



TRAVEL VOUCHER COVER SHEET

TRAVELER: _____

DESTINATION: _____

Dates of Travel

Departure Date: _____ Departure Time: _____

Dest. Arrival Date: _____ Arrival Time: _____
(Date & Time you arrived at your Temporary Duty Station-use one time zone)

Return Date: _____ Return Time: _____
(Date & Time you arrived at your Regular Duty Station-use one time zone)

Mode of Travel: Airline GOV POV Train

If POV, Total Mileage by most direct route: _____

Rental Car:

Days: _____ Mileage: _____ Fuel Costs: _____

Purpose of travel:

Were meals provided? _____ If YES what days and meals?

Please attach receipts for Lodging, ATM, Car Rental, Rental Car Fuel, Airline Tickets, etc. in date order. Attach small receipts to an 8 1/2 x 11 sheet of paper.

Turn in to your travel coordinator:

