Instructions for Filing Out the Travel Voucher Form (CD370)

Section A – Identification

Social Security Number – Fill in the 9-digit ssn of the traveler.

Name – Fill in the Traveler's last name, first name, and middle initial.

Bureau Code - Fill in the appropriate code according to the following list:

33 – Technology Administration
51 – Office of the Secretary
52 – Economic Development Agency
53 – Bureau of Economic Analysis
57 – National Institute of Standards and Technology
59 – Minority Business Development Agency
61 – National Telecommunication and Information Administration
64 – Office of the Inspector General
65 – Economic and Statistical Administration

CD-29 Travel Order – Fill in the 9-character document number as it appears on the travel order.

Purpose Code - Fill in the appropriate code number according to the following list:

1 – Site Visit
2 – Information Meeting
3 – Training
4 – Speech or presentation
5 – Conference attendance
6 – Relocation
7 – Entitlement
8 – Special Mission
9 – Other
0 – Emergency

Dates for Travel Expenses – Fill in the date of departure and the date of return.

Type Code - Fill in the appropriate code number according to the following list:

1 – Domestic
2 – Foreign
3 – Relocation/Househunting
4 – Relocation/Other

Reclaim Amount Included – Fill this box in ONLY if this is a reclaim voucher. If this is a reclaim voucher, fill in the dollar amount of the reclaim.

Organization – Fill in the name of the traveler's bureau. Other group/section information may be included as well.

Official Duty Station – Fill in the city and state of the traveler's assigned permanent duty station.

Resident City and State – If the traveler is invitational, fill in the traveler's place of residence.

Mailing Address of Check – Check the box if this traveler is an employee who already has payment information in the vendor file. If this traveler is invitational or a new employee who does not have vendor information on file, fill in the address where the traveler reimbursement should be sent.

Section B – Ticket Costs Billed Directly to the Government

This section is reserved for common carrier costs that will be billed through the Centrally Billed Account used by our Travel Management Center (SATO).

Amount – Fill in the amount of the round trip tickets only (no fees).

Vendor – Fill in the name of the airline.

Number of Travelers – This would be 1 for TDY. Relocation orders may include family members as well.

Class – Fill in the appropriate ticket class such as YCA, etc. This information can be found on the passenger receipt. (Travel must meet regulations for business class in order to upgrade.)

Explanation of Travel – Fill in the origin and destination points of travel under "from" and "to". If there are multiple places of official business, these should also be included.

Section C – Accounting Classification Code

This section should list the complete ACCS code for the portion of the travel that will be reimbursed to the traveler. Use the format listed on the form.

It is not necessary to fill in the object classes or divide the expenses by object class in this section.

One line should be sufficient unless two or more projects are being charged.

Section D – Claims

The total dollar amounts in this section should be brought forward from the second page of the voucher. It might be best to fill in page two of the voucher prior to filling in this section. For all line items, only those amounts that conform to the Federal Travel Regulations or Department of Commerce Travel Regulations may be claimed.

Line 1 – Per Diem – Fill in the number of official days of travel and the amount to reimbursed to the traveler for lodging, meals, and incidental expenses.

Line 2 – Mileage – Fill in the number of miles traveled on official business. Multiply the number of miles by the appropriate mileage rate to determine the dollar amount to be reimbursed.

Line 3 – Other Travel – Fill in the total amount spent on tolls, parking fees, or other transportation-type expenses not included in other line items.

Line 4 – Car Rental – Fill in the total amount spent on car rental expenses.

Line 5 – Common Carrier Transportation – Fill in the total amount spent on taxis, local transportation, or other transportation paid for directly by the traveler.

Line 6 – Actual Subsistence – If the traveler has been approved for actual subsistence for meals and/or lodging, this line may be used to fill in the number of days and amount claimed. If actual subsistence is not approved, this space should be left blank.

Line 7 – Miscellaneous Expenses – Fill in the total amount of expenses such as lodging taxes, authorized phone calls, laundry, and other allowable/authorized expenses not claimed on other line items.

Line 8 – Real Estate Expenses – Reserved for sale and purchase of real estate on relocation vouchers. (Must be accompanied by form CD-371).

Line 9 – Temporary Quarters – Reserved for temporary quarters expenses on relocation vouchers. (Must be accompanied by form CD-372).

Line 10 – Relocation Income Tax Allowance – Reserved for relocation vouchers.

Line 11 – Total Claim - Total of lines 1-10. Please double-check your math. If no advance is involved, you may skip to line 16. If an advance was issued to the traveler, please complete lines 12-16 of this section.

Line 12 – Travel Advance Amount Outstanding – Fill in the amount of the advance issued via convenience check, EFT, or Treasury check. Do not include advances obtained from an ATM machine using the individual travel card.

Line 13 – Amount of Voucher - Copy the amount from line 11 to this space.

Line 14 – Additional Advance Amount Repaid – If the traveler's expenses did not meet or exceed the amount of the advance, a personal check made payable to DoC/NIST should be attached to the voucher to repay the amount of the outstanding advance. The amount of the check should be filled in here.

Line 15 – Remaining Advance Balance – Calculate the remaining advance balance by taking line 12 minus line 13 minus line 14. Enter the answer on line 15. If the answer is zero, no entry is needed.

Line 16 – Net to Traveler – Calculate the amount due to the traveler by taking line 11 minus line 13.

Section E – Certifications

Claimant's Signature – The traveler must sign the voucher in ink, write in the current date, and supply a phone number where they may be reached for questions.

Approving Official Signature – The approving official or their designee must sign the voucher in ink, print their name and title, write in the current date, and supply and phone number where they may be reached for questions.

Page 2 (or back) of Voucher – Schedule of Expenses and Amounts Claimed

The back of the voucher should be used to supply the detailed information to support the amounts claimed on the front of the voucher. The page is divided into ten columns that may be used for up to 10 days of official travel. (Supplemental pages, CD370A, may be added for travel in excess of 10 days.) The rows on this page are divided into numbered sections that correspond to the line numbers in Section D of the front page of the voucher.

Fill in the dates of travel (month/day) along the top of the page where indicated.

Itinerary – In this section, we do not require any carrier or flight information. Also, since per diem is paid at a standard ¾ day for the first and last days of travel, it is not necessary to record the times for trips exceeding 24 hours for any day. If the travel is more than 12 hours, but does not exceed 24 hours, you must annotate this on your travel claim. For the first day of travel, fill in the city and state of departure in the "FROM" area. Fill in the destination city and state of the official business in the "TO" area. For the last day of travel, this information can be reversed. If there are other places of official business, fill in the appropriate information in the spaces for those days.

1. Per Diem – Each day's per diem total should be filled in under the corresponding **column** for that day using the current rates for that location. The meals and incidental expenses should be in the first space. The lodging amount should be in the second space. The third space should be used for total per diem amount (m&ie and lodging) for that day. Once all of the per diem has been calculated for each day, add the amounts across the "total" row and enter the result in the far right column. The top half of that space should reflect the number of days and the bottom half of the space is for the dollar amount.

2. POV – If the traveler used their privately owned vehicle while on this trip, the mileage should be written in the first space in the appropriate column for each day the POV was used. The second space should be filled in with the current POV mileage rate. The number for the third space is calculated from multiplying the number of miles by the mileage rate. Once all of the amounts have been calculated for each day, add the amounts across the "amount" row and enter the result in the far right column. The top half of that space should

reflect the total number of miles traveled by POV and the bottom half of the space is for the total dollar amount to be reimbursed.

3. Other Travel – Only the "Parking, Tolls, Etc" spaces should be used in this area. "Storage of Household Goods" is reserved for relocation vouchers. Fill in the total amounts to be reimbursed for each day under the appropriate column. Add the amounts across the "Parking, Tolls, Etc." row and enter the result in the far right column.

4. Car Rental – Enter the total amount to be reimbursed for car rental expenses in the far right column. It is not necessary to break it down by day.

5. Common Carrier – This section is for transportation expenses paid for by the traveler, not for reservations made through the Travel Management Center (SATO). The first row is for plane, bus, or train expenses paid directly by the traveler. Enter any amounts to be reimbursed under the appropriate column. The second row is for local transportation. The row is divided in two smaller rows. For each day, fill in the number of local trips made during that day in the top small row and the total expenses in the bottom small row. The third large row in this section is reserved for relocation vouchers. Add the totals of all common carrier expenses from this section and fill in the total in the far right column.

6. Actual Subsistence – This section should only be used if actual subsistence has been authorized. Fill in the types of expenses by day, add them together for each day, and fill in the total for each day. The totals should be added across the "Total" row to come up with a total actual subsistence figure for the far right column. Above the total amount, fill in the total number of days that actual subsistence is being claimed.

7. Miscellaneous Expenses – This section is reserved for phone calls, lodging taxes, laundry expenses, and other types of approved, reimbursable expenses. The expenses should be described in the long box with an amount listed for each one. The total of all miscellaneous expenses should be added and entered in the far right column.

The bottom area is reserved for remarks, explanations, or post-approvals. Any information that has not already been addressed that should be conveyed should be written in this section.

The totals from the far right column should be brought forward to the first page of the voucher and entered in the appropriate lines of the claims section.

The completed voucher with original signatures should be sent to the payment office along with the passenger receipt coupon (if common carrier was involved) and any required receipts including all lodging receipts, all car rental receipts, and any other receipts for $75.00 or more.