

**SF1164**  
**Local Travel Voucher**

Definition: Local Travel is travel within a 50-mile radius of the official duty station that is performed wholly within one day and does not involve an overnight stop or a per diem claim.

- Block 1- Enter the bureau and organization name  
Block 2- Enter the document number from the pre-assigned list.  
Block 3- Leave blank.  
Block 4- Enter the name, social security number, address, and phone number of the claimant.  
Block 5- Leave blank.  
Block 6- A separate line should be used for each expense:  
    A. Date Expense was incurred  
    B. Code for type of expense. A for local travel, B for telephone and C for miscellaneous expenses.  
    C. Location of departure. (Can also be used for describing miscellaneous expenditure if this is not for local travel).  
    D. Location of arrival  
    E. Number of miles traveled  
    F. Enter mileage by multiplying the number of miles by the current mileage rate (40.5 cents as of 2/4/05).  
    G. Enter any fares, tolls or parking fees.  
    H. Leave blank  
    I. Enter other types of expenses if necessary.
- Block 7- Enter totals from columns F, G and I under the appropriate columns. The grand total should be entered in the first area of block 7.  
Block 8- The approving official must sign and date the form.  
Block 9- Optional  
Block 10- The claimant must sign and date the form.

There is a space at the bottom of the form for the accounting classification information. This should be filled out with the complete ACCS including project, task, organizational information, and object class. NOTE: Local travel is 21-94

Send the completed forms to:  
NIST Travel Office  
100 Bureau Drive, MS 1622  
Gaithersburg, MD 20899-1622