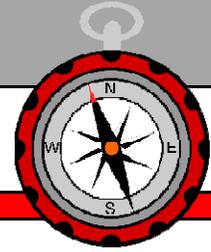




Agricultural Research Service
 Northern Plains Agricultural Research Laboratory
 Sidney, MT



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:

GOV POV AIR TRAIN

If POV, total mileage by most direct route: _____ (round trip)

Rental Car: _____ Fuel Costs: _____ Personal Days: _____

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. DO NOT STAPLE



Turn in to the front desk/travel arranger within 5 days after returning home