TRAVEL VOUCHER OR SUBVOUCHER form.							Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space ded. continue in remarks.										
1. PAYMENT SPLIT DISBURSEMENT: The Paying Office will pay						ded, continue in remarks. directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement represen- are if you are a civilian employee, unless you elect a different amount. Military personnel are required to											
	ting travel charges for transportation, lodging,			ne total of thei	r outstan	rental car if you are a civilian employee, unless you elect a dif- outstanding government travel card balance to the GTCC conf						ferent amount. Military personnel are required to ractor.					
	Electronic Fund designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. Payment by Check Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$																
NAME (Last, First, Middle Initial) (Print or type) 3. GRA								ADE 4. SSN					5. TYPE OF PAYMENT (X as applicable)			licable)	
											TDY	_	Me	mber/Employee			
6. ADDRESS. a. NUMBER AND STREET b. CITY							c. \$	STATE	d. ZIP CODE	Ε	PCS	-	Oth				
															endent(s)	DL	A
e. E-MA				NUMBER &	8. TRAVEL	ORDER/	AUTHORIZA ⁻	TION	9. PREVIO	ous c	OVER	NMENT PAYMEN	ITS/		OUCHER NUM		
	COD				NUMBER				ADVANCES					a. b.o. voodileitiidiiibelt			
11. ORGANIZATION AND STATION												b. SUBVOUCHER NUMBER					
12. DEF	PENDE	ENT	(S) (X and	complete as ap	pplicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF						BY		
	CCON					CCOMPA	NIED		ORDER	RS (In	iclude 2	Zip Code)					
a. N	a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIR OR MARRIAG				BIRTH												
							01111111111		1								
					14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)					d. COMPUTATIONS							
					YES		d.	NO (Explain in R	emarks)								
a. DATI		C Y	b. PLA	ACE (Home, Off	fice, Base, A	ctivity, City	/ and State;		MEANS/ MODE OF TRAVEL	REA F	ASON OR	e. LODGING COST	f. POC MILES				
03/11	2020			City and Country, etc.) Tt. Bragg, NC 28303						ST	ГОР	COS1	WILES				
$\frac{03/11}{03/11}$	-	R		,					CA	A	T						
03/11			Raleigh	h-Durham	Internati	lonal A	irport		CP								
03/11		R	Caattla	Tasama I	utamatic	mal Ai				Т	D						
03/16	DEI	P	Seame	-Tacoma I	пистано	mai Ai	rport		GP								
03/17	7 ARI	R	Camp l	Humphrey	s Korea	٨				M	1C						
	DEI	P	Cump		, reorea	<u>, </u>											
	ARI	\dashv															
	DEI	\dashv															
	ARR								e SUMM	ARY OF PAYM	IFNT						
	DEP ARR							(1) Per Diem									
	DEP								(2) Actua	Expense Allow	vance						
	ARI	R												(3) Milea	je		
16. PO	TRA	VEL	(X one)	OWN/0	OPERATE		PA	SSENGE	ER .	17. DURATION OF TRAVEL (4) Dependent Travel							
18. REIMBURSABLE EXPENSES]	12 HOURS OR LESS (5) DLA									
a. DATE			b. NATURE OF EXPENSE				c. AMOI	UNT	d. ALLOW	ED IZ HOSKS SK ZZSS			L ' '	oursable Expens	ses		
		_										MORE THAN 12 HOURS BUT 24 HOURS OR LESS		(7) Total			
		_										BUT 24 HOURS	OR LESS	(8) Less Advance (9) Amount Owed			
		+									-	MORE THAN 24	HOURS	(10) Amou			
											19. G	OVERNMENT/DE	DUCTIBLE	, ,			
												a. DATE	b. NO. O	F MEALS	a. DAT	E	b. NO. OF MEALS
			SIGNATUI				1							ı			b. DATE
c. REVIEWER'S PRINTED NAME d. REVIEWER SIG						GNATURE				e. TELEPHONE NUMBER f. DATE							
21.a. APPROVING OFFICIAL'S PRINTED NAME b. SIGNATURE						C				c. IELEP	c. TELEPHONE NUMBER d. DATE						
22. AC	22. ACCOUNTING CLASSIFICATION																
23. COI	LECT	ΓΙΟΝ	I DATA														
24. COMPUTED BY 25. AUDITED BY 26. TRAVEL ORDER/ AUTHORIZATION POSTED BY 27. R							27. RE	CEIV	ED (Pa	ayee Signature and	d Date or C	heck No.)		28. AM	OUNT PAID		

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General: DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments.

Applicable SORN: T7333 (http://privacy.defense.gov/notices/dfas/T7333.shtml).

ROUTINE USE(S): Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: http://dpclo.defense.gov/privacy/SORNs/component/dfas/preamble.html.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

- 1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
- 2. Two copies of dependent travel authorization if issued.
- 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
- 4. Copy of GTR, MTA or ticket used.
- 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
- 6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay Authorized Return	- AD - AR	Leave En Route - LV Mission Complete - MC
Awaiting Transportation	- AT	Temporary Duty - TD
Hospital Admittance	- HA	Voluntary Return - VR
Hospital Discharge	- HD	·

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.