

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE

1. NAME (Last, First MI)		2. PERMANENT POSITION		3. DoD ID NUMBER	4. DATE SUBMITTED			
5. TDY LOCATION (SHIP OR LOCATION)		6. PURPOSE OF TRIP		7. WORK SCHEDULE				
8. WERE TRAVEL ORDERS ISSUED? YES _____ (complete block 8a.) No _____ (complete block 8b.)		8a. TRAVEL ORDER NUMBER (block 22)		8b. EXPLAIN TRANSPORTATION				
9. ITINERARY								
	9a. Local Date & Time	9b. Departure Point Date & Time	9c. Activity & Location	10a. Actual Travel Time	10b. Duty Hours	c. Non-duty Hours	d. Non-creditable Time	e. Comp Time For Travel Requested
Depart								
Arrive								
Depart								
Arrive								
Depart								
Arrive								
Depart								
Arrive								
Depart								
Arrive								
Depart								
Arrive								
Depart								
Arrive								
11. COMMENTS AND CLARIFICATIONS				Totals:				
I certify that the above is a true and accurate description of the trip in question. I understand that this request must be accompanied by a corresponding travel voucher if travel orders were issued for this trip.								
12. CIVMAR'S SIGNATURE					DATE			
13a. APPROVING OFFICIAL (Name and Title)				13b. APPROVING OFFICIAL'S SIGNATURE		DATE		

Instructions

Block

1. Full Name
2. Permanent Position
3. DoD ID Number CIVMAR's DoD ID Number. (Leave blank if unknown)
4. Date Submitted Current Date
5. TDY Location Where was TDY performed? List ship's name or location
6. Purpose of Trip What was the purpose of the trip, e.g. to join ship, ship-to-ship transfer, attend training)
CIVMAR's work schedule, e.g. 0800 to 1630, including 30 min for lunch
7. Work Schedule
8. Were Travel Orders Issued? We're Travel Orders issued for the trip in question, Y/N? Complete 8a. or 8b as appropriate
8a. Travel Order Number Travel Order number found on the orders in block 22
8b. Explain Transportation Explain the transportation arrangements that were authorized, e.g., "rode contract bus from Norfolk to Freehold"
9. Itinerary
9a. Local Date and Time Record the local date and time for arriving and departing an activity.
9b. Departure Point Date and Time Record the date and time (at the location of departure) for arriving and departing. This time zone is used for computing CTFT
9c. Activity & Location List the activity and its location, e.g. USNS SIOUX, San Diego CA
10a. Actual Travel Time Elapsed travel time, based on time at the departure location
10b. Duty Hours Total number of hours that were in a duty status
10c. Non-Duty Hours Total number of hours that were non-duty hours
10d. Non-creditable Time Time that is not creditable toward CTFT:
 - a) Time spent at temporary duty station;
 - b) "Unusual" or extended waiting time between actual periods of travel when a CIVMAR is free to rest, sleep, eat or otherwise use the time for his or her own purposes;
 - c) Travel between home and transportation terminal within the limits of the CIVMAR's duty station and outside regular working hours (normal commuting time).
11. Comments and Clarifications Use this section to explain delays and to include information that clarifies the trip and request for CTFT
12. CIVMAR's Signature
13a. Approving Official (Name and Title)
13b. Approving Official's Signature & Date