



SOCIAL SECURITY NO.	TRAVELER'S NAME
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**SECTION G -- SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

<b>ITINERARY FROM</b>									<b>TOTALS</b> Transfer these totals to Section D on Voucher Front. If additional days are required, use continuation sheet
DATE (Month/Day)									
CITY									
STATE									
TIME									
<b>TO TDY LOCATION</b>									
DATE (Month/Day)									
CITY									
COUNTY									
STATE									
TIME									
<b>PER DIEM</b>									TOTAL NO. DAYS
NO. OF DAYS									
LODGING (Receipt Required)									
MEALS AND INCIDENTAL EXPENSES									
LESS MEALS AT GOVERNMENT EXPENSE									
PER DIEM AMOUNT									TOTAL PER DIEM \$
<b>ACTUAL SUBSISTENCE</b>									TOTAL NO. DAYS
NO. OF DAYS									
LODGING (Receipt Required)									
BREAKFAST									
LUNCH									
DINNER									
M&IE/OTHER									
ACTUAL SUBSISTENCE AMOUNT									TOTAL ACTUAL SUBSISTENCE \$
<b>MILEAGE</b>									TOTAL MILES
MILES									
RATE PER MILE	¢	¢	¢	¢	¢	¢	¢	¢	
MILEAGE AMOUNT									TOTAL MILEAGE \$
<b>PARKING, TOLLS, ETC.</b>									TOTAL PARKING \$
<b>PLANE, BUS, TRAIN</b> (Paid By Traveler)									TOTAL PLANE, BUS, TRAIN \$
<b>UNACCOMPANIED BAGGAGE</b>									TOTAL UNACCOMPANIED BAGGAGE \$
<b>LOCAL TRANSPORTATION</b>									TOTAL LOCAL TRANSPORTATION
NO. TRIPS									
DAILY EXPENSE									\$
<b>MISCELLANEOUS EXPENSES</b>									TOTAL MISCELLANEOUS
TELEPHONE CALLS									
SUPPLIES, ETC.									\$
<b>CAR RENTAL</b> (Paid by Traveler) Receipt and Car Rental Agreement Required									TOTAL CAR RENTAL
RENTAL EXPENSE									
GASOLINE EXPENSE									\$

REMARKS

**PRIVACY ACT NOTICE.** The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the provisions of 5 USC, Chapter 57 (as amended) and Executive Orders 11609 of July 22, 1971, and 11012 of March 27, 1962, for the purpose of recording travel expenses incurred by the employee and to claim other entitlements and allowances as prescribed in the Federal Travel Regulations (41 CFR 301-304). The information contained in this form will be used by Federal Agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions or pursuant to a requirement by GSA or such other agency in connection with the hiring or firing, or security clearance, or such other investigations of the performance of official duty in Government service. Failure to provide the information required will result in delay or suspension of the employee's claim for reimbursement.

The Totals from any continuation sheet (AD-617) should be entered below. These figures will then be added into totals on page one of the AD-616.

TOTAL NO. DAYS	TOTAL MILES
TOTAL PER DIEM	TOTAL MILEAGE
TOTAL NO. DAYS	TOTAL PARKING
TOTAL ACTUAL SUBSISTENCE	TOTAL PLANE, BUS, TRAIN
	TOTAL LOCAL TRANSPORTATION
	TOTAL MISCELLANEOUS
	TOTAL CAR RENTAL