

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME <i>(Last, First, Middle Initial)</i>				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING			
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>		
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE <i>(See JTR, Appendix H)</i>				10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>			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 <i>(Check one)</i>	
										RATE PER MILE: _____	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13.		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM <i>(Specify)</i>					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM		b. TRAVEL			c. OTHER			d. TOTAL			
\$		\$			\$			\$			\$
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>											
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>								21. DATE ISSUED (YYYYMMDD)			
								22. TRAVEL AUTHORIZATION 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. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

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

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