

# "SAMPLE"

 <b>U. S. Department of State</b> <b>PUBLIC VOUCHER FOR LANGUAGE SERVICES</b>		VOUCHER NO. <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div>	
<b>Title:</b> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div>	<b>Name (Last, First, MI):</b> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>	<b>DATE VOUCHER PREPARERD:</b> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div>	
<input type="checkbox"/> Conference Interpreter <input type="checkbox"/> Seminar Interpreter <input type="checkbox"/> Consecutive Interpreter <input type="checkbox"/> ELO/Court <input type="checkbox"/> Testing & Screening <input type="checkbox"/> Translating Services <input type="checkbox"/> Reviewer/Typist/Other	<b>DUNS No.</b> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div>	<b>CONTRACT NUMBER (BOA):</b> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">7</div>	
	<b>E-Mail Address</b> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>		<b>JOB NUMBER:</b> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">8</div>
	<b>Home phone No.</b>		
	<b>**You must have a DUNS number and be registered in CCR to receive payment. ALL changes to your banking information must be updated on the ACH Vendor/Miscellaneous Payment Enrollment form and at <a href="http://www.ccr.gov">www.ccr.gov</a></b>		

PERIOD OF SERVICE (mm-dd-yyyy)		NATURE OF SERVICES OR ARTICLES (Enter description and other information)	NUMBER OF DAYS, WORDS, ITEMS	UNIT PRICE		AMOUNT (Dollars and Cents)
FROM	TO			COST	PER	
<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">9</div>		<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">10</div>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">11</div>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">12</div>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">13</div>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">14</div>

<b>FOR INTERPRETERS</b> Please specify Agency or Program for which work was performed <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">15</div>	<b>TOTAL: \$</b> <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">16</div>
I certify that the above charges are correct to the best of my knowledge; that I have not received Payment or credit for them; that the service were rendered as stated, solely by the undersigned, and in Accordance with the highest professional standards.	<b>PAYMENT: (Check One)</b> <input type="checkbox"/> Final <input type="checkbox"/> Partial <input type="checkbox"/> of <input type="checkbox"/>
_____ <div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">18</div> <b>Payee's Signature</b>	<div style="border: 1px solid black; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">17</div> Payment due within 30 days*

Payee must NOT use the space below

<b>Date Goods/Services Received (mm-dd-yyyy)</b> _____	<b>Date Goods/Services Accepted</b> _____	
I certify this account is correct and proper for payment.		
_____ <b>Signature of Authorizing/Receiving</b>	_____ <b>Printed Name of Receiving Official</b>	_____ <b>Phone Number</b>

ACCOUNTING CLASSIFICATION

<b>PAID BY:</b>	<b>CHECK NO.</b> _____	<b>DATED (mm-dd-yyyy)</b> _____
	<b>ON (Name of Bank)</b> _____	

PRIVACY ACT STATEMENT

This information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amount to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

### SALARY VOUCHER PREPARATION TIPS:

To be **PROPER** for payment, your salary voucher (DS-3023) **MUST** include:

1. Title (Check where appropriate)
2. Your Name: Last Name, First Name, Middle Initial
3. **Duns Number**
4. **Office or Home Phone Number and E-Mail Address**
5. Voucher Number (**Leave Blank**)
6. Date Voucher Prepared
7. Contract Number: First digit is the current fiscal year, followed by "0" and then your 4-digit Basic Ordering Agreement (BOA). Ex. 807154. If you do not have a BOA, write "PO" (Purchase Order) in the field.
8. **Job/Work Order Number: Begins with 3 initials of your assigning officer followed by 10 digit numbers**
9. Period of Service: List Seminar & Escort days separately by date of service
10. Nature of Services or Articles: Conference, Seminar, Consecutive Interpreting, ELEO, Testing or Screening, Translating Services, etc. (Long Report = 7 days or longer assignment) = \$300.00 per report for all. (Short Report = 6 days or less assignment) = \$150.00 per report for all.
11. Number of Days or Words
12. Daily Rate or rate per 1000 words (Translation)
13. Day or 1000
14. Amount
15. Agency Worked For
16. **Total Amount Claimed**
17. Payment: Check one
18. **YOUR SIGNATURE.**
19. **DO NOT WRITE BELOW ITEM #18.**

**\*\*\*ALL THE ABOVE INFORMATION IS MANDATORY/REQUIRED TO PROCESS YOUR SALARY VOUCHER.\*\*\***

**Note: All salary vouchers with claim for a report must be submitted within 60 days upon completion of an assignment and must always be accompanied by a copy of the report. If the claim/report is not submitted within the allowed time frame, your claim for the report will be denied for payment, thus losing your entitlement.**

#### THESE ITEMS MUST AGREE!

Omission of, or errors in, any of the above items may cause for rejection of your voucher. Voucher will be returned unprocessed and resubmission of a PROPER voucher will be required.

#### Common errors that cause delays in processing your voucher:

1. Date(s) of service and number of days do not agree. Item (9) & (11)
2. Report submitted without the voucher
3. Missing DUNS number (3)
4. Report claimed on voucher but copy of the report not submitted with the voucher
5. Days or rate claimed are not authorized on the work order
6. Seminar & Escort days not specifically identified by dates. (9) & (10)
7. Missing Job/Work Order Number. (8)
8. Missing signature. (18)
9. **CORRESPONDING TRAVEL VOUCHER NOT SUBMITTED.** \*\*\*

#### How to avoid the above errors:

1. E-mail a signed copy to [LSsalaryvouchers@State.gov](mailto:LSsalaryvouchers@State.gov) and keep a copy for your records.
2. Double-Check the date(s) of service and the number of days to be sure that they agree. (9) & (11).
3. Notify your assigning officer immediately of any deviation from your original work orders.
4. List Seminar & Escort days separately with specific dates for each. (9) & (11).
5. **It is your responsibility to ensure that the voucher being submitted has been checked for completeness and accuracy in order to prevent delay in payment processing.**