

BATANGACS CITY TRAVEL ORDER FORM - 2024	TEMPORARY DUTY(TD) REQUEST AND TRAVEL ORDER	AUTHORIZATION NO.																																	
When signed by Authorizing Official, this form becomes an Official Travel Order. Request below named individual(s) be authorized to perform the following TD on official business of the BATS MIS.																																			
1. TRAVELER(S)	2. OFFICE(S)	3. ARRIVE ON																																	
4. DEPART ON	5. DURATION DAYS	6. ESTIMATED COST																																	
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">TRAVEL</th> <th style="width: 50%;">PER DIEM</th> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	TRAVEL	PER DIEM																															
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A. Command/District/Organization (list in sequence)		B. Location																																	
7. Proceed to:																																			
8. REQUEST		9. MODE OF TRAVEL																																	
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10. PURPOSE OF TRAVEL AND JUSTIFICATION(S) FOR ITEMS CHECKED IN ITEM 8: Charge to travel account: _____																																			
11. TRAVEL REQUESTED BY: (eSignature or Signature, Office, Date)																																			
12. RECOMMENDED: <input type="checkbox"/> YES <input type="checkbox"/> NO (eSignature or Signature, Office, Date)																																			
13. AUTHORIZED PER DIEM (PER JTR): Lodging \$ _____ , M&IE \$ _____ , Total: \$ \$0.00																																			
14. APPROVED: (eSignature or Signature, Office, Date)																																			
15. DISTRIBUTION: Each Traveler <input type="checkbox"/> NACO <input type="checkbox"/> CHDIRAUX <input type="checkbox"/> N-A <input type="checkbox"/> N-SE <input type="checkbox"/> DCO <input type="checkbox"/> DIRAUX <input type="checkbox"/> NADCO <input type="checkbox"/>																																			
<p>16. When signed by an authorized official, this form becomes an official travel authorization and an assignment to duty pursuant to Title 14 USC 831 and the Auxiliary Manual, COMDTINST M16790.1 series. The person(s) named herein is/are authorized to perform the stipulated travel on official business of the PH BATANGAY CITY. This includes necessary and appropriate time to travel from your home to your place of duty and return. Earlier departure and/or later return than indicated above may be made but reimbursement will be made on the basis of the cost had travel been performed as indicated. In no case will be number of days per diem exceed the amount of time necessary for the execution of this travel authorization.</p> <p>17. The travel shall be performed and claim for reimbursement shall be submitted in accordance with BATANGAY CITY Association, Inc. Fiscal Policy Guide For Authorized Travel and Non Travel Reimbursement. Each traveler must submit one copy of this authorization and the BATANGAY CITY Association, Inc. Claim for Reimbursement Travel Form (CGAuxAI-3) to N-SE within 7 days following completion of travel. Attach all receipts or statements to substantiate lack of a receipt for incurrence of expenses and sign and date the claim form.</p>																																			

Required Software:

You must have a full version of Adobe Acrobat 5.0 or above to complete this form. The free Acrobat Reader will not allow you to save the form, only read it and print it.

Electronic document completion and flow:**First Step:**

This form is initiated by one of the three NADCOs upon receipt of a request from a Department Chief; or, one of the three ARCOs or NACOS. The appropriate NADCO/ARCO/NACOS will complete items 1, 2, 3, 4, 5, 7 (a & b), 8, 9 and 10 being sure to indicate the budget account supporting the travel. They will electronically sign the form in block 11. Immediately following the signing step, a dialogue box will appear with an area to enter your individual password and the ability to "save" or "save as". The correct selection is "SAVE AS" which will allow you to specify a new file name. Name the file in a manner that identifies the file to you, such as "nadco-o-bdept-1.pdf". Selecting the "save" option will generate an error; the original AuxA-1 form should be write-protected on your system. If not then you will require a fresh copy for each form you complete from the FORMS page on the cgaux.org website. Next attach the file to an e-mail message to NACOS, NAVCO or NACO as appropriate. If you have difficulty doing so please contact DVC-IF at dcv-if@cgaux.org for assistance. Once the document is signed the ability to "RESET" the form is removed from all subsequent actions; the "RESET" box will disappear.

Any changes must be made before signing.

Second Step:

Upon receipt of the e-mail with the document NACOS or NAVCO will open the document and indicate in the box in section 12 their recommendation, either Yes or No. NACOS or NAVCO will then electronically sign the document. The dialogue box for password and "save" or "save as" will appear. It is suggested that NACOS or NAVCO should "SAVE" without changing the file name. If NACOS or NAVCO is the approving authority for the orders then go to the Third Step and follow those instructions for signing and forwarding the form to N-Ad. If not within their authority they e-mail the form to NACO for approval.

Third Step:

NACO (or NACOS or NAVCO if approving authority) will open the document and approve in section 14 then electronically sign the form. When the dialogue box appears chose "SAVE" and then forward the document by e-mail to N-Ad for final processing/issuance.

Fourth Step:

N-Ad will enter the AUTHORIZATION NUMBER at the top right of the form, in item 6 enter the estimated cost for each traveler, and enter the maximum daily allowable Lodging and Per Diem (M&IE) amount in item 13. N-Ad will then save the document and e-mail the recipients named on the form in section 1 as well as distribute a copy to those checked in item 15. If any recipient does not have e-mail capability then N-Ad will mail a paper copy of the orders to them.

NOTES:

Anyone in the orders generation process may suggest or add to the distribution in item 15. Following the first signature the items completed by that signatory are changed to read-only with the exception of items 8, 9 and 15. The request originator in the First Step cannot enter data in item 6 for example, as that is entered by N-Ad. Changes by each signatory may be reviewed using the "Signatures" tab which users can access from the "Windows" tab at the top of the Acrobat window.