# **PRIVACY ACT STATEMENT**

#### NRC Form 64 Travel Voucher (Part 1); NRC Form 64A Travel Voucher (Part 2) Schedule of Expenses and Amount Claimed; NRC Form 64B Optional Travel Voucher (Part 2) Expense Report

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by Section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the U.S. Nuclear Regulatory Commission (NRC) on NRC Form 64, 64A, and 64B. This information is maintained in a system of records designated as NRC-20 and described at 81 *Federal Register* 81334 - 81335 (November 17, 2016), or the most recent *Federal Register* publication of the NRC's Systems of Records Notices that is located in NRC's Agencywide Documents Access and Management System (ADAMS).

**1. AUTHORITY:** 5 U.S.C. Part III, Subpart D, Chapter 57; 31 U.S.C. 716; 41 U.S.C. Subtitle II, Chapter 61; 41 CFR Part 102-118; Executive Order (E.O.) 9397, as amended by E.O. 13478.

**2. PRINCIPAL PURPOSE(S):** To make reimbursement claims for approved and authorized travel expenses, per diem, and other change of station expenses.

**3. ROUTINE USE(S):** In addition to the disclosures permitted under subsection (b) of the Privacy Act (5 U.S.C. 552a), the NRC may disclose information contained in this system of records without your consent to the U.S. Treasury to secure payments; to the Department of State or an embassy for passports or visas; to GSA and OMB for required periodic reporting; to charge card issuing bank; to Dept. of Interior/NBC for collecting severe travel card delinquencies by employee salary offset; and to consumer reporting agency to obtain credit reports. The information may also be disclosed to an appropriate Federal, State, local or Foreign agency in the event the information indicates a violation or potential violation of law; in the course of an administrative or judicial proceeding; to an appropriate Federal, State, local and Foreign agency to the extent relevant and necessary for an NRC decision about you or to the extent relevant and necessary for that agency's decision about you; in the course of discovery under a protective order issued by a court of competent jurisdiction, and in presenting evidence; to a Congressional office to respond to their inquiry made at your request; to NRC-paid experts, consultants, and others under contract with the NRC, on a need-to-know basis; and to appropriate persons and entities for purposes of response and remedial efforts in the event of a suspected or confirmed breach of data from this system of records.

4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT **PROVIDING INFORMATION:** Disclosure is voluntary. However, if the requested information is not provided, reimbursement may be denied. Failure to provide the last four digits of your Social Security number (SSN) may result in delayed processing. The use of the SSN is necessary because of the large number of present and former Federal employees and applicants who have identical names and birth dates, and whose identities can only be distinguished by the use of this number.

**5.** SYSTEM MANAGER AND ADDRESS: Chief, Financial Operations Branch, Division of the Controller, Office of the Chief Financial Officer, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001.

Exception to SF 1012 Approved DY MRS 10-81 1. AUTHORIZATION NUMBER 2. SOCIAL SECURITY NO. (Last 4 digits) 3. NAME (Last, First, Middle Inflat) 3. NAME (Last, First, Middle Inflat) 3. NAME (Last, First, Middle Inflat) 4. OFFICE TELEPHONE 5. MAILING ADDRESS (Include ZIP Code) 5. MAILING ADDRESS (Include ZIP Code) 6. RECLAIM VOUCHER 7. TRANSPORTATION METHOD OF PAYMENT 7. T								APPROVED BY OMB: NO. 3150-0192 EXPIRES: 10/31/2020					
Investige of patient of the state appin         (d appi)         (d app)         (d app) <td colspan="7">(10-2017)</td> <td colspan="5">Estimated burden per response to comply with this voluntary collection request: 1 hour for NRC Forms 64 and 64A or 64B. NRC uses the information to authorize payment for official travel. Forward comments regarding burden estimate to the</td>	(10-2017)							Estimated burden per response to comply with this voluntary collection request: 1 hour for NRC Forms 64 and 64A or 64B. NRC uses the information to authorize payment for official travel. Forward comments regarding burden estimate to the					
ONE Canadity Links for the constraint of provem, wis a preserve reader of second, wis a preserve reader of second with the second sec		NO. (Last 4 digits) (9 digits)							Information Services Branch (T-2 F43), U.S. Nuclear Regulatory Commis Washington, DC 20555-0001, or by e-mail to Infocollects.Resource@nrc.gov to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10 (3150-0192), Office of Management and Budget, Washington, DC 20503.				
CPHCAL DUTY STATION (Cluved Steps)(orquidues Norm Norm     Comparison     Co									means used to impose an information collection does not display a curre OMB control number, the NRC may not conduct or sponsor, and a pers				
A FROM (MADDYYY)     A TO (	5. MAILING ADDRESS (I	Include ZIP Coo	le)					YES NO					
13. TYPE OF TRAVEL       14. METHOD OF PAYMENT       15. AIRLINE ACCOMMONTONS       III. LEAVE TAKEN       12. COMPARATION         ORMUSPONDENTIC       III. DEVELOPMENT       III. DEVELOPMENT       III. DEVELOPMENT       IIII. DEVELOPMENT       IIII. DEVELOPMENT         ORMUSPONDENTIC       IIII. DEVELOPMENT       IIII. DEVELOPMENT       IIII. DEVELOPMENT       IIIII. DEVELOPMENT       IIIII. DEVELOPMENT       IIIII. DEVELOPMENT       IIIII. DEVELOPMENT       IIIII. DEVELOPMENT       IIIII. DEVELOPMENT       IIIIII. DEVELOPMENT       IIIII. DEVELOPMENT       IIIII. DEVELOPMENT       IIIIII. DEVELOPMENT       IIIIII. DEVELOPMENT       IIIIII. DEVELOPMENT       IIIIIIIIII. DEVELOPMENT       IIIIIIIIIIIIII. DEVELOPMENT       IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII											B. TO (MM/DD/YYYY)		
13. TYPE OF TRAVEL     H. METHOD OF PAYMENT     15. ARRUER ACCOMMODATIONS     Image: Commodations     Image: Com	9. OFFICIAL DUTY STAT	ION (City and S	State)(drop down	list or fill in) 10. F	RESIDENCE (City	and State)				11. LEAVE TAKEN	12. COMPARATIVE		
Important Structure	13. TYPI	E OF TRAVEL		14. METHO	D OF PAYMENT	15.	AIRLINE A	ссом	MODATIONS				
Important Number 1       Important Number 1       Important Number 1       Important Number 1         Important Number 1       Important Number 1       Important Number 1       Important Number 1         Important Number 1       Important Number 1       Important Number 1       Important Number 1         Important Number 1       Important Number 1       Important Number 1       Important Number 1       Important Number 1         Important Number 1       Important Number 1       Important Number 1       Important Number 1       Important Number 1       Important Number 1         Important Number 1       Important Numbe	CONUS/DOMESTIC			HEADQUARTERS	IEADQUARTERS TO BE PAID BY EFT								
□ Orderson       □ OTHER       □ Inter Description       □ OTHER       0 OTHER <t< td=""><td>NONFOREIGN OUT</td><td>SIDE CONUS</td><td></td><td></td><td></td><td> o</td><td>THER PREM</td><td>NIUM C</td><td>LASS</td><td></td><td></td></t<>	NONFOREIGN OUT	SIDE CONUS				o	THER PREM	NIUM C	LASS				
It Transferration Method of PAVMENT       18. CARRIER       10. Transferration Method of PAVMENT       20. AddUNT       A. SUBSTITUCE METHOD OF PAVMENT         It Transferration Method of PAVMENT       18. CARRIER       10. Responsibility       20. AddUNT       A. SUBSTITUCE METHOD OF PAVMENT         It Transferration Method of PAVMENT       18. CARRIER       10. Responsibility       20. AddUNT       A. SUBSTITUCE METHOD OF PAVMENT         It Transferration Method of PAVMENT       18. CARRIER       10. Responsibility       20. AddUNT       A. SUBSTITUCE METHOD OF PAVMENT         It Transferration Method of PAVMENT       18. CARRIER       10. Responsibility       0. AddUNT       A. SUBSTITUCE METHOD OF PAVMENT         It Transferration Method of PAVMENT       19. FRANSFORTATION       10. SUBSTITUCE METHOD OF PAVMENT       C. TOTAL CLAIM         It Transferration Method of PACHARCE SECONDED ADVEX.PURCHASED       10. TOTAL ADVANCE       C. TOTAL CLAIM         It REVENDED CONTINUE       22. READ CAREFULY       Other Notice Partice Partin Partin Paria Partice Partice Paria Partice Partice P											(FROM NRC FORM 64A OR NRC FORM 64B)		
GTR GTR ACCTRGOT ISSUED CARDICASH       1B. CARRIER       GTR OR TICKET       20. AMOUNT       A. SUBSITIENCE AND MANABER         Image: Comparison of the comparison of the united states and model interview.       B. PLANE, TRAN, BUS BENEFACES IN COMPACTION.       B. PLANE, TRAN, BUS BENEFACES IN COMPACTION.       B. PLANE, TRAN, BUS BENEFACES IN COMPACTION.         Image: Cash Parker in the interview.       Image: Cash Parker in the interview.       C. TOTAL CLAIM       C. TOTAL CLAIM         Image: Cash Parker in the interview.       Image: Cash Parker interview.       C. TOTAL CLAIM       C. TOTAL CLAIM         Image: Cash Parker interview.       Image: Cash Parker interview.       C. TOTAL CLAIM       C. TOTAL CLAIM         Image: Cash Parker interview.       Image: Cash Parker interview.       C. TOTAL CLAIM       C. TOTAL CLAIM         Image: Cash Parker interview.       Image: Cash Parker interview.       C. TOTAL CLAIM       C. TOTAL CLAIM         Image: Cash Parker interview.       Image: Cash Parker interview.       Cash Cash Parker interview.       C. TOTAL CLAIM         Image: Cash Parker interview.       Image: Cash Parker interview.       Cash Cash Parker interview.       Cash Cash Parker interview.       Cash Parker interview.         Image: Cash Parker interview.       Image: Cash Parker interview.       Date       Cash Parker interview.       Cash Parker interview.         Imade: Cash Parker interview.					10			ACT		EXPENSES	AMOUNT CLAIMED OTHER EXPENSES		
11. TRAVELER'S CERTIFICATION. IT HEREBY ASSID. TO THE UNITED STATES ANY RIGHT I MAY HAVE AGAINSED       C. TOTAL CLAIM         21. TRAVELER'S CERTIFICATION. WITH REINFURSABLE TRANSPORTATION CHARGES DESCRIBED ABOVE, PURCHASED       C. TOTAL CLAIM         22. READ CAREFULLY (Invoice Induced and the flow of the flowing) (Reprint and the propriate boxes.)       C. TOTAL CLAIM         21. BEALT AND LE ON UNKED TOKET. PARTIAL TICKET. AND/OR REFUND SLIP       CHECK NO.         21. BEALT AND CERT ATTACHED IN THE AMOUNT OF:       S         22. ICLEATION TOKET. TRAVELER'       CHECK NO.         23. TRAVEL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIER AND TATE FAMILY TOKED TO THE BEST OF MY KNOWLEDGE AND BELIER AND TATE FAMILY TO KECHT THE NOT CREENE TO THE BEST OF MY KNOWLEDGE AND BELIER AND TATE FAMILY TO RECEIVED BY ME.       DATE       FOR EXAMINER USE         24. ICLENTY THAT THIS VOUCHER IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIER AND THAT FAMILY TO RECEIVE THE MIS NOT DEEN RECEIVED BY ME.       DATE       FOR EXAMINER USE         31. INSULATE ATTACHEN TO RECEIVE THE MIS OF ANY KNOWLEDGE AND BELER AND THAT FAMILY TO RECEIVE THE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELER AND THAT FAMILY TO RECEIVE THE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BALANCE DUE       DATE       RECEIVED CASH PAYLENT         23. THAVELER       DATE       DATE       26. EXAMINER'S ADJUSTMENTS         23. THAVELE DESURATION       TO RECEIVE CASH PAYLENT OF THE STAVELY UDUCHER I CACEPT RESPONSIBUILTY OR THE PAYLENT ONCE THE IMPROFET FUND CASHER MORE TO MY DESURCE       20. THIS VO	GTR/GTS ACCT/GO	OVT ISSUED CA		18. CARR	ARRIER GTR OR T		KET	20. AMOUNT					
Impartend in connection with the lead presentation changes plescrible basive, purchased with its intermediate transportation changes plescrible basive, purchased with its intermediate basive, purchased with its inte													
Image:	PARTIES IN CONNE	CTION WITH F	REIMBURSABLE							C. TOTAL CLAIM			
Image: Control of a status is from of vouched         ATM           Image: Control of				any of the following,	mark the appropri	riate boxes.)				23. TRAVEL ADVANCE TOTAL ADVANCE RECEIVED (Traveler Must Complete)			
	(Explain in Part 2 a	nd attach to fro	nt of voucher)	CKET, AND/OR REF	UND SLIP					АТМ			
BELIEF AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. BELIEF AND THAT PAYMENT OR CREDIT HAS NOT BEEN RECEIVED BY ME. BIGNATURE - TRAVELER Printed Name of Traveler: 28. THIS VOUCHER IS APPROVED. SIGNATURE - APPROVING OFFICIAL Printed Name of Approving Official: 27. TRAVELER DESIGNATION 10ESIGNATION 10ESIGNATION 10ESIGNATURE - TRAVELER 28. CASH PAYMENT OF THAVENT OF THIS TRAVEL VOUCHER I ACCEPT RESPONSIBILITY FOR THE PAYMENT OR THE IMPREST FUND CASHIER PROPERLY DISBURSES THE CASH TO MY DESIGNEE. SIGNATURE - TRAVELER 10ESIGNATURE - TRAVELER 10E		TACHED IN TH								OTHER			
SIGNATURE - TRAVELER*       Balance Due       Balance Due         Printed Name of Traveler:       Balance Due       Balance Due         25.       THIS VOUCHER IS APPROVED.       DATE       NET TO TRAVELER         SIGNATURE - APPROVING OFFICIAL       DATE       NET TO TRAVELER         Printed Name of Approving Official:       TO RECEIVE CASH PAYMENT OF THIS TRAVEL VOUCHER. I ACCEPT       26. EXAMINER'S ADJUSTMENTS         27.       TRAVELER DESIGNATION       TO RECEIVE CASH PAYMENT OF THIS TRAVE VOUCHER. I ACCEPT       EXEMPTION TO RECEIVE CASH PAYMENT OF THIS TRAVE VOUCHER. I ACCEPT         SIGNATURE - TRAVELER       TO RECEIVE CASH PAYMENT OF THIS TRAVE VOUCHER. I ACCEPT       EXAMINED BY       DATE         SIGNATURE - TRAVELER       TO RECEIVE CASH PAYMENT OF THIS TRAVE VOUCHER. I ACCEPT       EXAMINED BY       DATE         SIGNATURE - TRAVELER       FOR       EXAMINED BY       DATE         RECEIVED CASH IN THE AMOUNT OF: S       FOR       20. THIS VOUCHER IS CERTIFICATION OF PROPERITURE CERTIFICATION       DATE         SIGNATURE - COST       DATE       DATE       SIGNATURE - AUTHORED CERTIFICATION OF S       DATE         SIGNATURE - TRAVELY       DATE       DATE       SIGNATURE - AUTHORED CERTIFICATION       DATE         COST       B       D. COST       NC BADGE NUMBER       SUBSISTENCE       COMINON       DATE						WLEDGE ANI	D DATE			FOR EXAI			
Printed Name of Tarveter         Date         Ret To TRAVELER           25. THIS VOUCHER IS APPROVING OFFICIAL         Date         26. EXAMINER'S ADJUSTMENTS           Printed Name of Approving Official:	SIGNATURE TRAVELE	R*					_			AMOUNT TO BE APPLIED			
SIGNATURE - APPROVING OFFICIAL							DATE			BALANCE DUE			
Printed Name of Approving Official:       27. TRAVELER DESIGNATION       Image: Constraint of the payment of this travel voucher. I AcCEPT         27. TRAVELER DESIGNATION       IDESIGNATE       TO RECEIVE CASH PAYMENT OF THIS TRAVEL VOUCHER. I ACCEPT         IDESIGNATE       TO RECEIVE CASH PAYMENT OF THIS TRAVEL VOUCHER. I ACCEPT       Image: Constraint of the payment once the imprest fund cashier properly disburses the cash to MY designee.         SIGNATURE TRAVELER       DATE       Image: Constraint of the payment of travel voucher (for Cashier Use)       Image: Constraint of the payment of the pa													
IDESIGNATE         IDESIGNATE         IDESIGNATE         IDESIGNATE         IDESIGNATION ONCE THE IMPREST FUND CASHIER PROPERLY DISBURSES THE CASH TO MY DESIGNEE.           SIGNATURE TRAVELER         DATE           IDATE         IDATE	Printed Name of Approving Official:									26. EXAMINER'S	S ADJUSTMENTS		
RESPONSIBILITY FOR THE PAYMENT ONCE THE IMPREST FUND CASHIER PROPERLY DISBURSES THE CASH TO MY DESIGNEE.         SIGNATURE - TRAVELER         DATE         CASH PAYMENT OF TRAVEL VOUCHER (For Cashier Use)         POR         RECEIVED CASH IN THE AMOUNT OF: \$         SIGNATURE         SIGNATURE         ONTE         SIGNATURE         ONTE         SIGNATURE         SIGNATURE         ONTE         SIGNATURE         SIGNATURE         ONTE         SIGNATURE		ATION		TO RECEIVE	CASH PAYMENT	T OF THIS TR	AVEL VOUC	CHER.	IACCEPT				
A.     PURPOSE     C.     O.     O.     O.     O.       A.     PURPOSE     B.FY     O.     O.     O.     O.     O.       A.     COST     PURPOSE     B.FY     O.	RESPONSIBILITY FOR TH		ONCE THE IMPR										
28. CASH PAYMENT OF TRAVEL VOUCHER (For Cashier Use)         RECEIVED CASH IN THE AMOUNT OF: \$         FOR         SIGNATURE         DATE         NRC BADGE NUMBER         SIGNATURE         OATE         SIGNATURE         OATE         NRC BADGE NUMBER         SIGNATURE - AUTHORIZED CERTIFYING OFFICER         OATE         OATE         SIGNATURE - AUTHORIZED CERTIFYING OFFICER         OATE	SIGNATURE TRAVELE	R					DATE						
RECEIVED CASH IN THE AMOUNT OF: \$     29. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT       SIGNATURE     29. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT       DATE     NRC BADGE NUMBER     SIGNATURE - AUTHORIZED CERTIFYING OFFICER     DATE       SIGNATURE     SIGNATURE - AUTHORIZED CERTIFYING OFFICER     DATE       OATE     NRC BADGE NUMBER     SIGNATURE - AUTHORIZED CERTIFYING OFFICER     DATE       OATE     DATE     NRC BADGE NUMBER     SIGNATURE - AUTHORIZED CERTIFYING OFFICER     DATE       OATE     DATE     NRC BADGE NUMBER     SIGNATURE - AUTHORIZED CERTIFYING OFFICER     DATE       OATE     DATE     NRC BADGE NUMBER     SIGNATURE - AUTHORIZED CERTIFYING OFFICER     DATE       OCOST     D. COST     F. (2110-S)     G. (2120-D)     C.       OCODE     D. COST     G. COME     SUBSISTENCE     COMMON     CARRIER       DOMESTIC     Image: Signature - AUTHORIZED CERTIFYING OFFICER     DOMESTIC						_				EXAMINED BY	DATE		
A.     B.     C.     D. COST     D. COST     E.     F. (2110-S)     G. (2120-D)     H.       DOMESTIC     DOMESTIC     D.     D. <td></td> <td>28. CAS</td> <td>H PAYMENT</td> <td></td> <td>OUCHER (Fo</td> <td>or Cashieı</td> <td>r Use)</td> <td></td> <td></td> <td></td> <td>IFIED CORRECT AND</td>		28. CAS	H PAYMENT		OUCHER (Fo	or Cashieı	r Use)				IFIED CORRECT AND		
A. COST     B. PURPOSE CODE     C. BFY     D. COST ORGANIZATION CODE     E. JOB CODE     F. (2110-S) SUBSISTENCE AND OTHER     G. (2120-D) COMMON CARRIER     H. TOTAL       DOMESTIC     Image: Common					DATE		NRC I	BADGE	NUMBER		DFFICER DATE		
A. COST     B. PURPOSE CODE     C. BFY     D. COST ORGANIZATION CODE     E. JOB CODE     F. (2110-S) SUBSISTENCE AND OTHER     G. (2120-D) COMMON CARRIER     H. TOTAL       DOMESTIC     Image: Common						TION (5	- Diate 1		In an al - 1 O -	diana (Jan)			
A. COST     PURPOSE CODE     C. BFY     ORGANIZATION CODE     JOB CODE     SUBSISTENCE AND OTHER     COMMON (CARRIER)       DOMESTIC     Image: Common (Common (		В.			CLASSIFICA	•				,			
	A. COST	PURPOSE	C. BFY	ORGANIZATIC	DN	JOB		SUBS	SISTENCE	COMMON	H. TOTAL		
FOREIGN     Image: Constraint of the second se	DOMESTIC												
	FOREIGN												
<ul> <li>Fraudulent Claim Falsification of an item in an expense account works a forf eiture of the Claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment of not more than 5 years or both (18 U.S.C. 287; id. 1001)</li> <li>NRC FORM 64 (10-2017)</li> </ul>	5 years or both (18	U.S.C. 287; id.	an item in an exp 1001)	ense account works	a forf eiture of the	e Claim (28 U.	S.C. 2514) a	and mag	y result in a fine o	I f not more than \$10,000 or impri	sonment of not more than		

AUDIT

Γ

					PAG	E	OF
NRC FORM 64A (10-2017) NRCMD 14.1 Exception to SF 1012 Approved by NARS 10-8	SCHEDULE OF EXPENSES AND AMOUN FOLLOW INSTRUCTIONS	Estimated burden pr NRC Forms 64 and travel. Forward comr F43), U.S. Nuclear Infocollects.Resourc Affairs, NEOB-1020 20503. If a means us OMB control number	VED BY OMB: NO. 3150-0192 EXPIRES: 10/31/2020 burden per response to comply with this voluntary collection request: 1 hour for is 64 and 64A or 64B. NRC uses the information to authorize payment for official ward comments regarding burden estimate to the Information Services Branch (T Nuclear Regulatory Commission, Washington, DC 2055-0001, or by e-mail to S.Resource@nrc.gov, and to the Desk Officer, Office of Information and Regulator CoB-10202, (3150-0192). Office of Management and Budget, Washington, DC rol number, the NRC may not conduct or sponsor, and a person is not required to the information collection.				
NAME (Last, First, M	11)	AUTHORIZATION NO.				ROM OFFICE	
				DATE (MM/D	D/YYYY)		TIME (ie. 1:00)
							A.M.
				THORIZED			P.M.
DATE 20	NATURE OF EXPENSE	м		GE (e.g., 0.50)	NUMBER OF MILES		AMOUNT CLAIMED
NRC FORM 64A (10	-2017) GF (Amount f	RAND TOTAL - to be included in Iter	<b>TH</b> m 16	<b>IIS PAGE</b> 6.C, Part 1)		1	

NRC FORM 64A (10-2017) NRCMD 14.1 Exception to SF 1012 Approved by NARS 10-81	U.S. NUCLEAR REGULATORY COMMISSION TRAVEL VOUCHER (PART 2) SCHEDULE OF EXPENSES AND AMOUNT CLAIMED FOLLOW INSTRUCTIONS									
NAME (Last, First, MI)		AUTHORIZATION NO.		DEPART FROM						
			DATE (MM/D	D/YYYY)	TIME (ie. 2	1:00)				
						A				
						P				
DATE			AUTHORIZED	NUMBER						
20	NATURE OF EXPENSE	N	MILEAGE (e.g., 0.50) ¢	OF	AMOUNT CLAIMED					
			<u>۴</u>	MILES	ULAINED					
RC FORM 64A (10-2017)	G	RAND TOTAL -								

NRC FORM 64B			U.S. NUCLI	EAR REGULATORY COM	MISSION	APPROVED B	Y OMB: NO. 3150-0192	EXPIRES:	EXPIRES: 10/31/2020	
1(10-2017) NRCMD 14.1 Exception to SF 1012 Approved by NARS 10-81 OPTIONAL TRAVEL VOUCHER (PART 2) EXPENSE REPORT FOLLOW INSTRUCTIONS					ERATE Forms 64 and 64A Forward comments U.S. Nuclear Reg Infocollects.Resourc Affairs, NEOB-10202 If a means used to		or 64B. NRC uses the informati regarding burden estimate to the ulatory Commission, Washingt e@nrc.gov, and to the Desk Of 2, (3150-0192), Office of Manage impose an information collection	on to authorize payment for le Information Services Bra on, DC 20555-0001, or licer, Office of Information ment and Budget, Washing n does not display a curre	ntary collection request: 1 hour for NRC to authorize payment for official travel. Information Services Branch (T-2 F43), DC 20555-0001, or by e-mail to r, Office of Information and Regulatory ent and Budget, Washington, DC 20503, does not display a currently valid OMB	
(NRC Form 64B car	,	control number, the to, the information of			the NRC may not conduct or sponsor, and a person is not require n collection.					
NAME OF EMPLOY	EE (Last, First,	MI)		DEPARTURE FROM OFFICE			TIME (ie.	1:00)	A.M. P.M.	
		A. LOCAL TRANSP	ORTATION TO C	COMMON CARRIER	TERMI	INAL	1			
DATE	MODE	POV MILEAGE		WHERE USED			COST OF TRIP	_		
							\$	A. TOTAL		
							\$	\$		
DEPARTURE DATE	:		B. ITINERA	ARY						
(MM/DD/YYYY) CITY/STATE	-							_		
		A.M.	A.M.	A.M.		A.M.	A.M			
(SPECIFY A.M. OR	Р.М.)	P.M.	P.M.	P.M.		P.M.	P.M	IF ADDITIONA	D, USE	
ARRIVAL DATE (MM/DD/YYYY)									NOLO.	
CITY/STATE										
TIME (SPECIFY A.M. OR	P.M.)	A.M.	A.M.	A.M.		A.M.	A.M			
			C. MILEAGE -	- P.O.V.						
NUMBER OF	F MILES							C. TOTAL		
@	¢	s s		\$	s		\$	\$		
	D. PER D	IEM OR ACTUAL SUBS	SISTENCE (check	k box if per diem	do not (	check if actu	ial)			
ACTUAL LODGING		\$		\$	\$		\$			
MEALS & INCIDEN EXPENSES	TAL	\$\$		\$	\$		\$			
LESS PREPAID		\$ \$		\$	\$		\$			
STATE SPECIFIC P MEALS (B/L/D)OR		, , , , , , , , , , , , , , , , , , ,			,		l l			
TOTAL DAILY PER DIEM \$		\$\$\$		\$	\$		\$	D. TOTAL		
TOTAL DAILY ACTU	JAL SUBSIS-			\$	\$		\$	\$		
TENCE NTE \$     \$     \$     \$       E. OTHER EXPENSES (List)										
		\$ \$		\$	\$		\$			
		\$ \$		s	\$		\$	E. TOTAL		
		\$\$\$		\$	\$		\$	\$		
		F. LOCAL TRANSP	ORTATION AT T	+		ON	¥	÷		
CAR RENTAL (PAID BY TRAVELE	ER)	\$\$\$		\$	\$		\$			
DATE	MODE	POV MILEAGE		WHERE USED	Ŷ		COST OF TRIP			
							\$	F. TOTAL		
							\$	\$		
G. LOCAL RE	TURN TRA	NSPORTATION TO OFF	FICE OR OFFICIA	AL DUTY STATION	FROM	COMMON C	ARRIER TERMINA	L		
DATE	MODE	POV MILEAGE		WHERE USED			COST OF TRIP			
							\$	G. TOTAL		
							\$	\$		
TOTAL CLAIM - THIS PAGE (A-G) TO BE INCLUDED IN ITEM 16A ON NRC FORM 64.								\$		
	PLANE, T FORM 64	RAIN, BUS (PAID BY T	RAVELER) - THI	SPAGE TO BEI	NCLUD	DED IN ITEM	16B ON NRC	\$		
								<b>*</b>		
	-	OTAL - THIS PAGE			NRG F(	JRIVI 64.		\$		
NRC FORM 64B (10-		ADVANCE COPY	MEMORAN		UTHORIZ	ZATION	AUDIT	FUNDS C	ONTROL	

PAGE

OF

### **INSTRUCTIONS FOR COMPLETING NRC FORM 64, TRAVEL VOUCHERS (PART 1)**

Type or handwrite this form using the instructions below. Ensure that all copies are legible. The traveler must initial any erasures and alterations in totals on the voucher. An electronic version of this form is also available in InForms.

- 1. Authorization Number. Enter the Authorization Number from NRC Form 279, "Official Travel Authorization," Item No. 3.
- 2. Social Security No. (Last 4 digits) Provide the last 4 digits of the traveler's Social Security Number.
- **3.** Name. Provide traveler's name using the surname, first name, and middle initial.
- 4. Office Telephone. Indicate the traveler's office telephone number.
- 5. Mailing Address. Insert the address where reimbursement is to be sent. If office address is used, indicate mail stop.
- 6. Reclaim Voucher. Place an "X" in the appropriate block.
- 7. Voucher Status. Applies to vouchers submitted against "Blanket" or "Change of Station" authorizations only. If more than one voucher will be submitted, place an "X" in the "Partial" box. Place an "X" in the "Final" box when the last voucher is submitted.
- 8. Travel Period(s). Insert at "A." the date that travel started (MM/DD/YYYY) and insert at "B." the date that travel ended (MM/DD/YYYY).
- 9. Official Duty Station. Indicate the place of the traveler's designated headquarters or official station. Enter "Consultant" for consultant travel or "Invitational" for invitational travel.
- **10. Residence.** Enter city and state of residence from which employee commutes to work if different from the address shown in Item 7.
- **11.** Leave Taken. If travel is interrupted, specify annual, sick, or other type of leave taken during the period of travel.
- 12. Comparative Travel. Place an "X" if actual travel is a result of personal preference rather than what is officially authorized. To determine whether travel was beneficial to the Government, specific details of travel must be reconstructed on Part 2 (i.e. details must compare actual travel with travel that was officially authorized).
- **13. Type of Travel.** Enter the type of travel performed, e.g. Continental United States (CONUS/Domestic), nonforeign outside CONUS (includes the States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States), foreign, or change of station (COS).

- **14. Method of Payment.** Enter the method of payment for reimbursement of travel expenses.
- **15. Airline Accommodations.** Check all classes of service that were authorized for the travel.
- **16. Expenses Claimed.** Enter the appropriate amounts from NRC Form 64A or NRC Form 64B.
- 17. 20.

Leave blank unless traveler purchased tickets using a Government-issued charge card or cash (under \$100 or emergencies only) as documentation required).

- **21. Traveler's Certification.** The General Services Administration (GSA) audits tickets purchased with cash. This certification permits the Government to recover any excess charges by carriers. Initial the certification if applicable.
- 22. Read Carefully. Mark the appropriate boxes and follow the instructions provided.
- **23. Travel Advance.** Traveler must provide the amount of advance received. Voucher Examiner will complete the remaining portions of Item 23.
- 24. Signature Traveler. Traveler must sign and date in ink. The voucher shall not be signed by anyone for the traveler.
- **25.** Signature Approving Official. Approving official must sign and date in ink.
- 26. Examiner's Adjustments. Leave Blank.
- 27. Traveler Designation. The traveler shall designate the person to whom cash payment shall be made and sign and date the designation.
- 28. Cash Payment of Travel Voucher. Leave Blank.
- 29. Signature Authorized Certifying Officer. Leave Blank.
- 30. Accounting Classification. Leave Blank.

## **INSTRUCTIONS FOR COMPLETING NRC FORM 64A, TRAVEL VOUCHERS (PART 2)**

This form is an attachment to NRC Form 64 (Part 1). Type or handwrite this form using the instructions below. Ensure all copies are legible. An electronic version of this form is also available in InForms

- A. Page Number. Enter page number, starting with Page "1." If additional pages of this form are required, enter Page "2," "3," etc. as appropriate, on each succeeding page.
- **B.** Authorization Number. Enter the authorization number and the traveler's name for which the voucher applies. Also, enter date and time of traveler's departure date.

### C. Itemization.

- 1. General. Show the details of the expenses actually incurred. Official local telephone calls; parking meter fees; and local streetcar, bus, and subway charges may be summarized for the trip. The summarized amounts must be itemized if the total for each summarized item exceeds \$75.
- 2. Chronological Order. Itemize expenses incurred in chronological order.
- 3. Leave of Absence. When leave of any kind is taken, show the exact hour of departure from and return to duty status, along with the total amount of leave used.
- 4. ATM Transaction Fees and Bank Surcharges. These fees may be claimed as long as the total advance amount withdrawn did not exceed the amount of the authorized travel advance. Fees that are unknown at the time the original voucher is prepared may subsequently be claimed on a travel voucher or local travel voucher. (When a trip is canceled and the advance was obtained within three business days of the scheduled departure date, claim the ATM transaction fee on SF-1164. (See NRCMD 14.1, Exhibit 2.1.)

### D. Transportation.

- 1. Departure and arrival. Indicate the actual departure date from home or office, and the mode of transportation used, e.g., POV, limo, taxi, etc.
- Common Carrier. Indicate location (city/state) of departure terminal and arrival terminal and method of transportation used.
- 3. Mileage. Insert mileage rate authorized. List number of miles between various points for which mileage will be claimed. Indicate amount claimed for mileage. This may be done by showing the amount involved (number of miles times rate per mile) between different points.
- 4. Rental Vehicle and Other Special Means of Transportation. Show dates and points of travel, kinds of transportation used, and the amount claimed.
- Cash Payment for Common Carrier Fare. If common carrier was procured fro the traveler's personal funds, show amount spent, including any Federal transportation tax, mode, and class of transportation used.

### E. Per Diem/Actual Subsistence.

1. Per Diem. Show the actual lodging cost and meals and incidental expenses (M&IE) rate for each day for which per diem is claimed. (See NRCMD 14.1, Part 6).

- 1. Per Diem. (Continued)
  - The total may not exceed the authorized rate of per diem. Also see Section 6.1.2.3 of Part 6 for the amounts to be deducted for each meal and/or lodging that is provided by the government at no cost to the traveler.
- 2. Actual Subsistence. Show the actual lodging cost. Itemize daily expenses for breakfast, lunch, dinner, tips, etc. when the actual subsistence authority provides for higher costs for these items. (See NRCMD 14.1, Part 6). The total may not exceed the authorized actual subsistence rate.

### F. Explanations Required.

- 1. Cash Purchase of transportation tickets.
- 2. Taking of leave of any kind.
- **3.** Interruption of travel for emergency or personal reasons.
- 4. Indirect travel for personal reasons
- 5. Delays at places other than duty posts.
- **6.** Mileage claimed is greater than mileage of a usually traveled route.
- 7. Use of a rental vehicle or other special means of transportation when it was not authorized on NRC for 279, "Official Travel Authorization."

### G. Foreign Travel.

- 1. Itemize expenditures by items in the currency in which the expenditures were made.
- 2. Convert total foreign expenditures into U.S. dollars at rate or rates at which the foreign currency was obtained.
- **3.** Show rates of conversions and commissions charged.
- H. Attachments. (Staple to left side of Original Copy of Page 1 of this form.)
  - Passenger coupon copy of tickets that were used. (Attach unused tickets or portions of unused tickets to the front of NRC Form 64 if they have not been returned previously to the headquarters or region travel office.) Do not attach boarding passes or ticket folders.
  - 2. Receipts are required for all lodgings. They are also required for itemized cash expenses over \$75 as specified in NRCMD 14.1, Exhibit 7.1.
  - **3.** A foreign flag certification (See NRCMD 14.1, Exhibit 4.3) which provides the justification for a traveler's use of a foreign flag carrier for any part of foreign travel.
- I. Erasures and Alterations. Traveler must initial alterations in totals. Erasures and alterations in totals on receipts must be initialed by person who signed receipt. To correct errors on vouchers, draw a line through the error and initial the correction. Do not erase
- J. Comparative Cost Statements. Prepare Comparative Cost Statements to reflect costs that would have been incurred had the travel been accomplished by the most expeditious means. An example of a cost comparison statement is shown in NRCMD 14.1., Exhibit 7.4.

## INSTRUCTIONS FOR COMPLETING NRC FORM 64B, OPTIONAL TRAVEL VOUCHERS (PART 2)

This is an optional form and is an attachment to NRC Form 64, (Part 1), in lieu of NRC Form 64A and can be typed or handwritten using the instructions below. Ensure all copies are legible. When this form is prepared, the traveler must initial the change if an alteration is made to the "Grand Total". To correct an error, draw a line through the error and initial the correction.

This "Expense Report" is used as a log to record the traveler's expenses on a daily basis. It is designed to allow entry for up to 5 days travel expenses. Use additional forms if your travel exceeds 5 days or when a cost comparison is required.

Note: When travel is performed in one duty location for several consecutive days and reimbursement is under the lodgings-plus per diem system, the traveler may record the first and last days of travel in separate columns (to accommodate quarter-day computations for M&IE rate) and consolidate all interim days in one column.

Record each expense that applies to that day's travel. Upon completion of all daily expenses, show the cumulative totals for each type of expense in the "Totals" column on the far right of the form.

**A.** Local Transportation to Common Carrier Terminal. Complete the appropriate blocks for the transportation that the traveler used to get to a common carrier terminal and enter the total at "A. Total".

#### B. Itinerary.

- Depart: Enter date. Enter city and state of the departure location.
- Arrive: Enter date. Enter travel location for each day of travel.
- **C. Mileage.** Use this space only if the traveler is authorized a privately owned vehicle (POV) for the entire trip. Enter the number of miles traveled on a daily basis on the first line. Enter the authorized mileage rate for reimbursement and the resulting cost on line 2.

#### D. Per Diem or Actual Subsistence.

Actual Lodging. Enter the actual amount paid for lodging. A receipt is required.

**Meals and Incidental Expenses**. Enter the meals and incidental rate (M&IE) for the locality. Use 3/4 of the applicable M&IE rate for the first and last days of travel under lodgings plus per diem system.

**Less Prepaid Meals/Lodging.** Enter amounts to be deducted for meals/lodging that were included in registration fees, tuition, furnished to the traveler at no cost, etc.

State Specific Prepaid Meals (Breakfast, Lunch, Dinner) or Lodging. Identify each item, and the quantity of each, that is calculated in the deduction amount.

**Total Daily Per Diem NTE.** Use this block if per diem reimbursement was authorized. Enter the total of the lodging and M&IE up to the authorized per diem for each day.

**Total Daily Actual Subsistence NTE.** Use this block if actual subsistence was authorized for lodgings plus the applicable locality rate for M&IE. Enter the total of the lodging and M&IE up to the authorized actual subsistence amount. (If the actual subsistence authorization included actual meals and incidental expenses, use NRC Form 64A to claim travel expenses or itemize the meals and incidental expenses such as dry cleaning, coin-operated laundries, baggage handlers, etc. in "Other Expenses".) If the "Other Expenses" column is used for this purpose, be sure to include the total at Item D. instead of Item E.

- E. Other Expenses. Use this space to list ATM transaction fees and bank surcharges, communication services, baggage, supplies, and other authorized miscellaneous expenses. Official local telephone calls may be summarized for the trip unless they exceed \$75.
- **F.** Local Transportation at Temporary Duty Station. Enter the amount paid for authorized car rental. Show the amount for the day the car is turned in. A receipt is not required unless the rental car cost exceeds \$75. Complete the appropriate blocks when transportation was by other than car rental. Local streetcar, bus and subway charges; and parking meter fees may be summarized for the trip unless the total for each summarized item exceeds \$75.
- G. Local Return Transportation to Office or Official Duty Station From Common Carrier Terminal. Complete the appropriate blocks for the transportation the traveler used to return to the office or residence from a common carrier terminal. If costs for parking were incurred, include in this space.

#### Complete remaining "TOTALS" as noted on the form.

- **H.** Attachments. (Staple to left side of Original Copy of Page 1 of this form.)
  - Passenger coupon copy of tickets that were used. (Attach unused tickets or portions of unused tickets to the front of NRC Form 64 if they have not been returned previously to the headquarters or region travel office.) Do not attach boarding passes or ticket folders.
  - 2. Receipts are required for all lodgings. They are also required for itemized cash expenses over \$75 as specified in NRCMD 14.1, Exhibit 7.1.