

Circular 85-8

February 25, 1985

<p>U.S. DEPARTMENT OF LABOR EMPLOYMENT AND TRAINING ADMINISTRATION</p> <p>Bureau of Apprenticeship and Training Washington, D.C. 20213</p> <p>Symbols: TDTD/JBE</p>	<p><u>Distribution:</u> A-542/RD</p>	<p><u>SUBJECT:</u> <u>CODE:</u> 902</p> <p>Revised Monthly Travel Report Form-2150</p> <p><u>ACTION:</u> Due:12th each month</p>
---	--	--

PURPOSE: To issue instructions for preparing the revised Monthly Travel Report Form-2150.

BACKGROUND: Periodically each fiscal year the Bureau is requested to furnish information on how its travel funds are being utilized. Form-2150 was revised to provide us with the necessary data we need to readily respond to the various questions being asked on BAT's travel.

ACTION: Effective immediately, you are required to begin using the attached travel form. Your monthly travel report is due on or before the 12th of each month. The revised report form is to be used for submission of the February Travel Report.

If assistance is needed in completing your report, please contact Jannie Emery, FTS-376-7852.

Attachments

INSTRUCTIONS: Following are explanations of categories shown on Form-2150 (1/15/85 Revision).

FISCAL YEAR. Identify the appropriate fiscal year.

DATE. Show the date the report is prepared.

MONTH. Show the month for which data are being reported.

REGION. Identify the appropriate region.

Monthly Actual Data. Report by month the following information.

SECTION A.

- (1) Travelers. List each traveler's last name, and initial of first name (i.e. Doe, J.).
- (2) State. Use State abbreviation for official duty station of traveler.
- (3) Annual Allocation. List the projected annual allocation for each traveler for the entire fiscal year.
- (4) POV Mileage. List the total monthly charges for the use of privately-owned vehicles.
- (5) Per Diem. Provide the total amount of monthly per diem costs, which includes lodging and meals.
- (6) Other. Include monthly miscellaneous charges, such as taxi, tips for baggage handling, telephone calls, etc.
- (7) TR's . List the total cost of airline and/or train tickets.
- (8) Monthly Total. Add across the monthly expenses for all travelers.
- (9) Cumulative Total. Give a total of how much each traveler has spent for travel from October 1, 1985 thru present date.
- (10) Percent of allocation. Give the total percent of annual allocation used by each traveler.

SECTION B. List expenses for regional conferences, employee training, PCS travel charged to object class-2150 ONLY, GSA cars, and administrative travel.

SECTION C. List the total expenses chargeable to the National Office. These expenses will be reimbursed.

BUREAU OF APPRENTICESHIP AND TRAINING
 EXPENSES CHARGEABLE TO TRAVEL ALLOCATION
 FISCAL YEAR _____

DATE: _____
 MONTH: _____
 REGION: _____

		CHARGEABLE TO REGIONAL ALLOCATION							
A. Travelers	State	Annual Allocation	POV Mileage	Per Diem	Other	TR's	Monthly Total	Cumulative Total	% Alloc.
Sub-Total..									
B. Regional Conf. Employee Trng. PCS Travel.... GSA Cars..... Admin. Misc...									
Sub-Total..									
C. <u>CHARGEABLE TO NAT'L OFFICE:</u> Nat'l Office Conferences... Miscellaneous.									
GRAND TOTAL...									