This report implements 31 U.S.C. 1353. It does not supersede other reports that may have to be filed when travel or travel expenses are accepted under other authority. For definitions and policies, see 41 CFR part 304.1.

**EXAMPLES**

<table>
<thead>
<tr>
<th>TRAVELER</th>
<th>EVENT DESCRIPTION/SPONSOR/DATES</th>
<th>LOCATION AND TRAVEL DATES</th>
<th>BENEFITS ACCEPTED</th>
<th>SOURCE DESCRIPTION</th>
<th>CHECK</th>
<th>IN-KIND</th>
<th>AMOUNT</th>
</tr>
</thead>
</table>

**NAME**

DESCRIPTION:

LOCATION:

**TITLE**

SPONSOR:

DATES:

**NAME**

DESCRIPTION:

LOCATION:

**TITLE**

SPONSOR:

DATES:

**NAME**

DESCRIPTION:

LOCATION:

**TITLE**

SPONSOR:

DATES:

**NAME**

DESCRIPTION:

LOCATION:

**TITLE**

SPONSOR:

DATES:

Approved by:

[Signature]

Gregory E. Sanford
Financial Mgmt. Officer

STANDARD FORM 326 (2-98)

Prescribed by GSA/OGE (41 CFR 304-1)