

**TRAVEL VOUCHER OR SUBVOUCHER**

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

**1. PAYMENT**  
 Electronic Fund Transfer (EFT)  
 Payment by Check

**SPLIT DISBURSEMENT:** The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to 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.**

Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ \_\_\_\_\_

**2. NAME (Last, First, Middle Initial) (Print or type)**  
Smith, Major C.

**3. GRADE**  
E6

**4. SSN**  
123-45-6789

**5. TYPE OF PAYMENT (X as applicable)**  
 TDY  
 PCS  
 Dependent(s)

Member/Employee  
 Other  
 DLA

**6. ADDRESS: a. NUMBER AND STREET**  
123 Number St.

**b. CITY**  
Somewhere

**c. STATE**  
TX

**d. ZIP CODE**  
54321

**7. DAYTIME TELEPHONE NUMBER & AREA CODE**  
(555) 555-5555

**8. TRAVEL ORDER/AUTHORIZATION NUMBER**  
T-12-123-4567

**9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES**  
0.00

**10. FOR D.O. USE ONLY**  
 a. D.O. VOUCHER NUMBER  
 b. SUBVOUCHER NUMBER

**11. ORGANIZATION AND STATION**  
HRC, Ft. Knox, KY

**12. DEPENDENT(S) (X and complete as applicable)**

ACCOMPANIED  
 UNACCOMPANIED

a. NAME (Last, First, Middle Initial)  
 b. RELATIONSHIP  
 c. DATE OF BIRTH OR MARRIAGE

**13. DEPENDENT'S ADDRESS ON RECEIPT ORDERS (Include Zip Code)**

**14. HAVE HOUSEHOLD GOODS BEEN?**  
 (X one)  
 YES  
 NO (Explain in R)

If IDT's are performed in conjunction with AT, DFAS requires two receipts showing a balance of \$0.00, one for the period of AT, the other for the period of IDT's performed.

**15. ITINERARY**

a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
20120105	DEP HOR Somewhere, TX	CA			
20120105	ARR Dallas-Ft. Worth Airport (DFW), TX		AT		
20120105	DEP	CP			
20120105	ARR Atlanta International Airport (ATL), GA		AT		
20120105	DEP	GA			
20120105	ARR Dobbins AFB, GA		TD	480.00	
20120117	DEP (Annual Training)				
20120117	ARR Dobbins AFB, GA		TD		
20120127	DEP (In-active Duty Training)	GA			
20120127	ARR Atlanta International Airport (ATL), GA		AT		
20120127	DEP	CP			
20120127	ARR Dallas-Ft. Worth Airport (DFW), TX		AT		30
20120127	DEP	CA			
20120127	ARR HOR Somewhere, TX		MC		

Lodging for AT is reimbursable;  
 Lodging for IDT is NOT reimbursable

**16. POC TRAVEL (X one)**  
 OWNOPERATE  
 PASSENGER

**17. DURATION OF TRAVEL**  
 12 HOURS OR LESS  
 MORE THAN 12 HOURS BUT 24 HOURS OR LESS  
 MORE THAN 24 HOURS

**18. REIMBURSABLE EXPENSES**

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
20120115	Laundry	20.00	
20120117	Lodging	480.00	

**19. GOVERNMENT/DEDUCTIBLE MEALS**

a. DATE	b. NO. OF MEALS	c. DATE	d. NO. OF MEALS

Complete and submit travel voucher after returning to HOR

**20. a. CLAIMANT SIGNATURE**  
 \_\_\_\_\_

**Supervisor's signature required**

**c. REVIEWER'S PRINTED NAME**  
Doe, Colonel M.

**d. REVIEWER SIGNATURE**  
 \_\_\_\_\_

**e. TELEPHONE NUMBER**  
555-555-5552

**f. DATE**  
20120128

**21. a. APPROVING OFFICIAL'S PRINTED NAME**  
 \_\_\_\_\_

**22. ACCOUNTING CLASSIFICATION**  
 \_\_\_\_\_

**23. COLLECTION DATA**  
 \_\_\_\_\_

**24. COMPUTED BY**  
 \_\_\_\_\_

**25. AUDITED BY**  
 \_\_\_\_\_

**28. AMOUNT PAID**  
 \_\_\_\_\_

Submit completed voucher with supporting documentation to reserve\_travel@dfas.mil or DFAS Travel Pay Services  
 Attn: Dept 3700  
 8899 East 56<sup>th</sup> Street  
 Indianapolis, IN 46249  
 Fax: 317-275-0334  
 DSN Fax: 510-366-0334