VOUCHER NO.

INSTRUCTIONS

1. Prepare in original and only those copies required below:
   - ORIGINAL
     - (A) If an advance is authorized and required, the original will be used to draw the advance from Station Finance Representative.
     - (B) If no advance is required, the original will be used to claim reimbursement for travel expenses.
   - FIRST COPY - Originating Office's record copy.
   - SECOND COPY - To Finance Representative for record purposes.
     If the original was used to draw an advance, the THIRD COPY will be used as the travel accounting for the advance.

2. A. Travel by common carrier or use of POA not to exceed cost by common carrier including per diem and all allowable expenses necessarily incurred in performance of travel is authorized in accordance with the provisions of travel regulations and subject to the restrictions or limitations contained therein.

   B. Specific authorization is required (in the authorization block or, in the case of post approval, on a separate sheet attached to the voucher) for: (1) travel which deviates significantly from that authorized, (2) extra fare planes and trains, (3) use of POA on mileage basis, (4) hire of special conveyances, (5) hire of room for official use, (6) charges for excess baggage, (7) use of conveyance on actual expense basis, (8) other expenses (including operational expenses) not normally related to travel but necessarily incurred for official purposes.

3. Any unused balance of an advance shall be refunded by the traveler when he submits his accounting.

FOR FINANCE USE ONLY

			CERTIFIED FOR PAYMENT OR CREDIT (This space for Class A stations only)
TOTAL CLAIMED	$		
LESS ADJUSTMENTS		DATE	███████
		DATE PAID	███████
			25X1A
NET APPROVED			
CREDIT TO ADVANCE		AMT. OF CASH	SIGNATURE OF PAYEE (Cash payment only)
NET TO PAYEE		$	

TYPE OF FUNDS	BLOCK NO.	NO. OF UNITS	RATE	DOLLAR VALUE
Rec. USA				<58.87>

GENERAL LEDGER ACCOUNT IDENTIFICATION	SUBSIDIARY IDENTIFICATION	DOLLAR VALUE		POSTED BY
		DEBIT	CREDIT	
Expense	Support	1,039.65		
Advance	TASMAN		1,098.52	
(OH	USA	58.89		
TOTALS				

DISTRIBUTION OF EXPENSES

ALLOTMENT NO.	OBLIGATION			SUB-OBJECT CLASSIFICATION				TOTAL
	NO.	INCREASE	DECREASE	2.115				
8136-0014				1,039.65				

0793   MAY 11 1978