REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

(Reference: Joint Travel Regulations (JTR), Chapter 3)
(Read Privacy Act Statement on back before completing form.)

1. DATE OF REQUEST *(YYYYMMDD)*: 0000 JAN 00

REQUEST FOR OFFICIAL TRAVEL

2. NAME *(Last, First, Middle Initial)*	3. SOCIAL SECURITY NUMBER	4. POSITION TITLE AND GRADE/RATING
LAST, FIRST, MIDDLE INITIAL	000-00-0000	YOUR POSITION, GS-00

5. LOCATION OF PERMANENT DUTY STATION (PDS)	6. ORGANIZATIONAL ELEMENT	7. DUTY PHONE NUMBER *(Include Area Code)*
JOINT FORCES HEADQUARTERS ALABAMA NATIONAL GUARD	OFFICE SYMBOL	000-000-0000

8. TYPE OF AUTHORIZATION	9. TDY PURPOSE *(See JTR, Appendix H)*	10a. APPROX. NO. OF TDY DAYS *(Including travel time)*	b. PROCEED DATE *(YYYYMMDD)*
		7	0000 JAN 00

11. ITINERARY — VARIATION AUTHORIZED [ ]

00 JAN 0000, Depart - Home of Record (HOR), ARRIVE: Temporary Destination
00 JAN 0000, Depart - Temporary Destination, Arrive: Home of Record (HOR)

12. TRANSPORTATION MODE

a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER

PRIVATELY OWNED CONVEYANCE *(Check one)*
RATE PER MILE: .445
[X] ADVANTAGEOUS TO THE GOVERNMENT
[ ] MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR

[ ] AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER *(Overseas Travel only)*

13. [ ] a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR [ ] b. OTHER RATE OF PER DIEM *(Specify)*

14. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	15. ADVANCE AUTHORIZED
$ 1,496.00	$ 547.35	$ 0.00	$ 2,043.35	$

16. REMARKS *(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

Per Diem: Lodging $180.00 x 6 = $1080.00
Meals $ 64.00 x 5 = 320.00 &
Meals 75% of $64.00 - for the 1st day & last day = 48.00 x 2 = 96.00

Total Per Diem = $1080.00
320.00
96.00
Total $1496.00 + 547.35 = 2043.35

Mileage = 615 x 2 = 1230 x .445 = $547.35

17. TRAVEL-REQUESTING OFFICIAL *(Title and signature)*	18. TRAVEL-APPROVING/DIRECTING OFFICIAL *(Title and signature)*
Employee's Supervisor	Sanja L. Walker, SMSgt Human Resource Development Spec

AUTHORIZATION

19. ACCOUNTING CITATION

20. AUTHORIZING/ORDER-ISSUING OFFICIAL *(Title and signature)*	21. DATE ISSUED *(YYYYMMDD)*
	22. TRAVEL AUTHORIZATION NUMBER

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. SSN is used to maintain a numerical identification system for individual travelers.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of travel request.

16. REMARKS *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*