

TRAVEL VOUCHER (PART 1)

FOLLOW INSTRUCTIONS

Estimated burden per response to comply with this voluntary collection request: 1 hour for NRC Forms 64 and 64A or 64B. NRC uses the information to authorize payment for official travel. Forward comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0192), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

1. AUTHORIZATION NUMBER	SOCIAL SECURITY NO. (Last 4 digits)
3. NAME (Last, First, Middle Initial)	4. OFFICE TELEPHONE

5. MAILING ADDRESS (Include ZIP Code)		6. RECLAIM VOUCHER YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	7. VOUCHER STATUS PARTIAL <input type="checkbox"/> FINAL <input checked="" type="checkbox"/>
9. OFFICIAL DUTY STATION (City and State)		8. TRAVEL PERIOD(S) A. FROM (MM/DD/YYYY) 8/1 B. TO (MM/DD/YYYY) 8/1	
10. RESIDENCE (City and State)			

13. TYPE OF TRAVEL <input type="checkbox"/> CONUS/DOMESTIC <input type="checkbox"/> NONFOREIGN OUTSIDE CONUS <input type="checkbox"/> FOREIGN <input type="checkbox"/> COS	14. METHOD OF PAYMENT HEADQUARTERS TO BE PAID BY EFT <input type="checkbox"/> EFT PAYMENT TO ALTERNATE ACCOUNT <input type="checkbox"/> OTHER _____	15. AIRLINE ACCOMMODATIONS <input type="checkbox"/> FIRST CLASS <input type="checkbox"/> OTHER PREMIUM CLASS <input type="checkbox"/> FREE UPGRADE <input type="checkbox"/> NON-CONTRACT	11. LEAVE TAKEN <input type="checkbox"/> ANNUAL <input type="checkbox"/> SICK <input type="checkbox"/> OTHER	12. COMPARATIVE TRAVEL
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17. TRANSPORTATION METHOD OF PAYMENT GTR/GTS ACCT/GOVT ISSUED CARD/CASH (Identify below)	18. CARRIER	19. TRANSPORTATION GTR OR TICKET NUMBER	20. AMOUNT	16. EXPENSES CLAIMED (FROM NRC FORM 64A OR NRC FORM 64B) EXPENSES AMOUNT CLAIMED A. SUBSISTENCE AND OTHER EXPENSES B. PLANE, TRAIN, BUS (PAID BY TRAVELER) C. TOTAL CLAIM
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21. TRAVELER'S CERTIFICATION. I HEREBY ASSIGN TO THE UNITED STATES ANY RIGHT I MAY HAVE AGAINST ANY PARTIES IN CONNECTION WITH REIMBURSABLE TRANSPORTATION CHARGES DESCRIBED ABOVE, PURCHASED UNDER CASH PAYMENT PROCEDURES.

TRAVELER'S INITIALS: _____

22. READ CAREFULLY (If voucher includes any of the following, mark the appropriate boxes.) <input type="checkbox"/> REFUND DUE ON UNUSED TICKET, PARTIAL TICKET, AND/OR REFUND SLIP (Explain in Part 2 and attach to front of voucher) <input type="checkbox"/> REMITTANCE ATTACHED IN THE AMOUNT OF: \$ _____	23. TRAVEL ADVANCE TOTAL ADVANCE RECEIVED (Traveler Must Complete) ATM OTHER
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24. CERTIFY THAT THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. SIGNATURE -- TRAVELER* Printed Name of Traveler: _____	FOR EXAMINER USE AMOUNT TO BE APPLIED BALANCE DUE NET TO TRAVELER
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25. THIS VOUCHER IS APPROVED. SIGNATURE -- APPROVING OFFICIAL Printed Name of Approving Official: _____	26. EXAMINER'S ADJUSTMENTS EXAMINED BY DATE
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27. TRAVELER DESIGNATION
I DESIGNATE _____ TO RECEIVE CASH PAYMENT OF THIS TRAVEL VOUCHER. I ACCEPT RESPONSIBILITY FOR THE PAYMENT ONCE THE IMPREST FUND CASHIER PROPERLY DISBURSES THE CASH TO MY DESIGNEE.
SIGNATURE -- TRAVELER DATE

28. CASH PAYMENT OF TRAVEL VOUCHER (For Cashier Use)				29. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT	
RECEIVED CASH IN THE AMOUNT OF: \$ _____	FOR	DATE	NRC BADGE NUMBER	SIGNATURE -- AUTHORIZED CERTIFYING OFFICER	DATE

30. ACCOUNTING CLASSIFICATION (For Division of Financial Services Use)							
A. COST	B. PURPOSE CODE	C. BFY	D. COST ORGANIZATION CODE	E. JOB CODE	F. (2110-S) SUBSISTENCE AND OTHER	G. (2120-D) COMMON CARRIER	H. TOTAL
DOMESTIC							
FOREIGN							

* Fraudulent Claim -- Falsification of an item in an expense account works a forfeiture of the Claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18 U.S.C. 287; id. 1001)

