

S&T Expense Request Form for Invitational and Sponsored Travelers

Submit completed form with all required receipts to the S&T TOPS Office at S&TGuestTravel@hq.dhs.gov

Traveler Information

1. Traveler Contact Information

First Name M.I. Last Name
Phone # Email

Enter numbers only. Do not include special characters such as dashes or parenthesis.

2. Traveler Type

Sponsored Traveler (Non S&T Federal Employee) Invitational Traveler (Non Federal Employee)

3. Trip Requestor Information

First Name M.I. Last Name
Phone # Email

Enter numbers only. Do not include special characters such as dashes or parenthesis.

Trip Overview

4. Duration of TDY Travel

Less than 12 hours 12 to 24 hours More than 24 hours

5. Check to confirm this trip is more than 50 miles from your permanent duty station

If this trip is less than 50 miles from your permanent duty station, your trip is considered local travel and this form is not valid

6. Were any changes made to your travel itinerary and/or other accommodations?

Yes No

If you selected "Yes", provide details

If you selected "No", proceed to question 7

7. Travel Start and End Point(s)

Originating Location

City State Country

If you are not returning to your Originating Location at the end of your TDY Travel, provide Final Destination below.

City State Country

8. Authorized TDY Travel Dates

Trip Start Date Trip End Date

Expense Details

9. Transportation Expenses

Select the appropriate expense type(s) and provide the dollar amount spent for each in USD.

<input type="checkbox"/> Contract Flight	Amount	<input type="text"/>	<input type="checkbox"/> Government Car	Amount	<input type="text"/>
<input type="checkbox"/> Passenger Rail	Amount	<input type="text"/>	<input type="checkbox"/> Government Plane	Amount	<input type="text"/>
<input type="checkbox"/> Bus/Metro	Amount	<input type="text"/>	<input type="checkbox"/> Taxi	Amount	<input type="text"/>
<input type="checkbox"/> Rental Car	Amount	<input type="text"/>	<input type="checkbox"/> Other	Amount	<input type="text"/>
<input type="checkbox"/> Privately Owned Vehicle (POV)	# of miles	<input type="text"/>	Amount	<input type="text"/>	

Calculate the mileage dollar amount based on the mileage rate determined by GSA.

Enter Total Expenses Incurred

Provide Details if "Other" is selected

10. Other Expenses Incurred While in TDY Travel Status

Select the appropriate expense type(s) and provide the dollar amount spent for each in USD.

Note: Standard M&IE is authorized for trips greater than 50 miles from the PDS and greater than 12 hours.

<input type="checkbox"/> Baggage Fee	Amount	<input type="text"/>	<input type="checkbox"/> Parking	Amount	<input type="text"/>
<input type="checkbox"/> Internet	Amount	<input type="text"/>	<input type="checkbox"/> Tolls	Amount	<input type="text"/>
<input type="checkbox"/> Taxi	Amount	<input type="text"/>	<input type="checkbox"/> Gasoline	Amount	<input type="text"/>
<input type="checkbox"/> Lodging Per Diem	Amount	<input type="text"/>	<input type="checkbox"/> Lodging Tax	Amount	<input type="text"/>
<input type="checkbox"/> Other	Amount	<input type="text"/>			

Enter Total Expenses Incurred

Provide details if "Other" is selected

Provide details if meals were provided while in TDY travel status

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Note: Receipts are required for all lodging expenses, common carrier expenses, rental car expenses and/or registration fees, regardless of amount, and for any other single transaction amount that exceeds \$75.00.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5707, Implementing Federal Travel Regulation, 41 CFR 300-304, 5 U.S.C. 5738, E.O. 11609, and P.L. 107-56 Section 326.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Homeland Security (DHS) travelers for official Government travel. The truncated Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims in the FedTraveler system.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed on a case by case basis as described in the GSA/GOVT-3 Travel Charge Card Program SORN, which can be found at www.dhs.gov/privacy.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.