

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)	<b>1. DATE OF REQUEST</b> (YYYYMMDD) 1 OCT 01
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**REQUEST FOR OFFICIAL TRAVEL**

<b>2. NAME</b> (Last, First, Middle Initial) MOUSES, MICKEY Z.	<b>3. SOCIAL SECURITY NUMBER</b> 123-45-6789	<b>4. POSITION TITLE AND GRADE/RATING</b> FINANCIAL MANGER, GS-12
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<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b> RANDOLPH AFB, TX 78150-1111	<b>6. ORGANIZATIONAL ELEMENT</b> AFPC/DPKD	<b>7. DUTY PHONE NUMBER</b> (Include Area Code) 210-565-5555
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<b>8. TYPE OF ORDERS</b> ROUTINE	<b>9. TDY PURPOSE</b> (See JTR, Appendix H) SEMINAR FOR NEW MANAGERS START DATE 6 OCT - ENDING DATE 10 OCT	<b>10a. APPROX. NO. OF TDY DAYS</b> (Include travel time) 7	<b>b. PROCEED DATE</b> (YYYYMMDD) 2 OCT 01
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<b>11. ITINERARY</b>	<input type="checkbox"/> VARIATION AUTHORIZED FROM: RANDOLPH AFB, TX TO: SHEHERDSTOWN, WV RETUN TO: RANDOLPH AFB, TX
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<b>12. TRANSPORTATION MODE</b>										
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										RATE PER MILE: _____  <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR

<b>13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.</b>	<b>b. OTHER RATE OF PER DIEM (Specify)</b>
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<b>14. ESTIMATED COST</b>				<b>15. ADVANCE AUTHORIZED</b>
a. PER DIEM \$110.00	b. TRAVEL \$350.00	c. OTHER \$250.00*	d. TOTAL \$460.00/\$250.00*	\$ \$350.00

**16. REMARKS** (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)  
 The following item(s) applies to the Civilian Career Program Standardized Travel Order Back dated 30 Sep 2004. Items 1, 2, 3, 5, 7, and 10

\*UNIT FUNDED ITEM - 5713400 301 43XX 8X16XX 03 409 660700 (signed by appropriate personnel)

<b>17. TRAVEL-REQUESTING OFFICIAL</b> (Title and signature) TRAVELER'S SUPERVISOR MUST SIGNED	<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> (Title and signature) CAREER PROGRAM CHIEF OR DESIGNATED RESPRESENTATIVE
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**AUTHORIZATION**

<b>19. ACCOUNTING CITATION</b> DEPARTMENT OF THE AIR FOCE (NOTE: YOUR ACCOUNTING& FINANCE OFFICE INFO GOES HERE--SAMPLE BELOW) 12 CPTS/FM RANDOLPH AFB, TX 78150-4444 TDN: FOR THE COMMANDER	*UNIT FUNDED ITEM - 5713400 301 43XX 8X16XX 03 409 660700 (signed by appropriate personnel) AFPC/DPKD will provide the accounting classification for TRAVEL & PER DIEM Costs ONLY
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<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> (Title and signature)	<b>21. DATE ISSUED</b> (YYYYMMDD) AFPC/DPKD WILL DATE
<b>22. TRAVEL ORDER NUMBER</b> AFPC/DPKD WILL ASSIGN	

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702 and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving and accounting for official travel.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

**Civilian Career Programs Standardized Travel Order Back  
Dated 30 Sep 2004**

THE FOLLOWING STATEMENTS APPLY ONLY WHEN LISTED BY NUMBER IN BLOCK 16 (FRONT):

1. Meal reimbursements will be based on the availability of government quarters; contact the Base Billeting Office. All travelers will be required to pay surcharge at the on-base dining facility. (Civilians cannot be directed to use government messing).
  - a) Government meals are not available or directed (Government rate).
  - b) One or two meals are available and directed (Proportional rate)
  - c) Government meals are available, but are not directed (Locality rate).
  - d) All meals are provided (**See paragraph 8 below**)
2. Government procured transportation directed: Report to the Transportation Office ASAP. Failure to procure transportation through Transportation Office when directed would result in non-reimbursement of travel expenses.
3. When TDY to a military installation, contact the Base Billeting Office to ascertain that government quarters are/are not available. Per Diem will be based upon the availability of government quarters.
4. **Approval must be obtained from appropriate agency before using this item.** Special authorization for Travel Order # TJ-\_\_\_\_\_ is required for mission accomplishment. The cost of Special Authorization(s) has been reviewed and is justified as "**more**" advantageous to the Government or necessary for mission accomplishment. The cost comparison is attached.
  - a) Privately Owned Conveyance (POC) has been determined more advantageous to the government.
  - b) Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around the duty station is authorized. (When driving privately owned vehicle (POV))
  - c) Excess baggage of \_\_\_\_\_ piece(s) \_\_\_\_\_ lbs. is authorized.
  - d) Hire of special conveyance for use within area of TDY station authorized as more advantageous to the government.
  - e) Hire of special conveyance from permanent duty station to TDY station and return is authorized as more advantageous to the government.
  - f) Hire of special conveyance for use to/from the airport is authorized as more advantageous to the government.
  - g) Travel by POV is authorized for the traveler's convenience. Per Diem will not exceed that paid over a similarly traveled route by common carrier. Excess travel time will be charged to leave. Estimated travel request (TR) cost from duty station to TDY location (**see block 11**) and return to duty station is (**see block 14**).
5. IAW Public Law 105-264, use of the GTC is mandatory for all authorized expenses unless otherwise exempted under the specific provisions detailed in paragraph E of the Travel Transportation Reform Act (TTRA). Assistance with charge/ATM card can be obtained by calling Bank of America Visa Card 1 (800) number on the back of your travel card.
6. Member is authorized \_\_\_\_\_ day(s) of leave before and \_\_\_\_\_ day(s) after TDY. LEAVE ADDRESS: \_\_\_\_\_  
EMERGENCY PHONE NUMBER: \_\_\_\_\_
7. Member **must** submit a travel voucher to your local servicing finance office within 5 workdays after completion of travel, and **a copy of the paid voucher to AFPC/DPKD(respective career program), 555 E Street West, Suite 01, Randolph AFB TX 78150-4530 within 15 days.**
8. Registration fee is approved on \_\_\_\_\_ (date) in the amount of \$ \_\_\_\_\_ which: (a) covers cost of \_\_\_\_\_ meals and \_\_\_\_\_ nights lodging at \$ \_\_\_\_\_ per night, (b) covers no meals or lodging.  
(Authority: JTR C4708 (civilian), JFTR, U4535 (military)).
9. Member is authorized an advance pay for this TDY.
10. Travelers using Career Program funding should ensure that their baggage size and weight (including number of bags) are within the limits of the Airline carrier. A Special Authorization is needed prior to traveler going TDY if excess baggage will be an allowance