REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)*

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 AUTHORIZATION

9. TDY PURPOSE *(See JTR, Appendix H)*

10a. APPROX. NO. OF TDY DAYS *(Including travel time)*

b. PROCEED DATE *(YYYYMMDD)*

11. ITINERARY

☐ VARIATION AUTHORIZED

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER

☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER *(Overseas Travel only)*

PRIVATELY OWNED CONVEYANCE *(Check one)*

RATE PER MILE: _____

☐ 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 *(Specify)*

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
$	$	$	$ 0.00

15. ADVANCE AUTHORIZED

$

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 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.)*

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