

**TRAVEL ORDERS**

(Pane of GoN., Issuing Hq., Date. Include amending orders.)

**PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS**

(Amount, Do You No., date received, place paid, or Do Station No. If none, so state.)

**LAST NAME-FIRST NAME-MIDDLE INITIAL**

(Roundex Code) (Print/Type)

**GRADE/RANK**

**CHECK MAILING ADDRESS**

(Include Zip Code)

**ORGANIZATION AND STATION**

---

**ITINERARY**

(See Reverse for Definition)

**DATE** | **LOCAL STANDARD TIME** | **PLACE** | **MODE OF TRAVEL** | **REASON FOR TRAVEL** | **GOVT QTS** | **QTS** | **GOVT MEALS** | **NON-GOVT MEALS** | **OFFICERS MEALS** | **MILEAGE** | **READINGS** | **COMPUTATIONS**
--- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | ---

**REIMBURSABLE EXPENSES**

| DATE | NATURE AND EXPLANATION | AMOUNT CLAIMED | ALLOWED | BAS/COLA ADJ ON MPR | BAS/COLA ADJ NOT REQUIRED | BAS/COLA RATE |
--- | --- | --- | --- | --- | --- | --- |

**TRANSPORTATION REQUESTS/MEAL TICKETS USED**

| NUMBER | FROM | TO |
--- | --- | --- |

**CHARGES-BOQ OR NON-GOVT MEALS AND QTS**

| FROM (Date) | TO (Date) | TYPE | RATE | TOTAL PAID |
--- | --- | --- | --- | --- |

**VI. LEAVE STATEMENT**

I was authorized ________ days leave. ________ days were taken between ________ and ________ inclusive.

Thereby claim any amount due me.

**SIGNATURE OF CLAIMANT AND DATE**

---

**ACCOUNTING CLASSIFICATION:**

---

**COLLECTION DATA:**

**AMOUNT PAID**

---

FORM APPROVED BY COMPTROLLER GENERAL, U.S. 2 JUNE 1965