

NOTICE OF ALLOWANCE TRAVEL/TRANSIT TIME  
AND  
LEAVE TAKEN WHILE IN TRAVEL STATUS

*Employee*

TRAVEL VOUCHER - EMPLOYEE's Name

*Ogden Williams*

Bu. Voucher No.

*68-20390*

Paid at

*Saigon*

ACTUAL TRAVEL TIME

*1/15/68 - 2/29/68*

Departed

*Saigon*

Date

*1/15/68*

Time of Day

*1420*

Arrived

*Saigon*

Date

*2/29/68*

Time of Day

*1000*

Elapsed work hours (Saturdays, Sundays and Holidays excluded)

*256*

Hours

TRAVEL TIME ALLOWED: *As above*

Departed

Date

Time of Day

Arrived

*Saigon*

Date

Time of Day

PAY AND LEAVE COMPUTATION:

Travel/Transit Time Allowed (for purposes of Per Diem)

*3 1/2*

days

Travel/Transit Time Allowed (for leave purposes - excluding  
Saturdays, Sundays & Holidays)

*32*

Hours

Consultation or Duty *3 1/2* Days (@ 8 hours per day)

*28*

Hours

Sick Leave

Hours

Annual Leave

*68*

Hours

Home Leave

*16*

Days (@ 8 hours per day)

*128*

Hours

LWOP

Hours

Other Leave (For leave charges, consult employee)

Hours

TOTAL

*256*

Hours

PASSPORT RECEIVED:

Yes

No

Requested

(Date)

ISSUED BY:

*Mary E. Volz*

Administrative Audit Branch, Audit Division  
or

USAID: *Saigon, Vietnam*

Date:

*6/1/68*

*9/4*

\* Should be Identical No. of hours.

AID-7-49 (3-0)