

TRAVEL VOUCHER OR SUBVOUCHER (Complete with ink, ball-point pen or typewriter, DO NOT use lead pencil.)					BUREAU VOU NO.	SUBVOUCHER NO.	DO VOUCHER NO.	
PAYMENT FOR					PAYMENT DESIRED			PAID BY
<input checked="" type="checkbox"/> TDY/TAD PER DIEM		TDY/TAD TRAVEL		PCS TRAVEL	CHECK		<input checked="" type="checkbox"/> CASH	
TRAVEL ORDERS (Paragraph, S.Q. No., Issuing Hq., Date. Include amending orders.)								
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Vou No., date received, place paid, or DO Station No. If none, so state.)								
LAST NAME-FIRST NAME-MIDDLE INITIAL (Soundex Code) (Print/Type)					GRADE/RANK	SERVICE NO.		
CHECK MAILING ADDRESS (Include Zip Code)					DUTY PHONE NO.			
ORGANIZATION AND STATION								
I. ITINERARY (See Reverse for Definition)								
DATE 19	LOCAL STANDARD TIME (24 Hour Clock)	PLACE (Base, Activity, City and State; City and Country, Etc.)	MODE OF TRAVEL	REASON FOR STOP	GOVT QTS		SPEED- OMETER READING OR MILEAGE	II. FOR DO USE ONLY
					USED	NOT USED		
1	DEP	1						1. COMPUTATIONS
2	ARR	1						
3	DEP	1						
4	ARR	1						
5	DEP							
6	ARR							
7	DEP							
8	ARR							
9	DEP							
10	ARR							
11	DEP							
12	ARR							
13	DEP							
14	ARR							
III. REIMBURSABLE EXPENSES								
DATE	NATURE AND EXPLANATION				AMOUNT CLAIMED	ALLOWED	BAS/COLA ADJ ON MPR	
15	16				17	18	19	
20	21				22	23	24	
25	26				27	28	29	
30	31				32	33	34	
IV. TRANSPORTATION REQUESTS/MEAL TICKETS USED								
NUMBER	FROM		TO		DD 753	OID		
					HIWY	CC		
2. SUMMARY OF PAYMENT								
PER DIEM (Net Payable)								
MILEAGE OR TRANSPOR- TATION ALLOWANCES								
REIMBURSABLE EXPENSES								
TOTAL AMOUNT DUE								
LESS PREVIOUS PAY- MENTS (Drapage)								
AMOUNT CHARGED TO ACCOUNTING CLASS.								
LESS VOUCHER DEDUCTIONS								
V. 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.			
I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.				SIGNATURE OF CLAIMANT AND DATE				
ACCOUNTING CLASSIFICATION:								
18 2020 19 2020 20 2020 21 2020 22 2020 23 2020 24 2020 25 2020 26 2020 27 2020 28 2020 29 2020 30 2020 31 2020 32 2020 33 2020 34 2020 35 2020 36 2020 37 2020 38 2020 39 2020 40 2020 41 2020 42 2020 43 2020 44 2020 45 2020 46 2020 47 2020 48 2020 49 2020 50 2020 51 2020 52 2020 53 2020 54 2020 55 2020 56 2020 57 2020 58 2020 59 2020 60 2020 61 2020 62 2020 63 2020 64 2020 65 2020 66 2020 67 2020 68 2020 69 2020 70 2020 71 2020 72 2020 73 2020 74 2020 75 2020 76 2020 77 2020 78 2020 79 2020 80 2020 81 2020 82 2020 83 2020 84 2020 85 2020 86 2020 87 2020 88 2020 89 2020 90 2020 91 2020 92 2020 93 2020 94 2020 95 2020 96 2020 97 2020 98 2020 99 2020 100 2020 101 2020 102 2020 103 2020 104 2020 105 2020 106 2020 107 2020 108 2020 109 2020 110 2020 111 2020 112 2020 113 2020 114 2020 115 2020 116 2020 117 2020 118 2020 119 2020 120 2020 121 2020 122 2020 123 2020 124 2020 125 2020 126 2020 127 2020 128 2020 129 2020 130 2020 131 2020 132 2020 133 2020 134 2020 135 2020 136 2020 137 2020 138 2020 139 2020 140 2020 141 2020 142 2020 143 2020 144 2020 145 2020 146 2020 147 2020 148 2020 149 2020 150 2020 151 2020 152 2020 153 2020 154 2020 155 2020 156 2020 157 2020 158 2020 159 2020 160 2020 161 2020 162 2020 163 2020 164 2020 165 2020 166 2020 167 2020 168 2020 169 2020 170 2020 171 2020 172 2020 173 2020 174 2020 175 2020 176 2020 177 2020 178 2020 179 2020 180 2020 181 2020 182 2020 183 2020 184 2020 185 2020 186 2020 187 2020 188 2020 189 2020 190 2020 191 2020 192 2020 193 2020 194 2020 195 2020 196 2020 197 2020 198 2020 199 2020 200 2020 201 2020 202 2020 203 2020 204 2020 205 2020 206 2020 207 2020 208 2020 209 2020 210 2020 211 2020 212 2020 213 2020 214 2020 215 2020 216 2020 217 2020 218 2020 219 2020 220 2020 221 2020 222 2020 223 2020 224 2020 225 2020 226 2020 227 2020 228 2020 229 2020 230 2020 231 2020 232 2020 233 2020 234 2020 235 2020 236 2020 237 2020 238 2020 239 2020 240 2020 241 2020 242 2020 243 2020 244 2020 245 2020 246 2020 247 2020 248 2020 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582 2020 583 2020 584 2020 585 2020 586 2020 587 2020 588 2020 589 2020 590 2020 591 2020 592 2020 593 2020 594 2020 595 2020 596 2020 597 2020 598 2020 599 2020 600 2020 601 2020 602 2020 603 2020 604 2020 605 2020 606 2020 607 2020 608 2020 609 2020 610 2020 611 2020 612 2020 613 2020 614 2020 615 2020 616 2020 617 2020 618 2020 619 2020 620 2020 621 2020 622 2020 623 2020 624 2020 625 2020 626 2020 627 2020 628 2020 629 2020 630 2020 631 2020 632 2020 633 2020 634 2020 635 2020 636 2020 637 2020 638 2020 639 2020 640 2020 641 2020 642 2020 643 2020 644 2020 645 2020 646 2020 647 2020 648 2020 649 2020 650 2020 651 2020 652 2020 653 2020 654 2020 655 2020 656 2020 657 2020 658 2020 659 2020 660 2020 661 2020 662 2020 663 2020 664 2020 665 2020 666 2020 667 2020 668 2020 669 2020 670 2020 671 2020 672 2020 673 2020 674 2020 675 2020 676 2020 677 2020 678 2020 679 2020 680 2020 681 2020 682 2020 683 2020 684 2020 685 2020 686 2020 687 2020 688 2020 689 2020 690 2020 691 2020 692 2020 693 2020 694 2020 695 2020 696 2020 697 2020 698 2020 699 2020 700 2020 701 2020 702 2020 703 2020 704 2020 705 2020 706 2020 707 2020 708 2020 709 2020 710 2020 711 2020 712 2020 713 2020 714 2020 715 2020 716 2020 717 2020 718 2020 719 2020 720 2020 721 2020 722 2020 723 2020 724 2020 725 2020 726 2020 727 2020 728 2020 729 2020 730 2020 731 2020 732 2020 733 2020 734 2020 735 2020 736 2020 737 2020 738 2020 739 2020 740 2020 741 2020 742 2020 743 2020 744 2020 745 2020 746 2020 747 2020 748 2020 749 2020 750 2020 751 2020 752 2020 753 2020 754 2020 755 2020 756 2020 757 2020 758 2020 759 2020 760 2020 761 2020 762 2020 763 2020 764 2020 765 2020 766 2020 767 2020 768 2020 769 2020 770 2020 771 2020 772 2020 773 2020 774 2020 775 2020 776 2020 777 2020 778 2020 779 2020 780 2020 781 2020 782 2020 783 2020 784 2020 785 2020 786 2020 787 2020 788 2020 789 2020 790 2020 791 2020 792 2020 793 2020 794 2020 795 2020 796 2020 797 2020 798 2020 799 2020 800 2020 801 2020 802 2020 803 2020 804 2020 805 2020 806 2020 807 2020 808 2020 809 2020 810 2020 811 2020 812 2020 813 2020 814 2020 815 2020 816 2020 817 2020 818 2020 819 2020 820 2020 821 2020 822 2020 823 2020 824 2020 825 2020 826 2020 827 2020 828 2020 829 2020 830 2020 831 2020 832 2020 833 2020 834 2020 835 2020 836 2020 837 2020 838 2020 839 2020 840 2020 841 2020 842 2020 843 2020 844 2020 845 2020 846 2020 847 2020 848 2020 849 2020 850 2020 851 2020 852 2020 853 2020 854 2020 855 2020 856 2020 857 2020 858 2020 859 2020 860 2020 861 2020 862 2020 863 2020 864 2020 865 2020 866 2020 867 2020 868 2020 869 2020 870 2020 871 2020 872 2020 873 2020 874 2020 875 2020 876 2020 877 2020 878 2020 879 2020 880 2020 881 2020 882 2020 883 2020 884 2020 885 2020 886 2020 887 2020 888 2020 889 2020 890 2020 891 2020 892 2020 893 2020 894 2020 895 2020 896 2020 897 2020 898 2020 899 2020 900 2020 901 2020 902 2020 903 2020 904 2020 905 2020 906 2020 907 2020 908 2020 909 2020 910 2020 911 2020 912 2020 913 20								

## CLAIMANT'S STATEMENTS

I have included herein all travel and transportation used on leave, delay en route or travel to home or permanent station for personal reasons. If travel by POV was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

I have not included travel, transportation and/or TDY for which I have received pay or credit from any other agency of the U.S., foreign government, or the United Nations, except as jointly authorized by the secretaries concerned.

I actually performed the travel herein. Government quarters and Government mess were not utilized except as indicated.

### PENALTY

The penalty for wilfully making a false claim is: A maximum fine of \$10,000 or maximum imprisonment of 5 years, or both. (U.S. Code, Title 18, section 287, formerly section 80.)

## REQUIRED ATTACHMENTS

1. Original and/or copies of travel orders and amendments as instructed.
2. Traveler's copy of each transportation request (*SF 1169B*) used.
3. All receipts from transportation officer for unused transportation requests, carriers' tickets, and meal tickets.
4. Receipts from carriers if cost of transportation is claimed.
5. Charge letters for transportation requests received en route.
6. Statements of nonavailability (*quarters, mess and directed mode of transportation*).

## SYMBOLS

MEANS ( <i>Mode</i> ) OF TRAVEL		REASONS FOR STOPS	
FIRST LETTER	SECOND LETTER		
1. TRNSPN REQ .....	T	5. AUTO .....	A
2. GOVT TRNSPN .....	G	6. BUS .....	B
3. COML TRNSPN .....	C	7. PLANE .....	P
( <i>own expense</i> )		8. RAIL .....	R
4. PRIVATE VEHICLE .....	P	9. VESSEL .....	V
		10. AWAITING TRNSPN .....	AT
		11. CHANGE MODE OF TRNSPN .....	CM
		12. CREW REST .....	CR
		13. DISCH CARGO ( <i>passengers</i> ) .....	DC
		14. LEAVE/DELAY EN ROUTE .....	LV
		15. MAINTENANCE ( <i>refuel</i> ) .....	MA
		16. MISSION COMPLETE .....	MMC
		17. MECHANICAL DIFFICULTY .....	MEC
		18. PICKUP CARGO ( <i>passengers</i> ) .....	PC
		19. REMAIN OVERNIGHT .....	RON
		20. TEMPORARY DUTY .....	TDY
		21. WEATHER ADVERSE .....	WX

## TYPE OF CHARGES

22. BACHELOR OFFICER'S QTS .....	BOQ	23. NON-GOVT MEALS .....	NGM
24. NON-GOVERNMENT QTS .....		25. .....	NGQ

## DEFINITION (*This definition pertains to military personnel only*)

### NON-GOVERNMENT QUARTERS AND MEALS.

Meals and quarters furnished (*with or without charge*) incident to temporary duty by: (1) Local or State governments; (2) Foreign governments; (3) Other U.S. Government agencies; (4) U.S. Government contractors; or (5) Private organizations such as the National Red Cross during disasters.

### REMARKS

## VII. APPROVED FOR PAYMENT (*When required by individual service regulations*)

DATE	SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER
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