

<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)		
<b>REQUEST FOR OFFICIAL TRAVEL</b>													
<b>2. NAME</b> (Last, First, Middle Initial)				<b>3. SOCIAL SECURITY NUMBER</b>				<b>4. POSITION TITLE AND GRADE/RATING</b>					
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b>						<b>6. ORGANIZATIONAL ELEMENT</b>			<b>7. DUTY PHONE NUMBER</b> (Include Area Code)				
<b>8. TYPE OF AUTHORIZATION</b>			<b>9. TDY PURPOSE</b> (See JTR, Appendix H)				<b>10a. APPROX. NO. OF TDY DAYS</b> (Including travel time)			<b>b. PROCEED DATE</b> (YYYYMMDD)			
<b>11. ITINERARY</b>			<input type="checkbox"/> VARIATION AUTHORIZED										
<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) RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> 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			
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input type="checkbox"/>			
<b>13.</b>	<input type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				<input type="checkbox"/> b. OTHER RATE OF PER DIEM (Specify)								
<b>14. ESTIMATED COST</b>										<b>15. ADVANCE AUTHORIZED</b>			
a. PER DIEM \$			b. TRAVEL \$			c. OTHER \$			d. TOTAL \$			\$	
<b>16. REMARKS</b> (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)													
<b>17. TRAVEL-REQUESTING OFFICIAL</b> (Title and signature)							<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> (Title and signature)						
<b>AUTHORIZATION</b>													
<b>19. ACCOUNTING CITATION</b>													
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> (Title and signature)									<b>21. DATE ISSUED</b> (YYYYMMDD)				
									<b>22. TRAVEL AUTHORIZATION NUMBER</b>				

## 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.)*