

GOVERNMENT OF THE
VIRGIN ISLANDS OF THE UNITED STATES
ST. THOMAS, VIRGIN ISLANDS

NOT VALID AFTER _____

GOVERNMENT TRANSPORTATION REQUEST-- AUTHORIZATION - INVOICE - (CARRIER) - VOUCHER

| | | |
|---|--|--|
| THE GOVERNMENT OF THE VIRGIN ISLANDS REQUESTS THAT YOU FURNISH TRANSPORTATION TO THE FOLLOWING PERSON(S): | | Dept. of Finance Only |
| Jane Doe | | VOUCHER NO. _____ |
| | | DATE _____ |
| AT THE LOWEST COST OF 0 | CLASS, BY AIR | Travel Authorized for |
| | BUS, AIR, ETC. | Official Business by |
| FROM St. Thomas, Virgin Islands | TO New Orleans, LA | Albert Bryan Jr, Governor of the US Virgin Islands |
| VIA American Airlines | Purpose To attend the 2021 National School Safety Conference | |
| CARRIERS NAME AND ADDRESS | | of |
| DISCOUNT TRAVEL INC. | | Travel |
| | | Period of Travel July 25, 2021 to July 31, 2021 |
| | | Per Diem Allowed \$ 75.00 per day |
| | | Total Per Diem \$ 450.00 |
| | | Lodging \$ 1,056.83 |
| | | Conference Fees \$ 600.00 |
| | | Transportation \$ 100.00 |
| | | Airfare \$ 1,500.00 |
| | | Estimated Cost of Travel \$ 3,706.83 per person |
| | | Employee Advance \$ 2,206.83 per person |
| | | Place of Issue ST.THOMAS |
| | | Dept./Agency EDUCATION |
| | | Division Curriculum Center |
| CARRIERS CODE NO. _____ | | |

| FOR USE BY CARRIER ONLY | | | | ORG. OBJECT PROJECT | | |
|-------------------------|---------------|---------------|-----------------|--|-------------|--------|
| TICKET FORM | TICKET NUMBER | AGENT'S VALUE | AUDITOR'S VALUE | 01409664 | 560000 | G9541 |
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| | | | | | | |
| TICKET AGENT'S STAMP | | | | AMOUNT PAID (Dept. of Finance) | | |
| | | AMT. BILLED | \$ - | I (We) hereby certify that there are sufficient funds in | | |
| | | INVOICE NO. | | the account stated above to cover this travel as estimated. | | |
| | | INVOICE DATE | | Certifying Officer _____ Date _____ | | |
| | | SIGNATURE | | I (We) hereby certify that the ticket(s) or transportation service | | |
| | | | | requested has been received, except as stated below. | | |
| | | | | SIGNATURE(S) | INSERT NAME | XXXXXX |
| | | | | | | |
| | | | | | | |
| | | | | DATE | | |

| (CARRIER) | GENERAL INSTRUCTIONS (TRAVELLER) | | | | | | | | | | | | |
|---|--|--------------|-------------|--------|--|----------|----------|--|----------|----------|--|----------|----------|
| <ol style="list-style-type: none"> Transportation for a number of persons should be furnished at the lowest available fare for said number. Money must not be exchanged for Transportation Request. Request showing erasures or alterations should not be honored. Carriers must furnish transportation of the class of character and between the points specified in the request, unless circumstances beyond the traveler's control require that a change be made, in which case the traveler will indicate such change, and sign the form in space provided. Transportation exceeding that authorized by this request which has been furnished the traveler for his convenience shall be paid by the traveler, and the Government shall not be billed for same. Use this for billing the Government. Fill in as applicable with ink. Retain copy and forward a copy to Government. | <ol style="list-style-type: none"> When circumstances require transportation and/or accommodations differing from that specified on this request, record below the actual services furnished, the reason for the differences, and sign the statement. <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">SIGNATURE(S)</td> <td style="width: 40%;">INSERT NAME</td> <td style="width: 50%;">XXXXXX</td> </tr> <tr> <td> </td> <td>Traveler</td> <td>Traveler</td> </tr> <tr> <td> </td> <td>Traveler</td> <td>Traveler</td> </tr> <tr> <td> </td> <td>Traveler</td> <td>Traveler</td> </tr> </table> <p>DATE _____</p> | SIGNATURE(S) | INSERT NAME | XXXXXX | | Traveler | Traveler | | Traveler | Traveler | | Traveler | Traveler |
| SIGNATURE(S) | INSERT NAME | XXXXXX | | | | | | | | | | | |
| | Traveler | Traveler | | | | | | | | | | | |
| | Traveler | Traveler | | | | | | | | | | | |
| | Traveler | Traveler | | | | | | | | | | | |