



NATO Programming Centre
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INSTRUCTIONS:

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