

Non-DoD Conference Attendance Approval Request

AO Org/Office Symbol:

Requested approval NLT Date:

Non-DoD conference name:

Location:

Dates of conference:

Number of attendees:

Name/Rank/Grade of attendee(s):

Total cost per day per attendee:

Total cost per attendee:

Justification for attendance:

Is JA review required? If yes, date completed:

I confirm compliance with DoD and Air Force policy.

Name and Rank/Grade of Approving Official

Digital Signature of Approving Official

TraX Trip Estimate Summary

<https://www.defensetravel.dod.mil/passport>



Summary - Origin: Dayton, OH → Destination: Chicago, IL

Air Cost: \$ 0.00
Rental Cost: \$ 0.00
Mileage: \$ 345.68
Per Diem: \$ 1333.00
Miscellaneous: \$ 1320.00
.....
Total Cost: \$ 2998.68

Mileage

Origin: Dayton, OH / Destination: Chicago, IL

Origin	Destination	Miles	Rate
Dayton, OH	Chicago, IL	298	\$0.580
Chicago, IL	Dayton, OH	298	\$0.580

Per Diem

Origin: Dayton, OH / Destination: Chicago, IL

Travelers	International	Country	State	City	Total Lodging	Total MIE
1	NO	United States	IL	Chicago	\$915.00	\$418.00

Miscellaneous

Origin: Dayton, OH / Destination: Chicago, IL

Item	Amount
Conference Fees	\$700.00
Parking	\$250.00
Hotel Taxes and Fees	\$350.00
Tolls	\$20.00