

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form).</i>										1. DATE OF REQUEST (YYYY - MM - DD)	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial)			3. SOCIAL SECURITY NUMBER			4. POSITION TITLE AND GRADE/RATING					
5. LOCATION OF PERMANENT DUTY STATION (PDS)				6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER (Include Area Code)				
8. TYPE OF ORDERS		9. TDY PURPOSE (See JTR, Appendix H)			10 a. APPROX NO. OF DAYS OF TDY (Including Travel Time)			b. PROCEED DATE (YYYYMMDD)			
11. ITINERARY: <input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE											
a. COMMERCIAL			b. GOVERNMENT			c. LOCAL TRANSPORTATION					
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check One) Rate Per Mile:	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)									<input type="checkbox"/> ADVANTAGEOUS TO GOVERNMENT		
									<input type="checkbox"/> MILEAGE REIMBURSEMENT & PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.		
13.		a. Per Diem authorized in accordance with JTR.				b. OTHER RATE OF PER DIEM (Specify):					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$		b. TRAVEL \$			c. OTHER \$			d. TOTAL \$		\$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)											
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)								21. DATE ISSUED (YYYYMMDD):			
								22. TRAVEL ORDER NUMBER:			

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.

REMARKS (Continued)(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

16. REMARKS (Continued)

1. Special Authorizations

*a. Special authorization(s) for (rental cars, use of privately owned conveyance, excess baggage, etc.) is/are required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment.

1. Rental car is limited to a GSA contracted compact car; your reimbursement is limited to a daily charge of _____, plus miscellaneous reimbursable expenses (gas, taxes, etc.)

2. Due to mission requirement the use of a GSA rental car is waived. You are authorized the use of (*specify type of vehicle*) _____.

*b. Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around the TDY station or area.

*c. Use of available government quarters or mess will adversely affect the mission.

*d. Authorized to purchase own commercial airfare. Reimbursement limited to the most economical government fare.

2. Additional Instructions

a. Travel claims must be turned in within 5 working days after completion of travel.

b. Government quarters and/or mess will be used. If government facilities are not available, a statement of non-availability must be obtained.

c. Travel will be performed in group travel status.

d. Overseas clearance is required.

e. If assigned to government contract quarters. A letter of assignment must be obtained.

f. Duty will be performed aboard ship. Traveler will provide times and dates of sea duty.

g. Duty will be performed under field training conditions, a certificate of field training must be attached to the travel claim, if times and dates of field training are not shown on this order.

h. Commercial transportation must be procured through the contracted Travel Agency. The use of non-governmental travel agents is not authorized.

i. Receipts are required for lodging, rental vehicles (regardless of costs), and all items of reimbursable expense of \$75.00 or more.

j. The use of government procured transportation is required.

k. Travel by government air is directed.

l. Travel by government auto is directed.

m. Travel is at no expense to the government, expenses are being paid by the Henry M. Jackson Foundation.

n. Payment by electronic fund payment only.

3. If traveling overseas, please check the appropriate responses: (Select Yes or No)

a. *Traveler is authorized to disclose classified information:

b. *Traveler is authorized to carry classified information:

c. *Traveler has received Level I Antiterrorism/Force Protection Briefing:

NOTE: IF (a) or (b) is "Yes", the traveler has been briefed on the requirements. A written statement of disclosure and authorization to carry classified material, and /or to disclose classified information, in compliance with DoD 5200.1-R and in accordance with DoD 5230.11 has been submitted with this order.

** SIGNATURE/DATE/PHONE NUMBER OF DIRECTOR, SECURITY DIVISION