

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) 20181106	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME <i>(Last, First, Middle Initial)</i> STIPHOUT, CHRISTOPHER, D.				3. SOCIAL SECURITY NUMBER XXX-XX-9509			4. POSITION TITLE AND GRADE/RATING MO-03				
5. LOCATION OF PERMANENT DUTY STATION (PDS) PACFLT MHD N35						6. ORGANIZATIONAL ELEMENT USS RONALD REAGAN/NO			7. DUTY PHONE NUMBER <i>(Include Area Code)</i> 3034751032		
8. TYPE OF ORDERS AA-ROUTINE TDY/TAD		9. TDY PURPOSE <i>(See JTR, Appendix H)</i> CONFERENCE ATTENDANCE See next page			10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 17			b. PROCEED DATE (YYYYMMDD) 20181210			
11. ITINERARY FROM: Mercer Island, WA TO: NEW ORLEANS, LA RETURN TO: Mercer Island, WA		<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: _____	
	X							X		<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT 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"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i> CIC(FY19): N4554919TO82B07											
13. <input checked="" type="checkbox"/>		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				13. <input checked="" type="checkbox"/>		b. OTHER RATE OF PER DIEM <i>(Specify)</i>			
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$ \$1140.50		b. TRAVEL \$ \$536.40		c. OTHER \$ \$282.00		d. TOTAL \$ \$1958.90		\$			
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> ANNUAL LEAVE OR NON-DUTY DAYS I am taking leave en-route back to Seattle; I will be stopping in Denver from 12/15 through 12/26. I will call CTO to adjust flight after Authorization approval, as per AO. Traveler is non-exempt from the mandatory provisions of the TTRA. The 'Travel and Transportation Reform Act of 1998' stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency. REMARKS continued on next page											
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i> WILLIAM A. HARRISON ME-05					
AUTHORIZATION											
19. ACCOUNTING CITATION 056521^17^19^19^1804^7C6C^2108^M0070^^056521^2D^455499MRDZE^N45549^DZ^A2^ZK^99RG^^^^8522^AA^^^^ \$1958.90											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>								21. DATE ISSUED (YYYYMMDD) 20181106			
								22. TRAVEL ORDER NUMBER 282B07			

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 5701, 5702, and E.O. 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

16. REMARKS (Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

REMARKS (Continued)

Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATM), rather than obtaining cash advances from a DoD disbursing officer.

Submission of travel claims shall be submitted within five (5) working days of return to or arrival at the Permanent Duty Station (PDS). In the case of extended TDY/TAD (over 45 days), the traveler shall submit a claim for each 30-day period. That claim must be submitted within five (5) days after each 30-day period.

If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher.

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

DESCRIPTION:

NAMSI Pac-Ex 18 Mid-Planning Conference attendance.PNR Locator:JKQIHM

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ACCOUNTING CLASS CODE	TRIP 1
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OTHER-PD	\$282.00
M&IE-PD	\$390.50
LODGING-PD	\$750.00
COM. CARR.-I-PD	\$536.40
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19 N45549	\$1958.90

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11/14/18

RESERVATION SUMMARY

|Doc No. CSNEWORLEANS121018_A02

|STIPHOUT, CHRI XXX-XX-9509

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A DEP: 12/10/18 1017 SEA-Seattle-Tacoma International Apt
ARR: 12/10/18 1650 MSY-New Orleans Louis Armstrong Intl Apt
CARRIER: AS
FLIGHT: 788 SEAT: STOPS: \$res.stops
MEALS: EQUIP: FF NUM: 252025200 CONFIRMATION: DCAS*KFOTSO

L CHECK-IN: 12/10/18 0900
CHECK-OUT: 12/15/18 1800
HOTEL: Sheraton New Orleans , 500 CANAL STREET , NEW ORLEANS , LA , 70130 ROOM TYPE: GOVA00 BED
TYPE: GOVT/MILIT COST: \$150.00 /
CONFIRMATION: 95182885-
ROOM DATA: GOVT/MILITARY::GOVT/MILITARY, FEDERAL GO ROOM DATA: GOVA00
A DEP: 12/26/18 1805 MSY-New Orleans Louis Armstrong Intl Apt
ARR: 12/26/18 2135 SEA-Seattle-Tacoma International Apt
CARRIER: AS
FLIGHT: 703 SEAT: STOPS: \$res.stops
MEALS: EQUIP: FF NUM: 252025200 CONFIRMATION: DCAS*KFOTSO
SEAT PREFERENCE: 31D