

| REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21. | | | | | | | | | | 1. DATE OF REQUEST | |
|---|-----|--------|-------------------------|------------|---------|--|---|--|--|------------------------|--|
| REQUEST FOR OFFICIAL TRAVEL | | | | | | | | | | | |
| 2. NAME (Last, First, Middle Initial) | | | | | | 3. POSITION TITLE AND GRADE OR RATING | | | | | |
| 4. OFFICIAL STATION | | | | | | 5. ORGANIZATIONAL ELEMENT | | | | 6. PHONE NO | |
| 7. TYPE OF ORDERS | | | 8. SECURITY CLEARANCE | | | 9. PURPOSE OF TDY | | | | | |
| 10a. APPROX. NO. OF DAYS OF TDY (Including travel time) | | | 10b. PROCEED O/A (Date) | | | | | | | | |
| 11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED | | | | | | | | | | | |
| 12. MODE OF TRANSPORTATION | | | | | | | | | | | |
| COMMERCIAL | | | | GOVERNMENT | | | | PRIVATELY OWNED CONVEYANCE (Check one) | | | |
| RAIL | AIR | BUS | SHIP | AIR | VEHICLE | SHIP | RATE PER MILE | | | | |
| <input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only) | | | | | | | <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT | | | | |
| | | | | | | | <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO COM- STRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR TRAVEL TIME LIMITED AS INDICATED IN JTR. | | | | |
| 13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR | | | | | | | | | | | |
| <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify) | | | | | | | | | | | |
| 14. ESTIMATED COST | | | | | | | | | | 15. ADVANCE AUTHORIZED | |
| PER DIEM | | TRAVEL | | OTHER | | TOTAL | | | | | |
| \$ | \$ | \$ | \$ | \$ | \$ | | | | | | |
| 16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) | | | | | | | | | | | |
| 17. REQUESTING OFFICIAL (Title and signature) | | | | | | 18. APPROVING OFFICIAL (Title and signature) | | | | | |
| AUTHORIZATION | | | | | | | | | | | |
| 19. ACCOUNTING CITATION | | | | | | | | | | | |
| 20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION | | | | | | | | 21. DATE ISSUED | | | |
| | | | | | | | | 22. TRAVEL ORDER NUMBER | | | |