

2

### Document Summary for Voucher 0264TA10016 (View Only)



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Trip Number 1

Travel Authorization 0264TA10016  
Number

Travel Details 0000010474, Sandra Small, 1100-OFC OF SECTY

Itinerary Details LAS VEGAS,NV 06/27/02 - 06/30/02

Purpose Description attend opening of the Lansdowne portrait

Ticketed Trans Details 3,464.50

Expenses Expense Summary

Edit	Delete	Date	Expense	Amount	Pmt Method
		06/27/2002	Lodging Tax	20.20	OTHER
		06/28/2002	Lodging Tax	20.20	OTHER
		06/28/2002	visit Guggenheim Las Vegas	24.00	OTHER
		06/29/2002	Lodging Tax	20.20	OTHER
		06/29/2002	visit Bellagio Art Gallery	12.00	OTHER
				<b>Total: 96.60</b>	

Lodging/M&IE Details 943.49

Accounting Code Summary

<u>Accounting Code</u>	Label	Amount
<u>Details</u>	accs1	4,504.59
		<b>Total: 4,504.59</b>

Totals Details Totals Summary

Disbursement Type	Amount
Amount Claimed	1,040.09
Non-Reimbursable Expenses	3,464.50
Advance Applied	0.00
Pay To Charge Card	0.00
Pay To Traveler	1,040.09

Enter Comments <No Comments Entered>

Document Status Document Status

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Document Status DATA LINK Awaiting:  
Status To Apply Signature PIN Remarks



[Top of page](#)

<b>TRAVEL VOUCHER</b> <small>(Read Privacy Act Statement on the back)</small>		1. DEPARTMENT OR ESTABLISHMENT BUREAU DIVISION OR OFFICE  1100-OFC OF SECTY		2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO. 0264TA10016	
a. NAME (Last, first, middle initial)  Small, Sandra H.		b. SOCIAL SECURITY NO.  [REDACTED]		6. PERIOD OF TRAVEL a. FROM 06/27/02		b. TO 06/30/02	
c. MAILING ADDRESS (Include ZIP Code) SIB 205, MRC 016 1000 Jefferson Drive, SW Washington, DC 20560		d. OFFICE TELEPHONE NO.		7. TRAVEL AUTHORIZATION a. NUMBER(S) 0264TA10016		b. DATE(S) 06/21/02	
e. PRESENT DUTY STATION Washington, DC		f. RESIDENCE (City and State) Washington, DC		10. CHECK NO.		11. PAID BY	
8. TRAVEL ADVANCE		9. CASH PAYMENT RECEIPT		11. PAID BY			
a. Outstanding		a. DATE RECEIVED		b. AMOUNT RECEIVED			
b. Amount to be applied		c. PAYEE'S SIGNATURE					
c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash)							
D. Balance outstanding							
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side)		I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) <span style="float:right;">▶ Traveler's Initials</span>					
		AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e) TO (f)	
See Attached Ticket 1		3,464.50				IAD-Washington,	DCLAS-Las Vegas, NV
ACCOUNTING CLASSIFICATION: cs1-1100-401-1100-4001-6100-2111- - - -						1,040.09 NR-	3,464.50
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.		TRAVELER SIGN HERE ▶ [REDACTED]		DATE	7/2/02	AMOUNT CLAIMED ▶	1040.09
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).		14. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)		17. FOR FINANCE OFFICE USE ONLY COMPUTATION			
APPROVING OFFICIAL SIGN HERE ▶ [REDACTED]		DATE		7-2-02		a. DIFFERENCES, IF ANY (Explain and show amount)	
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION		b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION		Certifier's initials:		\$	
a. VOUCHER NO.	b. D.O. SYMBOL	c. MONTH & YEAR		c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):		\$ 0.00	
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT		AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ [REDACTED]		DATE	7/2/02	d. NET TO TRAVELER ▶ \$ 1040.09	
ACCOUNTING CLASSIFICATION SEE BLOCK 12 ABOVE							

Complete this information if this is a continuation sheet. TRIP# 1 PAGES 2

TRAVEL AUTHORIZATION NO. 0264TA10016

TRAVELER'S LAST NAME Small

**INSTRUCTIONS TO TRAVELER** (Unlisted items are self explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Col. (d) thru (n) Show amount incurred for each meal, including tax and tips, and daily total meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/timousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

**SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED**

DATE	TIME (hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expenses)	ITEMIZED SUBSISTENCE EXPENSES						MILEAGE RATE:			AMOUNT CLAIMED					
			MEALS			MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE	0.000	NO. OF MILES	(k)	(l)	(m)	(n)			
			BREAKFAST (d)	LUNCH (e)	DINNER (f)										TOTAL (g)	(j)	(i)
06/27		D-:RES: Washington															
06/27		SI Central Chg Card															
06/27		A-:LAS VEGAS, NV Lodging Tax			73.68		73.68	4.35	224.50	302.43				302.43			
06/28		Subsistence visit Guggenheim Las Vegas	21.80	30.51		52.31		4.25	224.50	281.06				281.06			20.20
06/28		Lodging Tax															24.00
06/29		Subsistence visit Bellagio Art Gallery	281.96	271.82		1421.17		11.87	2241.50	338.50				338.50			20.20
06/29		Lodging Tax															12.00
06/30		D-:LAS VEGAS, NV															20.20
06/30		A:RES: Washington, Subsistence	21.50			21.50				21.50				21.50			
										SUBTOTALS		0.00		9431.49		96.60	
										TOTALS		0.00		9431.49		96.60	

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

**TOTAL AMOUNT CLAIMED** 1,040.09

If additional space is required, continue on another 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57, as implemented by the Federal Travel Regulations (FPMR 101.7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9357 of November 22, 1943, and 28 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil, requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is or may be taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

07/02/02

ACCOUNTING DETAIL

Doc No:

0264TA10016

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Small, Sandra

[REDACTED]

ACCOUNTING CLASS CODE			TRIP 1
COM. CARRIER-408			3,464.50
LODGING-409			673.50
M&IE-409			269.99
OTHER-409			96.60
-----			-----
accs1	0.00	0.00	4,504.59

Organization: 1100-OFC OF SECTY  
1100-401-1100-4001-6100-2111----

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----		4,504.59
NON-REIMBURSABLE EXPENSES -----		3,464.50
		=====
TOTAL AMOUNT CLAIMED -----		1,040.09
GOV'T ADVANCE OUTSTANDING --	0.00	
GOV'T ADVANCE APPLIED -----	0.00	
		0.00
		=====
NET TO TRAVELER (GOVT) -----		1,040.09
GOV'T CHARGE CARD EXPENSES -	0.00	
GOV'T CHARGE CARD ATM ADV --	0.00	
ADD'L GOV'T CHARGE CARD PYMT	0.00	
		=====
TOTAL GOV'T CHARGE CARD AMT	0.00	
PAY TO GOV'T CHARGE CARD-----		0.00
PAY TO TRAVELER -----		1,040.09

	DATE		DESCRIPTION	COST
[ ]	1. 06/27/02	AIR	SI Central Chg Card	3,464.50
[ ]	2. 06/29/02		Dinner Expenses	85.39
[ ]	3. 06/27/02 06/30/02	TO	Lodging Expenses	673.50

07/02/02

DOCUMENT HISTORY

Voucher: 0264TA10016

Copyright 1998 Gelco Information Network GSD, Inc.

Small, Sandra

=====  
-----  
STATUS                      DATE              TIME              SIGNATURE NAME  
-----  
CREATED                      07/01/02      12:18PM          LESLIE DAVIS  
SIGNED                        07/01/02      3:07PM           LESLIE DAVIS  
SIGNED                        07/01/02      3:10PM           LESLIE DAVIS

I certify that the electronic signatures listed above are valid and on file.

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
DATE

Exception to SF 1012

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (41 CFR 301-304), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of Nov. 22, 1943 and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C 6011(b) and 6109) and E.O. 9397, Nov. 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel; and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

R7/10

1/2 vouchered  
for  
MRS. Small

Dinner  
m/m Small  
6/29/02

Lunch  
m/m Small  
6/29/02

Prime Steakhouse  
Bellagio Resort & Casino  
Las Vegas, NV

CHECK: 9372  
TABLE: 56/1  
SERVER: 1104910 TEAM 23  
DATE: JUN29'02 10:18PM  
CARD TYPE: [REDACTED]  
ACCT #: [REDACTED]  
EXP DATE: [REDACTED]  
AUTH CODE: 24489

SUBTOTAL: 144.79

GRATUITY : 26.00

TOTAL : \$ 170.79

SIGNATURE [REDACTED]  
\*\*\*\*\* THANK YOU \*\*\*\*\*

Please Leave Stored Copy

Cafe Bellagio  
Bellagio Resort & Casino  
Las Vegas, NV

CHECK: 6629  
TABLE: 81/1  
SERVER: 1151113 REGINA  
DATE: JUN29'02 3:00PM  
CARD TYPE: [REDACTED]  
ACCT #: [REDACTED]  
EXP DATE: [REDACTED]  
AUTH CODE: 98210

SUBTOTAL: 46.65

GRATUITY : \$ 20

TOTAL : \$ 66.65

SIGNATURE [REDACTED]  
\*\*\*\*\* THANK YOU \*\*\*\*\*

Please Leave Stored Copy





**THE  
VENETIAN™**

Resort • Hotel • Casino ~ Las Vegas

3555 Las Vegas Blvd. So.  
Las Vegas, Nevada 89109

DATE	REFERENCE NO.	DESCRIPTION	CHARGES	CREDITS	BALANCE
6/27/02	374334642	REFRESHMENTS	\$4.25		\$4.25
6/27/02	374339002	ROOM CHARGE	\$449.00		\$453.25
6/27/02	374339002	TAX	\$40.41		\$493.66
6/27/02	374334637	APPL DEPOSIT		\$489.41	\$4.25
6/27/02	374334640	VALENTINO	\$147.36		\$151.61
6/28/02	374344698	REFRESHMENTS	\$4.25		\$155.86
6/28/02	374349002	ROOM CHARGE	\$449.00		\$604.86
6/28/02	374349002	TAX	\$40.41		\$645.27
6/28/02	374344656	IN SUITE DINING	\$36.28		\$681.55
6/28/02	374344658	IN SUITE DINING	\$21.80		\$703.35
6/28/02	374344663	IN SUITE FAX/COPY/PRINT	\$0.50		\$703.85
6/28/02	374344673	ROYAL STAR	\$61.02		\$764.87
6/28/02	374344684	REFRESHMENTS	\$4.25		\$769.12
6/28/02	374344685	IN SUITE FAX/COPY/PRINT	\$14.25		\$783.37
6/28/02	374344685	IN SUITE FAX/COPY/PRINT	\$1.90		\$785.27
6/28/02	374344685	IN SUITE FAX/COPY/PRINT	\$1.50		\$786.77
6/28/02	374344686	IN SUITE FAX/COPY/PRINT	\$0.75		\$787.52
6/28/02	374344686	REFRESHMENTS	\$4.25		\$791.77
6/28/02	374344687	IN SUITE FAX/COPY/PRINT	\$1.90		\$793.67
6/29/02	374359002	ROOM CHARGE	\$449.00		\$1,242.67
6/29/02	374359002	TAX	\$40.41		\$1,283.08
6/29/02	374354708	IN SUITE DINING	\$21.80		\$1,304.88
6/29/02	374354711	IN SUITE DINING	\$28.96		\$1,333.84
6/29/02	374354714	IN SUITE DINING	\$23.10		\$1,356.94
6/29/02	374354716	REFRESHMENTS	\$1.87		\$1,358.81
6/29/02	374354721	BUSINESS CENTER	\$3.00		\$1,361.81
6/29/02	374354735	LOCAL CALL	\$1.00		\$1,362.81
6/29/02	374354735	LOCAL CALL	\$1.00		\$1,363.81
6/30/02	374364751	IN SUITE FAX/COPY/PRINT	\$3.80		\$1,367.61
6/30/02	374364751	FD VISA		\$1,367.61	\$0.00
6/30/02	374364752	IN SUITE DINING	\$42.50		\$42.50
6/30/02	374364752	FD VISA		\$42.50	\$0.00
<b>TOTAL:</b>					<b>\$0.00</b>

Room #: 28140

Name: MR LAWRENCE SMALL

Today's Date: 6/30/02

Time: 09:24 AM

In the event that I do not officially check-out at my time of departure, or if charges, goods, services, or damages to my room are posted to my account subsequent to my check-out, I hereby authorize the hotel to charge my credit card. I acknowledge, regardless of billing instructions, that I am liable for all charges incurred until the balance of my account is paid in full. I understand failure to comply with these payment terms subjects me to interest charges of 1.5% per month (18% per annum) applied to any unpaid amounts. I further acknowledge that the hotel provides Fireproof Safe Deposit Boxes free of charge to me at the Front Desk. I understand the hotel, pursuant to the Nevada Innkeepers Statute, is not responsible for money, jewelry, documents, clothing, or other articles of value left in my room.

Free parking is provided to our guests as a courtesy and is at your own risk. Park only in designated areas, remove any items of value, and lock your vehicle. The hotel is not responsible for theft, fire, or damage to your vehicle or its contents.

P.10/10