

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 ORDERS			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			
										<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
										<input type="checkbox"/>			
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 ORDER NUMBER			