



Travel Voucher must be complete with in four days following completion of travel.

CLICK GSA ICON: PER DIEM LOOKUP



Use this to look up authorized per diem rates. Lodging and meals and incidental expenses exceeding authorized rates must be noted in the special travel justification.

Clear Information

Date of Request:	4/3/26	Org:	JATF	CONUS/OCONUS:
Name of Traveler:	Chesty Puller	Company:	NTS	CONUS

Travel Itinerary

Clear Travel Itinerary

	Outbound/TDY #1	TDY Location #2:	TDY Location #3:	Return Dates
Depature Location	Tampa, FL			Avon Park AF Ra
Date Departing	9/7/26			9/11/26
Arrival Location	Avon Park Air Fc			Avon Park AF Ra
Date Arriving	9/7/26			9/11/26
Travel Days (75% M&IE):				2
TDY/Training Days (100% M&IE):				3

Purpose of Travel:	
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☐ Is PTO being requested in conjunction with travel?	TDY Location #1		TDY Location #2		TDY Location #3		Total PTO Days
	Start	Stop	Start	Stop	Start	Stop	Total Days: 0

Special Travel Justification	
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☐ Lodging above GSA rate	Estimated Costs
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Rate x Quantity / Days / Miles Items							
Category	TDY Location #1		TDY Location #2		TDY Location #3		Total
	Rate/Cost	Qty	Rate/Cost	Qty	Rate/Cost	Qty	
Lodging Per Diem		2		2			0.00
TDY/Training M&IE (100%)		3		3			0.00
Travel Day M&IE (75%)	0.00	2	0.00	0	0.00	0	0.00
POV: Home to/from Airport	0.725		0.725		0.725		0.00
POV: To/From TDY Location	0.725		0.725		0.725		0.00
POV: In & Around TDY	0.725		0.725		0.725		0.00

Amount-Only / Actual Cost Items (No Qty Needed)				
Category	TDY #1 Amount	TDY #2 Amount	TDY #3 Amount	Total
Airfare / Common Carrier				0.00
Car Rental				0.00
Baggage Fees				0.00
Lodging Taxes				0.00
Parking				0.00
Tolls / Ferry / Bridge				0.00
Rental Car Fuel				0.00
Other Authorized Cost				0.00
Indirect Costs (PC Only)				0.00

Total Estimated Cost 0.00

POV auto rate defaults to current GSA CY 2026 rate (\$0.725/mi); edit rate fields if the applicable travel-year or agency rule differs.

Approvals

Approval Role	Printed/Typed Name	Signature	Date
Employee Request			
Prime Contract Program Manager**			
JATF COR/AOR			
Vendor Leadership			

**Prime Contract PM is only needed if your parent organization is a subcontractor and funding for the trip needs approved before the COR/AOR.

Travel Cost Adjustments

Complete only when an adjustment applies. The two totals reduce Total Estimated Cost on page 1.

Cost Adjustments
Explanation

M&IE Meal Deductions

Use the applicable published meal allocation. Current FTR standard CONUS : Breakfast \$16, Lunch \$19, Dinner \$28.

Meal	Deduction	QTY	Total
Breakfast	\$16.00		0.00
Lunch	\$19.00		0.00
Dinner	\$28.00		0.00
Total Meal Deductions			0.00

Other Deductions / Credits

Enter positive dollar amounts only. Add Spending increases the estimate; Reduce Cost subtracts a credit or refund.

Type	Reason	Amount	QTY	Total
Add Spending	Select reason			0.00
Comments:				
Add Spending	Select reason			0.00
Comments:				
Add Spending	Select reason			0.00
Comments:				
Add Spending	Select reason			0.00
Comments:				
Add Spending	Select reason			0.00
Comments:				

Total Other Adjustments

0.00