



NATO Programming Centre
 Thier Mathias 1b
 4690 Bassenge (Glons), Belgium
 Telephone: +32 (0)4 289-9211
 NGCS: 264-9211
 Fax: +32 (0)4 289-9329
 Email: servicedesk.glons@ncia.nato.int

INSTRUCTIONS:

- Complete the below information and get Line & Project Management and SNO (Only for MIL Pers) approval.
- If more than one person is attending the same meeting or destination only one request should be submitted.
- Submit completed form (Parts A & B and reverse) to Travel Office (K-110) **as soon as possible** with a minimum of following timelines:
 - Transatlantic and other long haul air travel: **Three weeks** prior to the date of departure.
 - European air travel: **Two weeks** prior to the date of departure.
 - Other travel: **Five working days** prior to the date of departure.

Shorter delays need to be explained via note / attachment and signed / confirmed by Line & Project Management.

A	Last Name	POMV HQ Veh	First Name	Rank/Grade		Nation	Ext.	NCI Agency ID No
				Mil	Civ			
	1.	Driver						
	2.	Pass.						
	3.	Pass.						
	4.	Pass.						
Destination:			Dest. Airport :		Duration in days:		Daily Return: No	
PURPOSE OF TRIP:					Advance allowance No			
(Continue on Reverse)					If Yes, bring your original Travel Order to Fiscal (K109) before leaving.			
* All Fields are mandatory	Trip details		Date	Time	OFFICIAL COURIER No			
	*Departure (at NPC/Home)				NOTE: When acting as OFFICIAL COURIER, make sure NPC Form 39 is completed for Central Registry use.			
	*Return (Start at Destination airport/station)				Courier's name :			
	*Meeting Start							
	*Meeting End							
Budget (Choose from Dropdown) (Mandatory)					Signature Project Manager/Training Section			
If BUDGET is OTHER, please provide project code & approval email or electronic signature from sponsoring project management.								
MODE OF TRANSPORT REQUESTED:					If POMV: Make Model Registration			

B	Line Manager Approval: This request will support Air C2 PO&S mission. Above requirements are minimum.		SNO Approval: My nation will pay the subsistence of my above service member.		Command Group Approval: Signature and Date	
	Name, Signature and Date		Name, Signature and Date			
	1		1			
	2		2			
	3		3			
	4		4			

**ADDITIONAL INFORMATION**

Please provide copies of tasking messages, schedules, minutes, or other supporting references which explain the requirement to travel on TDY.

Please give detailed justifications in the following cases:

- a. **If more than one person is attending a meeting, conference.**
- b. **If TDY dates extend well beyond the dates/timings of meetings, conferences or other NPC related activities (i.e. allowing for reasonable travel time).**
- c. **If the cheapest mode of transportation is not used.**