

NAME OF TRAVELER John Doe		TITLE Cashier		
EMPLOYEE RESIDENCE ADDRESS 123 Cranberry Bog	CITY Ketchikan	STATE AK	ZIP CODE 99901	
DEPARTMENT DOT & PF	DIVISION AMHS	BARGAINING UNIT IBU	WORK STATION (Example) 10/7 LeConte MES (i.e. training location)	

PURPOSE OF TRIP
MES Training on LeConte

Mailing addr: PO Box 1234, Ketchikan, AK 99901

PVN	ESTIMATED COSTS	TRANSPORTATION	PER DIEM	OTHER	TOTAL
					\$0.00
ITINERARY	FROM	DEPARTURE DATE	TIME	TO	RETURN DATE
	Ketchikan	10/7/09	8:00 AM	Juneau	10/8/09
APPROVALS	DIVISION (IN-STATE)	DATE	DEPARTMENT (OUT-OF-STATE)	DATE	GOV. (OUT-OF-COUNTRY ONLY)

ACTUAL COSTS						
DATE	EXPLANATION	MILES X RATE	MILEAGE OR CASH FARE	PER DIEM		OTHER
				Lodging	M&IE	
10/1/09	Air fare ticket		\$ -			\$ 399.00
10/7/09	Ktn Airport Ferry Fee		\$ 5.00			
10/7/09	Taxi to training		\$ 15.00			
10/7/09	Taxi to hotel		\$ 25.00			
10/7/09	Hotel			\$ 85.00		
10/7/09	Breakfast, Lunch & Dinner				\$ 60.00	
10/8/09	Taxi from hotel		\$ 11.00			
10/8/09	Breakfast & Lunch				\$ 28.00	
10/8/09	Ktn Airport Ferry Fee		\$ 5.00			
OTHER	EXAMPLES:					
	(if driving personally owned vehicle to training)	103.00	\$ 56.65			
	Mileage from Home to training center	\$ 0.550				
	Breakfast (only)		\$ -		\$ 12.00	
	Lunch (only)				\$ 16.00	
	Dinner (only)		\$ -		\$ 32.00	
			\$ -			
SUBTOTALS THIS PAGE			\$ 117.65	\$ 85.00	\$ 148.00	\$ 399.00

CLAIMANT'S SIGNATURE: John Doe DATE 10/15/2009

APPROVAL SIGNATURE: _____ DATE _____

Total Page 1 \$ 749.65
Total Page 2 \$ -
Total of all Pages \$ 749.65

CTA, STR, WRNT or TRIP TICKET NO.	ISSUED TO	AMOUNT	DATE	Travel Advance Given? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Warrant #
Subtotal Less Travel Advance:					\$ 749.65
Has the traveler incurred One Card charges? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
FINAL SETTLEMENT					
Batch #:					\$ 749.65

REF	Amount	SY	CC	PGM	LC	ACCT	Comments
1							
2							
3							
4							
5							
6							
7							
8							
9	\$ -						Total One Card charges
***	\$ 02-027 (Revised 1/04)			Control Total			