
REPORT OF LEAVE AS SHOWN IN ITINERARY
OF TRAVEL VOUCHER

TRAVELER'S NAME		NIH ORGANIZATION	
DATE & HOUR ENTERING LEAVE STATUS	DATE & HOUR RETURNING TO DUTY STATUS	VOUCHER PERIOD AND NUMBER	TYPE OF LEAVE

This is to verify that the leave taken while in travel status has been properly recorded on the above mentioned employee's Time and Attendance Report (HEW-402).

DATE	SIGNATURE OF TIMEKEEPER
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Attach completed form to Travel Voucher and submit to

Claims Review Section, OFM
Building 31, Room B1B44