

<i>PREPARED BY:</i>	<b>OFFICIAL REPRESENTATION FUNDS EXPENDITURE REQUEST / REPORT</b>	<i>(1) TO:</i>	
<i>(2) PURPOSE OF FUNDS REQUEST</i>			
<i>(3) GUEST(S) OF HONOR (Full Name and Title)</i>		<i>(4) HOST (Full Name and Title)</i>	
<i>(5) PLACE OF FUNCTION (If Applicable)</i>	<i>(6) DATE/TIME</i>	<i>(7) PROTOCOL OFFICER (NAME / PHONE)</i>	
<i>(8) GUEST RATIOS (Estimate) (Attach Invited Guest List)</i> DOD GUESTS: _____ % NON-DOD GUESTS: _____ % TOTAL: _____ %	<i>(9) MENU (If Applicable)</i>	<i>(10) DV CATEGORY (Check One)</i> DOD PROTOCOL <input type="checkbox"/> COMMUNITY RELATIONS <input type="checkbox"/> PUBLIC RELATIONS <input type="checkbox"/> INTERNATIONAL <input type="checkbox"/> OTHER: _____ <input type="checkbox"/>	
<b>(11) ITEMIZED ESTIMATE COST OF EXPENDITURE</b>			
<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
<b>GRAND TOTAL</b>			
<i>(12) ACCOUNTING CLASSIFICATION</i>			
<b>APPROVAL (FINANCIAL ANALYSIS)</b>			
<i>(13) NAME &amp; GRADE</i>	<i>SIGNATURE</i>	<i>DATE</i>	
<b>CERTIFICATION OF FUNDS AVAILABILITY (ACCOUNTING LIAISON OFFICE)</b>			
<i>(14) NAME &amp; GRADE</i>	<i>SIGNATURE</i>	<i>DATE</i>	
<b>APPROVAL OF EXPENDITURE (COMMANDER)</b>			
<i>(15) NAME &amp; GRADE</i>	<i>SIGNATURE</i>	<i>DATE</i>	
<b>REPORT OF ACTUAL EXPENDITURES/FINAL GUEST LIST (**TO BE COMPLETED AFTER VISIT/EVENT**)</b>			
<i>(16) GUEST RATIOS (Actual) (Attach Final Attendee List)</i>  DOD GUESTS: _____ % NON-DOD GUESTS: _____ % TOTAL: _____ %	<i>(18) REMARKS (Final attendee list may be reflected here if possible)</i>		
<i>(17) FINAL EXPENDITURE COST (Attach Copy of Receipt)</i>	REBATES (LIST SEPARATELY)		
<b>NOTE: FULL GUEST LIST INCLUDING NAME, RANK, AND DUTY TITLE IS REQUIRED FOR APPROVAL AND ORIGINAL RECEIPT OR VOUCHER IS REQUIRED FOLLOWING FUNCTION OR PURCHASE. REFER TO AFI 65-603 FOR GUIDANCE ON APPROPRIATED FUND USE.</b>			

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).