

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

[Reference: Joint Travel Regulations]

Travel Authorized as Indicated in Items 2 through 21. TRN-TD3Z2039

1. DATE OF REQUEST
830330

REQUEST FOR OFFICIAL TRAVEL

2. NAME [Last, First, Middle Initial] FISHER RUSSELL G
3. GRADE AND SOCIAL SECURITY NO. GS13 PL 86-36/50 USC 3605

4. OFFICIAL STATION DOD WASHINGTON D.C.
5. ORGANIZATIONAL ELEMENT T
6. PHONE NO. 688-7553/S2268

7. TYPE OF ORDERS TDY
8. SECURITY CLEARANCE N/A
9. PURPOSE OF TDY: OTHER TRAVEL

10a. APPROX. NO. OF DAYS OF TDY [Including travel time] 4
10b. PROCEED O/A [Date] 830404
10c. CLAIM FOR REIMBURSEMENT FOR TRAVEL IN ACCORDANCE WITH THIS ORDER MUST BE RECEIVED IN F&AO THROUGH APPROVING OFFICIALS BY 830428 TO AVOID DEDUCTION FROM PAY FOR ANY OUTSTANDING ADVANCE.

11. ITINERARY VARIATION AUTHORIZED
FROM: BALT MD. OR WASH DC.
TO: 1. LEXINGTON, VA
RETURN TO: BALT MD. OR WASH DC.

12. MODE OF TRANSPORTATION
COMMERCIAL: RAIL, AIR, BUS
GOVERNMENT: AIR, VEHICLE, SHIP
PRIVATELY OWNED CONVEYANCE [Check one]
RATE PER MILE:
 MORE ADVANTAGEOUS TO GOVERNMENT
 MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.
 AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER [Overseas Travel only]

13. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.
 OTHER RATE OF PER DIEM [Specify]
TRIP REPORT REQUIRED IN ACCORDANCE WITH PMM 710-3 BY 830428

14. ESTIMATED COST
PER DIEM \$ 200.00
TRAVEL \$ 0.00
BAGGAGE \$ 0.00
OTHER \$ 10.00
CAR \$ 140.00
TOTAL \$ 350.00
15. ADVANCE AUTHORIZED \$ 300.00

16. REMARKS [See reverse side] 1A 2A 3AB 5A 6E
6E GROUND
PL 86-36/50 USC 3605
(EMERGENCY/NSOC 688-7425)

17. REQUESTING OFFICIAL [Title and signature]
18. APPROVING OFFICIAL [Title and signature] 6888196 S-2412

19. ACCOUNTING CITATION SUBJ TO CONGRESS APPROVING FUNDS
9730100.45 3711 P0999-210 S18119 1C100 T5 52 0000 137011.00

20. ORDER AUTHORIZING OFFICIAL
21. DATE ISSUED 830330
22. TRAVEL ORDER NUMBER TD308598

STANDARD REMARKS

1. TRANSPORTATION

- a. Hire of special conveyance for onward/local travel is authorized to conduct official business.
- b. GSA contract vehicle is most economical transportation available *(for official use only)*.
- c. Use of POV at TDY point is authorized.
- d. Category Z is directed.
- e. Priority II for military aircraft is authorized.
- f. Metroliner and/or Metrocoach is authorized.
- g. Authorized to pick-up/discharge passengers *(See 6B)*.
- h. Individual will be passenger in POV *(See 6b)*.
- i. Intra-state and/or in-country travel is authorized.
- j. Air Fare is limited to the most economical accommodations to satisfy mission requirements.

2. BAGGAGE

- a. Weapons will not be transported.
- b. Authorized to carry Government equipment.

3. QUARTERS AND/OR MESSING

- a. Government Quarters, where available, will be utilized during this TDY.
- b. Certificate of non-availability of Government Quarters is required.
- c. Certificate of non-availability of Government Messing is required.
- d. Room and Board are included in the fee, which will be paid by DoD when billed. *(Reduced Per Diem authorized)*.
- e. Use of Government Quarters will adversely affect the mission.
- f. Use of Government Messing will adversely affect the mission.

4. TRAINING/CONFERENCES

- a. Evaluation of External Training *(E5824)* is required.

5. MISCELLANEOUS

- a. Receipts are required for all items in excess of \$15.00.
- b. Recommend Commissary, Exchange and Theater privileges be authorized, consistent with applicable overseas area directives.
- c. Wearing of civilian clothes while in travel status is authorized.
- d. Travel meets the criteria of Secretary of Defense memorandum of 18 January 1982, Travel by Government Officials, Including Foreign Travel.

6. REMARKS REQUIRING ADDITIONAL INFORMATION - AS SHOWN IN PARENS

- a. Foreign Flag directed between points shown. *(cities and/or countries)*.
- b. Rendezvous point is as shown. *(address)*
- c. Excess baggage authorized on departure/return for pieces or pounds, as shown. *(number/weight)*
- d. Registration/Conference fee authorized. Receipts required. *(amount)*
- e. Courier appointment approved. *(commercial/military aircraft or POV)*
- f. Annual leave authorized as shown. *(number of days)*
- g. Overtime not authorized unless shown. If approved, indicate the organization and title of approving official.
- h. Appointed Imprest Fund Cashier to Special Disbursing Agent to satisfy unforeseen operational requirements. Authorized to hold cash at own risk in the amount shown. *(amount)*
- i. Free flow remarks.
- j. Customer Identification Code *(CIC)* as shown.
- k. High Cost Area(s) - Requires that each meal and all expenses be itemized daily. *(Enter number(s) of high cost area(s) as listed in the Itinerary - Blk 11)*