PREPARATION OF TRAVEL VOUCHER (SF-1012)

a. Use of abbreviations. When certain terms or the names of places are required to be repeated several times in a travel voucher, clear abbreviations may be used. A footnote should explain the meaning where there may be doubt. The following often-used abbreviations may be used without footnoting:

Arrive	-	AR
Corporate Limits	-	CL
Government Furnished Vehicle	-	GFV
In and Around	-	I&A
Leave	-	LV
Official Station	-	OS
Per Diem	-	PD
Place of Abode	-	POA
Privately Owned Vehicle	-	POV
Residence	-	Res.
Social Security Number	-	SSN

b. Instructions. For each block on the face of the travel voucher, complete as follows:

(1) Department or establishment, bureau, division or office. Enter "Department of Housing and Urban Development" or "HUD."

(2) Type of travel. Check appropriate box.

(3) Voucher No. Leave blank.

(4) Schedule No. Leave blank.

(5) Traveler (payee). Complete the following items.

(a) Name. Self-explanatory.

(b) Social Security No. Self-explanatory.

(c) Mailing address. Address to which check should be mailed. When a check is to be mailed to the employee's bank, show the account number (checking or savings) and the name and address of the bank. Checks may also be mailed to the employee's home or post office box. The employee's office address should not be used.

(d) Office telephone no. Self-explanatory.

(e) Present duty station. Show city and state of the traveler's official duty station.

(f) Residence. Show traveler's address from which he/she commutes to and from his/her official duty station. If applicable, indicate same as mailing address.

(6) Period of travel. Complete the following Items.

(a) From. Show the first date of travel covered by toe voucher.

(b) To. Show the last date of travel covered by the voucher.

(7) Travel authorization. When travel is performed under the Limited Open Travel Authorization, show LOTA NO _____ in block a and period covered in block b.

(8) Travel advance. SF 1038, Application and Account for Advance of Funds, must be used to apply for a travel advance and should include the following information:

(a) the amount of any outstanding travel advance;

(b) amount to be applied to the voucher;

(c) amount due to the Government; and

(d) the balance to remain outstanding, if any.

When a check is attached to repay any remaining outstanding advance, the "Balance to remain outstanding" block should show "NONE" with a footnote that a personal check, certified check, money order, etc., in the amount of _________________, is attached.

(9) Cash payment receipt. Must be filled out, as follows, when obtaining cash payment from imprest funds.

(a) Date received. Self-explanatory.

(b) Amount received. Self-explanatory.

(c) Payee's signature. The traveler must sign in this block to certify receipt of cash payment.

(10) Check no. Leave Blank.

(11) Paid by. Leave Blank.

(12) Government transportation requests, or transportation tickets if purchased with cash. Enter the number of the GTR used to obtain ticket(s). If tickets are obtained under a blanket GTR, the GTR number is shown on the ticket as "GTR ______." Attach passenger coupon. If cash is used, the

claim

should be shown on the back of the SF 1012. The
traveler shall initial
statement which assigns to the United States rights regarding reimbursement transportation charges which were purchased under cash payment procedures. Necessary justifications and approvals for cash purchases must be included on or attached to the voucher.

(a) Agent's valuation of ticket. Indicate amount as shown on face of passenger coupon.

(b) Issuing carrier. Show airline code. Contract air carrier codes are listed in Appendix B.

(c) Mode, class of service, and accommodations. If travel is by air carrier, show the fare basis (formerly called the class of service) as indicated on the ticket. If first class accommodations are used, indicate the reason for such use, e.g., coach accommodations not available, medical certificate on file, etc.

(d) Date issued. Show the date the GTR was issued. If a blanket GTR was used, leave this space blank. Attach memorandum copy of GTR when individual GTR is used.

(e) Points of travel. From what locale.

(f) Points of travel. To what locale.

(13) Date and signature of traveler. Sign in ink exactly as name is shown on line (5)(a), enter date signed and amount claimed or grand total from reverse or last page of the voucher.

(14) Date and signature of approving official. After review and resolution of any questionable item with the traveler, the approving official shall sign and date the voucher in this space. Signature must be in ink.

(15) Last preceding voucher paid under same travel authorization. Indicate the date only of the next previous voucher when applicable. Leave blocks for Voucher No. and D. O. Symbol blank.

(16) Certification. After review and resolution of any questionable item, the authorized certifying official or travel authorizing official shall sign and date the voucher. Signature must be in ink.

(17) Computation. Leave blank.

(18) Accounting classification. Show alpha-numeric HUD organization code, project code(s) and the sub-object classification code(s). See Handbook 2160.4, Handbook of Codes. The travel should always be charged as precisely as possible to the appropriate sub-object classification code as noted in Appendix A.

c. Instructions for completing reverse page and continuation sheet(s). The Schedule of Expenses and Amounts Claimed, SF 1012 Back, shall be used also as a continuation sheet if needed. If more than one page is needed, pagination as provided for in the top right-hand corner should be completed.

(1) Travel authorization no. Self-explanatory.

(2) Traveler's last name. Self-explanatory.

(3) Period of travel. Complete columns a through c. Itemize expenses incurred in chronological order showing in column (a) the date(s) and in column (b) the time(s) in which travel was performed or expenses incurred except as specifically provided below. Explanations including departure and arrival cities, shall be shown in column (c).

(4) Leave of absence. When leave of absence of any kind is taken while in a travel status, the exact hour of departure from and return to duty status must be shown on the voucher.

(5) Indirect-route travel. Set forth the details of the expenses actually incurred, the hour of departure from post of duty, and the hour of arrival at place of duty. When leave has been taken, the date and time that leave began and terminated should be shown. Claim only expenses that would have been incurred if travel was by direct route; constructive travel computation is required.

(6) Receipts attached. Receipts shall be attached in chronological order and must be numbered consecutively, commencing with No. 1. Attachments which are not receipts, such as the buff copy of a GTR, should not be numbered.

(7) Subsistence expenses. Complete columns (d) through (j), (m) and (n). Explanations for completing these columns are explained fully on the back of SF 1012 under Instructions to Traveler.

(a) Per Diem. All times that affect per diem entitlement must be included on the voucher in columns (a) and (b). This includes, as a minimum, the time of departure and return to official duty station. The cost of lodging shall be shown in column (i) for each day, but should not be extended to column (m). Columns (d) through (f) should be omitted. Reimbursement for meals is contained in the per diem amount established to cover meals and miscellaneous expenses. When meals are obtained under a contract or are provided at reduced or no cost, the appropriate per meal cost must be deducted under columns (d) through (g) from the meals/miscellaneous reimbursement rate.

The cost of lodging is required to verify the computation of the per diem rate when the lodgings-plus system is used. The per diem amount, limited to the maximum rate, shall be shown in column (m). The per diem for

all travel covered by the voucher shall be summarized at the end of the voucher as shown in the following example vouchers. When per diem is claimed for members or the immediate family, in the case of change of duty station, show the name, age, relationship to employee and marital status of children on the voucher. Show the names only if the travel order includes the other information.

(b) Actual subsistence expense. When reimbursement of actual subsistence expense is authorized, expenses must be itemized. In columns (d) through (j) and (m) show the amounts paid for lodging, meals and other allowable subsistence expenses, for each day.

(8) Transportation expenses.

(a) Special conveyance/POV.

1. General. When a GSA contract, commercial, privately owned or special conveyance is used, the dates and points of travel shall be shown on the voucher.

2. Distance. If the distance traveled between any given points is greater than the usual route between these points, the reason for the greater distance shall be shown.

3. Mileage computation. When a privately owned automobile is used, the authorized reimbursement rate shall be shown. When only one mileage reimbursement rate is authorized for all travel covered by the voucher, indicate the number of miles traveled each day in column (k). In column (1), show the amount claimed per day after multiplying the authorized rate times the total miles traveled for that day. When more than one reimbursement rate is authorized, show the other rate(s) directly above the mileage claimed for each day that the different rate applies.

4. Other fares. In column (n), show expenses claimed for taxi and limousine fares, car rental, cash fares for air or other common carrier transportation, etc.

(b) Unused tickets. Unused or partially used tickets whether purchased by cash, cash equivalent or GTR must be attached to the voucher.

If cash payment was made for an unused ticket, the statement quoted in paragraph (c) below is also required on the voucher. Note in capital letters on the face of the voucher, "TICKET REFUND DUE-UNUSED/PARTIALLY USED TICKET ATTACHED".

(c) Cash payment for common carrier fare. Where claim is made for common carrier transportation obtained with cash, cash equivalent or personal credit card, the travel voucher must show the amount, including Federal transportation tax, and the mode and class of transportation used. Pertinent receipts, passenger coupons, or other appropriate evidence to support the

claim must be attached to the voucher. In addition, the following statement shall be included on the voucher: "I hereby assign to the United States any rights I may have against other parties in connection with any reimbursable charges described herein." Required justifications and approvals are necessary.

(d) Reporting payments to other employees. Reimbursement shall not be allowed for payments made to other Government employees for transportation expenses, except in cases of necessity, which shall be satisfactorily explained on the voucher.

(9) Foreign travel.

(a) Claims for exchange fees. Charges for cashing United States Government checks issued in reimbursement of expenses incurred for travel in foreign countries may be claimed in subsequent vouchers.

(b) Foreign currencies used. Persons traveling in foreign countries should report their expenditures by items in the money of the country in which the expenditures were made. The total expenditure in foreign currency must be converted into United States dollars. The rate of conversion and the commissions charged must be shown.

(10) Certification/justifications, etc. All certifications, justification statements, etc., required by this Handbook must be included on the voucher.

(11) Erasures and alterations. Erasures and alterations in totals on travel vouchers must be initialed by the traveler and approving official.

SAMPLE VOUCHER
PER DIEM REIMBURSEMENT
(Lodgings-Plus Method)

GRAPHICS MATERIAL IN ORIGINAL DOCUMENT OMITTED

SAMPLE VOUCHER
PER DIEM REIMBURSEMENT
(Lodgings-Plus Method)

GRAPHICS MATERIAL IN ORIGINAL DOCUMENT OMITTED

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SAMPLE VOUCHER - MIXED TRAVEL

(Per Diem and Actual Subsistence Expense)

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SAMPLE VOUCHER - MIXED TRAVEL

(Per Diem and Actual Subsistence Expense)

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SAMPLE VOUCHER - MIXED TRAVEL

(Per Diem and Actual Subsistence Expense)

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PER DIEM COMPUTATIONS

Example 1: Summary of per diem computation for Coleman, Patrick L.

2 days at $25.00	$50.00
2 days at $34.00	68.00
Total lodging cost	$118.00

$118.00 divided by 4 days equals $29.50
$ 29.50 plus $23.00 for meals miscellaneous expense equals $52.50

1/ Per Diem Rate: $50.00 (maximum allowable)

(Note: for these examples, all per diem/subsistence allowances are based upon the maximum statutory rates.)

Example 2: Summary of per diem computation for Watson-Cahill, Gayle P.

6 days at $27.00	$162.00
2 days at $24.75	49.50
Total lodging cost	$211.50

$211.50 divided by 8 days equals $26.44
$ 26.44 plus $23.00 for meals/miscellaneous expense equals $49.44

1/ Per Diem Rate: $50.00 (rounded)

*1/ The per diem rate is the amount to indicate or the voucher in column (j) for each day that per diem in lieu of actual subsistence is applicable. This amount represents the average cost of lodgings for the appropriate period covered by the voucher. *

The lodgings-plus method of computing per diem permits the averaging of lodging costs and thus a more equitable reimbursement of employee travel expenses. The daily statutory maximum per diem rate (now $50) cannot be exceeded. Multiple trips may be reported in one voucher submission, since it is advantageous for an employee to combine expensive trips with low-cost trips to average costs for the most equitable reimbursement. Vouchers must be submitted on a monthly basis.
