



NATO Programming Centre
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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:	
PURPOSE OF TRIP:						Advance allowance				
						If Yes, bring your original Travel Order to Fiscal (K109) before leaving.				
						(Continue on Reverse)				
* All Fields are mandatory	Trip details			Date	Time	OFFICIAL COURIER				
	*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.**