



DOCUMENTARY REQUIREMENTS REIMBURSEMENTS/OTHER CLAIMS

	NO. OF COPIES
1. Activity Request (ARs)/Authority to Conduct (ATCs)	2
2. TRAVEL:	
A. Approved Authority to Travel/Memorandum	1
B. Approved Appendix A & B (Approved)	3
C. Certificate of Appearance (Original)	1
3. COMMUNICATION EXPENSES:	
A. OR (Official Receipt Original)	1
B. OR (1 Photocopy)	1