

Note: Traveler is liable for the value of the tickets issued until all tickets or coupons are properly accounted for on the Travel Voucher.

1. ACTION CODE (Indicate one type only)

Form with fields for Action Codes (E, A, C, V), Authorization Date, and Month/Day/Year.

SECTION A - IDENTIFICATION

Form with fields for Travel Authorization No., Social Security No., Name, Agency Code, Agency Oon, Estimated Dates of Travel Expenses, Type Travel, Government Credit Card Holder, Traveler Oon, Training Document No., Official Duty Station City and State, Resident City and State.

SECTION B - EMPLOYMENT STATUS (Check the appropriate employment status block.)

Form with fields for Payrolled by NFC, Not Payrolled by NFC, New Hire, Special Appointee, Nongovernment.

SECTION C - ITINERARY AND ESTIMATED EXPENDITURES

Table with columns for From/To (City, ST, Cntry CD, City CD, City, County or Region, ST) and Authorized Expenditures (Code, Lodging, M and IE, Rate, No. Days, Estimated Amount).

Form with fields for Purpose of Travel and Total Subsistence, including Rate, Car Rental, Common Carrier Tickets, Transportation Mode, Method of Purchase, Use of Non-contract Airline, Excess Fare, Excess Baggage, GSA Auto.

SECTION D - ACCOUNTING CLASSIFICATION

Form with fields for Accounting Classification (Purpose of Travel Codes 1-15), Percentage, and Total Est. Expenditures Authorized.

THESE PERCENTAGES MUST EQUAL 100%

SECTION E - TRAVEL ADVANCE

Form with fields for Advance Request Method, Advance Mailing Address Options, Imprest Fund Cashier, Advance Received, Applicant's Signature, Date Applied For, and Privacy Act Statement.

SECTION F - AGENCY APPROVAL

Form with fields for Approving Officer's Name and Title, Agency Code, Social Security No., Date Approved, Phone, Approving Officer's Signature, Contact Person's Name, Phone, Remarks.

Upon completion and approval, submit original to:

USDA -- National Finance Center, P.O. Box 60,000, New Orleans, LA 70160

This form was electronically produced by National Production Services Staff

FORM AD-202 (USDA) (Rev. 11/96)

Exception to SF 1038 approved by GSA 11/20/96

Submit advance applications with original signatures only. Facsimile signatures cannot be accepted.

An advance should be limited to an amount within the prescribed maximum necessary to effectively accomplish the purposes of the Government. An explanation should be provided in Block 42,

Remarks, for any advance authorized in excess of the prescribed maximum.

Privacy Act Notice

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). The information requested on this form is required under the 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 facilitating authorization action and the request for advance of funds for travel and other expenses to be incurred under administrative authorization. The information

contained in this form will be used by the Federal agency officers and employees who have a need for such information in the performance of their duties. Information will be transferred to appropriate Federal, State, local, or foreign agencies when relevant to civil, criminal or regulatory investigations, or prosecutions. Failure to provide the information required will result in delay or suspension of the processing of this form.