

Request for Extension of Subsistence Period  
(DA-34)

INSTRUCTIONS

1. Complete the requested information below.
2. Submit the form in triplicate to the Secretary of Administration at least two weeks prior to the beginning date of the extension to allow adequate processing time.
3. Submit the approved original copy of the request to the KSU Travel Section with the first payment voucher submitted for payment of subsistence expenses during the extension period.
4. Submit a photocopy of the approved request with each additional voucher submitted for payment.

(Please Type Or Print)

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

Employee Name \_\_\_\_\_ Job Title \_\_\_\_\_

Official Station \_\_\_\_\_ Domicile \_\_\_\_\_

Assigned Duty Station \_\_\_\_\_

Period of Request: Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Reason for the Requested Extension \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Secretary of Administration Approval:

Agency Approval:

\_\_\_\_\_  
Secretary of Admin.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Head/  
Designee

\_\_\_\_\_  
Date