

**INSTRUCTIONS FOR PREPARING TRAVEL AUTHORIZATION FORM**

Office of Legal Education  
1620 Pendleton Street  
Columbia, SC, 29201

[http://www.usdoj.gov/usao/eousa/ole/travel\\_info/proced.html](http://www.usdoj.gov/usao/eousa/ole/travel_info/proced.html)

**SECTION      ITEM      INSTRUCTION**

1.      Voucher Information

Voucher Date      Enter Date Authorization is Prepared.

Auth Vch Type      Mark "Original"

Traveler      Enter the traveler's Full Name (Last Name First)

YregDoc      Enter Document Control Number. (It is next to your name in the Acceptance Memorandum.)

ActClass      Enter the accounting classification code. (It can be found in the Acceptance Memorandum.)

SSN      Enter your Social Security Number.

E-Mail      Enter your e-mail address.

FY      Enter Fiscal Year in Which Travel Starts.

2.      Mode of Transportation Authorized

Mark the mode of transportation authorized.

If you are flying to the National Advocacy Center (NAC), check the common carrier box.

If you plan on using your own car to drive to the NAC, check the POV box and the box which says "Cost not to exceed that of Common Carrier." Enter the mileage rate. See:

[http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA\\_BASIC](http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=9646&contentType=GSA_BASIC)

If you plan on renting a car to drive to the NAC from your home , check the POV box and the box which says "Cost not to exceed that of Common Carrier."

Remember, if you fly to the NAC, car rental reimbursement is not authorized.

3.      Mode of Subsistence      Mark the box "Per Diem Based on lodging plus meals and incidental expenses NTE GSA Location Rates." See the "Lodging & Transportation Information" sheet for more information.

4.      Planned Itinerary

From      Enter the State and City you are traveling from. (e.g. OH, Youngstown)

To      Enter the State and City you are traveling to. (e.g. SC, Columbia)

Departure Date Date you will depart for training.

Return Date Date you will return from training.

5. Estimated Cost

Lodging In most instances OLE, will provide or pay for your lodging, so this column should be left blank. See your "Lodging & Transportation Information" sheet for more information.

M&IE Use this table to help you enter the amount for Miscellaneous and Incidental Expenditures (M & IE). (Please include your travel days when entering this amount.)

First Day	\$38.25
Last Day	\$18.25
Each Full Day	\$31.00

Thus, if you leave for the NAC on June 22 and return home on June 25, your M&IE will be \$118.50 (\$38.25 + \$31.00 + \$31.00 + \$18.25).

Days The number of days you will be on travel, including your departure and return dates.

Estimate Enter the total amount of estimated lodging and M&IE in the ESTIMATE COLUMN (Since OLE usually prepays your lodging, this column usually equals your M&IE estimate.)

Transportation If you work for any component of the Department of Justice, enter the cost of your round trip airline ticket. If you work for any Federal agency other than the Department of Justice, you should leave this area blank, since your airfare will be billed directly to OLE.

Other Enter \$75 in this space. This is the standard amount OLE obligates for miscellaneous items. You will be reimbursed for actual, authorized expenses; this is merely an estimate.

Total Enter the total estimated cost of the trip.

6. and 7. NOT APPLICABLE - DO NOT USE

8. Other Descriptive Information

Description Enter the name of the course you are attending.

Type of Travel Mark "TDY."

Trav Purpose Mark "Training."

9. Authorization Your supervisor should sign the form in this space.

When completed, please submit the form in accordance with the instructions in the "Administrative Details" chart. Please review your acceptance letter one last time, and if you still need help, call us between 9:00 AM and 5:30 PM, Eastern Time.

Tina Tolbert (803) 705-5650 (tina.tolbert@usdoj.gov)  
Hawes Adams (803) 705-5163 (hawes.adams@usdoj.gov)