

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										<b>1. DATE OF REQUEST</b> (YYYYMMDD) 20180422	
<b>REQUEST FOR OFFICIAL TRAVEL</b>											
<b>2. NAME</b> <i>(Last, First, Middle Initial)</i> OH, SANG KEUN				<b>3. SOCIAL SECURITY NUMBER</b> XXX-XX-5261			<b>4. POSITION TITLE AND GRADE/RATING</b> MC-00				
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b>						<b>6. ORGANIZATIONAL ELEMENT</b> United States Milita/NO			<b>7. DUTY PHONE NUMBER</b> <i>(Include Area Code)</i> 8459386107		
<b>8. TYPE OF ORDERS</b> AA-ROUTINE TDY/TAD		<b>9. TDY PURPOSE</b> <i>(See JTR, Appendix H)</i> TRAINING ATTENDANCE See next page				<b>10a. APPROX. NO. OF TDY DAYS</b> <i>(Including travel time)</i> 21			<b>b. PROCEED DATE</b> (YYYYMMDD) 20180708		
<b>11. ITINERARY</b> FROM: West Point,NY TO: FT. POLK,LA RETURN TO: West Point,NY		<input type="checkbox"/> VARIATION AUTHORIZED									
<b>12. TRANSPORTATION MODE</b>											
<b>a. COMMERCIAL</b>				<b>b. GOVERNMENT</b>			<b>c. LOCAL TRANSPORTATION</b>				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i> RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> 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 checked="" type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i> CIC(FY18): 2820A17AA021001											
<b>13.</b> <input checked="" type="checkbox"/>		<b>a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.</b>				<b>13.</b> <input checked="" type="checkbox"/>		<b>b. OTHER RATE OF PER DIEM</b> <i>(Specify)</i>			
<b>14. ESTIMATED COST</b>										<b>15. ADVANCE AUTHORIZED</b>	
<b>a. PER DIEM</b> \$ \$455.10		<b>b. TRAVEL</b> \$ \$62.01		<b>c. OTHER</b> \$ \$99.89		<b>d. TOTAL</b> \$ \$617.00		\$			
<b>16. REMARKS</b> <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> KMH  OTHER (See remarks below) Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means.  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											
<b>17. TRAVEL-REQUESTING OFFICIAL</b> <i>(Title and signature)</i>						<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> <i>(Title and signature)</i> JULIA A. SOMMERS GS-11					
<b>AUTHORIZATION</b>											
<b>19. ACCOUNTING CITATION</b> 021001^021^^2020^000^20182018^^^^311^A17AA^40477745^CC^^^^0000^^D0311721USMA^ \$617.00											
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> <i>(Title and signature)</i>								<b>21. DATE ISSUED</b> (YYYYMMDD) 20180422			
								<b>22. TRAVEL ORDER NUMBER</b> 24WFFI			

## 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:

ATTEND CTLTPNR Locator:XNPGVL