

INSTRUCTIONS FOR PREPARATION OF USFJ FORM 356EJ

1. Reference: Chapter 18, MLC; Chapter X, MC; Supplement 22, IHA.

2. Entries in numbered blocks (self-explanatory blocks omitted):

a. Block 2: Ser No. - Enter abbreviation of organization, next consecutive number. Example: CGFES-1.

Using Unit No. - Enter the same number as used for the payroll.

b. Block 3: Check the applicable box.

c. Block 4: To RDB/RDO for all employees.

d. Block 7: TIME - Enter arrival and departure time in military hours, i.e., 0000 - 2400.

MODE OF TRAVEL - Enter "US" when transportation is furnished by USFJ or USFJ personnel. When transportation expense is borne by the traveler, enter "CN" for commercial plane; "CR" for rail; "CS" for sea transportation; "CB" for bus; "CP" for commuter's pass; and "CT" for taxi (taxi fare will be considered for reimbursement only when a receipt is attached).

LODGING - Enter "US" when lodging is furnished by USFJ; "RH" when stay is in a hotel and expense is borne by the traveler; "USBT" when US facility is used but expense is borne by the traveler; and "NA" when not applicable.

MEALS - Enter "US" when meal is furnished by USFJ; "BT" when meal is borne by the traveler; "NA" when not applicable.

e. Block 8: Signature of an authorized individual whose signature card has been submitted.

f. Block 9: It is essential that the purpose of the travel be detailed as specifically as possible for determination of authorized rates since the travel allowance differs depending on the purpose of the travel. Identify supporting documents attached, if any.

g. Block 10: Signature of employee is not required for "Advance" submission. Place a personal stamp (Japanese "Inkan").

h. Block 11: Enter date(s) for which travel allowance is not authorized, i.e., days of annual leave, non-workdays outside official travel.

i. Block 12: Enter the accounting and appropriation data to which the travel expenses are chargeable and for which the available balances are sufficient to cover the costs thereof. This block is not applicable for IHA employees.

j. Block 13: To be completed by RDB/RDO.

3. Where space on the form is insufficient to include all of the required information, attach separate sheets thereto and insert a notation in the proper block(s) indicating the attachment(s).