

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL RESEARCH SERVICE
 OFFICE OF SCIENTIFIC QUALITY REVIEW

OSQR EXPENSE REPORT

Full Name	Social Security Number	Bank Account Number	Routing Number	<input type="checkbox"/> Check
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Reason for Trip

DEPARTURE AND ARRIVAL DATES		TAXI AND METRO EXPENSES
Departed Home/Office		From Home/Office to Local Airport
Returned Home/Office		From Airport to Hotel
HOTEL EXPENSES		From Hotel to Airport
Room Charge Total		From Local Airport to Home/Office
Telephone Calls		Other:
Total Amount		
MISCELLANEOUS EXPENSES <i>(expenses over \$75—must include receipt)</i>		Parking Toll(s)
Item Description		Number of Miles from Home/Office to Local Airport
Item Description		<i>(@ 32.5¢ per mile X 2 (mileage round trip))</i>
Item Description		
Total Amount		

GRAND TOTAL OF

PRIVACY ACT STATEMENT: The following information is provided to comply with the Privacy Act of 1974 (P.L.93-579). The information reported under provisions of 5 U.S.C. Chapter 57 (as amended), Executive Orders 11609 of July 22, 1971 and 11012 of March 27, 1962, for the purpose of action for travel and other expenses to be incurred under administrative authorization. The collected information will be used to document while attending peer review meetings. The expense report includes lodging, meals, and transportation expenses. Information will be transmitted to State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. We request your Social Security authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. Failure to provide the information or suspension of the processing of this form.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person may not provide information collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0047. The collection of this information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, and completing and reviewing the collection of information.