104-10256-10304

KODE ORIGINAL

TRAVEL ORDER

TDY
PCS
INVITATIONAL

OFFICE TRAVEL ORDER NO.

SERVICE TRAVEL ORDER NO.

NAME

OFFICE PHONE

GRADE

YOU ARE AUTHORIZED TO TRAVEL AND INCUR NECESSARY EXPENSES IN ACCORDANCE WITH REGULATIONS. THIS TRAVEL OR CHANGE OF OFFICIAL STATION, IF SO DESIGNATED, IS MADE FOR OFFICIAL PURPOSES AND NOT FOR YOUR PERSONAL CONVENIENCE.

NECESSARY MODE OF TRAVEL AND PURPOSE

Travel time and cost in excess of direct route for personal convenience is prohibited.

TRAVEL DURATION		PER DIEM ALLOWANCE			AUTOMOBILE ALLOWANCE	
BEGIN	END	FOREIGN MAXIMUM	FOREIGN OTHER (See below)		COST PER GOV'T. NOT TO EXCEED COST BY COMMON CARRIER	CENTS PER MI. AS MORE ADVANTAGEOUS TO GOVT.

ALLOWANCES AND SPECIAL PAYMENTS & TO REASONS

DEPENDENT TRAVEL AUTHORIZED			PROCURE TRANSPORTATION BY		ESTIMATED COST OF TRAVEL
NAME	DATE OF BIRTH	RELATIONSHIP	TRANSPORTATION REQUEST		
			CASH OR OTHER		
			DISPOSITION OF EFFECTS AUTHORIZATION		
			SHIPMENT OF CONTEMPORARY STORAGE		I CERTIFY FUNDS ARE AVAILABLE
			SHIPMENT POV AUTHORIZED		OBLIGATION REFERENCE NO.
			EXCESS BAGGAGE AUTHORIZED		
			ACCOMPANIED	UNACCOMPANIED	
			LBS. AND MODE	LBS. AND MODE	CHARGE COST CENTER NO.
			ADVANCE OF FUNDS REQUESTED		DATE / SIGNATURE OF B & F OFFICER
			ACCOUNTING DUE DATE		

COUNTERSIGNATURE

NAME & SIGNATURE / DATE

REQUESTING OFFICIAL

NAME AND TITLE / COMPONENT / DATE

AUTHORIZING OFFICIAL

NAME AND TITLE / COMPONENT

SIGNATURE / DATE

VPJ

14-00000

TRAVEL ORDER

IDY
ETS
INVITATIONAL

OFFICE TRAVEL ORDER NO.

NAME

MOTOR TRAVEL ORDER NO.

OFFICIAL STATION

OFFICE PHONE

GRADE

YOU ARE AUTHORIZED TO TRAVEL AND INCUR NECESSARY EXPENSES IN ACCORDANCE WITH REGULATIONS. THIS TRAVEL OR CHANGE OF OFFICIAL STATION, IF SO DESIGNATED, IS MADE FOR OFFICIAL PURPOSES AND NOT FOR YOUR PERSONAL CONVENIENCE.

ITINERARY, MODE OF TRAVEL AND PURPOSE

TRAVEL DURATION		PER DIEM ALLOWANCE				AUTOMOBILE ALLOWANCE	
BEGIN	END	DOMESTIC	FOREIGN			CENTS PER MI. NOT TO EXCEED COST BY COMMON CARRIER	CENTS PER MI. AS MORE ADVANTAGEOUS TO GOVT.
			MAXIMUM	OTHER			

ADVANCES AND SPECIAL PROVISIONS, WITH REASONS, AUTHORIZED

DEPENDENT(S) TRAVEL AUTHORIZED

NAME	DATE OF BIRTH	RELATIONSHIP

PROCURE TRANSPORTATION BY

TRANSPORTATION REQUEST

CASH OR C/R

SHIPMENT OF EFFECTS AUTHORIZED

SHIPMENT

NON-TEMPORARY STORAGE

SHIPMENT POV AUTHORIZED

EXCESS BAGGAGE AUTHORIZED

ACCOMPANIED

UNACCOMPANIED

LBS. AND MODE

LBS. AND MODE

ESTIMATED COST OF TRAVEL

I CERTIFY FUNDS ARE AVAILABLE

OBLIGATION REFERENCE NO.

CHARGE COST CENTER NO.

ADVANCE OF FUNDS REQUESTED

ACCOUNTING DUE DATE

DATE

SIGNATURE OF B/M OFFICER

DATE

REQUESTING OFFICIAL

TYPED NAME AND TITLE

COMPONENT

SIGNATURE

DATE

AUTHORIZING OFFICIAL

TYPED NAME AND TITLE

COMPONENT

SIGNATURE

DATE