

REQUEST FOR TRAVEL

OFFICIAL TRAVEL REMINDERS

IAW JTR/UTNG Policy:

- *Rental Car - GPS rental is not authorized (see project for portable GPS sign-out).
 - *Pre-paid fuel is not authorized.
 - *All airline travel and rental car reservations must be coordinated through CTO.
 - *Travel over 30 days will be paid 75% of the location's per diem rate, regardless of costs actually incurred.
 - *Reimbursement for some expenses are now included in the incidental per diem rate.
- *Travelers must be aware of travel/reimbursement policies. Please reference www.defensetravel.dod.mil for up to date travel information.

MEMBER INFORMATION

DATE:	<input type="text"/>	PROJECT:	<input type="text"/>	STATUS:	<input type="text"/>
NAME:	<input type="text"/>	RANK:	<input type="text"/>	PHONE:	<input type="text"/>
MEMBER ADDRESS:	<input type="text"/>	EMAIL:	<input type="text"/>		

TRAVEL INFORMATION

START DATE:	<input type="text"/>	END DATE:	<input type="text"/>	TDY PURPOSE:	<input type="text"/>
<input type="checkbox"/> TDY - GOVERNMENT FACILITY				MODE OF TRANSPORTATION:	<input type="text"/>
<input type="checkbox"/> TDY - CIVILIAN FACILITY	TDY ADDRESS:	<input type="text"/>			
<input type="checkbox"/> TDY - FIELD DUTY	<input type="checkbox"/> QUARTERS AVAILABLE	<input type="checkbox"/> RENTAL CAR AUTHORIZED	<input type="checkbox"/> VARIATION AUTHORIZED		
	<input type="checkbox"/> MEALS AVAILABLE	<input type="checkbox"/> CONFERENCE FEE AUTHORIZED	<input type="checkbox"/> *POV EXPENSE AUTHORIZED	<small>*provide travel plans in justification block</small>	

ADDITIONAL INSTRUCTIONS/JUSTIFICATION

DOES PERIOD OF DUTY APPLY TO COUNTERDRUG MISSION? YES NO If YES, complete Unit Coordination block

UNIT COORDINATION

Soldier/Airman is responsible to inform project of conflicting drill dates and receive prior approval from unit to split/miss drill

CONFLICTING DATES WITH DRILL OR ANNUAL TRAINING?	<input type="checkbox"/> YES <input type="checkbox"/> NO	TRAINING DATES:	<input type="text"/>
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APPROVING AUTHORITIES

OIC/NCOIC APPROVAL:	<input type="text"/>	Signature:	<input type="text"/>	DATE:	<input type="text"/>
CDC APPROVAL: COL William C. French		Signature:	<input type="text"/>	DATE:	<input type="text"/>