GODDARD SPACE FLIGHT CENTER WORKSHEET FOR TRAVEL VOUCHER	NAME ADDRESS	ADVANCE REC'D YES NO AMOUNT $	METHOD OF PAYMENT DESIRED ☐ CASH OR CHECK TO BE CALLED FOR ☐ CHECK TO BE MAILED ☐ REIMBURSEMENT DELIVERED FROM IMPREST FUND

(This column is for use of the Division office only)

INSTRUCTIONS

1. To assure prompt and complete payment of your voucher, use this form to keep accurate records of all travel expenses.
2. Attach all unused and used copies of Transportation Requests furnished, unused portions of tickets, and original Travel Orders to this form and return to locally designated office.
3. Attach receipts for cash expenditures in excess of $15.00 including registration fees.
4. When a car is rented attach copy of rental agreement, if authorization was not used, check this box. ☐
5. When there is a delay in departing and arriving by commercial transportation or private auto, indicate time lost and reason for such delay.
6. **DETACH THIS WORKSHEET AND GIVE IT TO YOUR SECRETARY TO COMPLETE YOUR TRAVEL VOUCHER.**

1. TRANSPORTATION TO AIRPORT	FROM	TO	TO	
PRIVATE AUTOMOBILE				
SPEEDOMETER READING				No. of Mi.
TAXICAB				$
LIMOUSINE				$
OTHER				$

2. ITINERARY GOING TO TEMPORARY DUTY STATION(S)

DATE	TIME	TERMINAL*	CARRIER	SPEEDOMETER READING	COMMENTS
		L			
		A			
		L			
		A			
		L			
		A			
		L			
		A			
		L			
		A			

OTHER _____ $ _____
_____ $ _____

3. RENTAL AUTO USED (RECEIPT ATTACHED)

☐ GSA ☐ GSA CONTRACT ☐ COMMERCIAL $ _____
☐ GSA ☐ GSA CONTRACT ☐ COMMERCIAL $ _____

4. PERIOD OF TEMPORARY DUTY (Official reporting and departing time at TDY Station)

	DATE/TIME	TO	DATE/TIME	COMPANY	CITY	STATE
(1)						
(2)						
(3)						
(4)						

5. VICINITY DRIVING (If used break down under "Remarks") on reverse by speedometer readings per day Total No. of Miles _____ BALANCE FORWARD →

GSFC 26-2 (9/'68)

(Continue on Reverse)

SUBMIT WITH TRAVEL VOUCHER SF. 10 12