

# TRAVEL HISTORY FORM

## Privacy Act Statement:

**Authority:** USC 5701,37 USC 404-427, EO 9397,31 USC 3322,31 CFR 209 and/or 210.

**Principal Purpose(s):** Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent.

**Routine Use(s):** To substantiate claims for reimbursement for official travel.

**Disclosure:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the EFT/DDS programs.

Name	SSN
Pay grade (i.e., E5, 03, GS9)	Activity
Work Phone (Com)  (DSN)	Home Phone:
Home Address, City, State, ZIP	
<b>FOR EFT/DDS payments please provide the following information:</b>	
Account Type	Account Number
Name of Financial Institution	Financial Institution's Routing Transit Number (RTN)  <b>Note:</b> RTN is available on the bottom of your checks or from your financial institution.
Signature	Date:

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