

ORDER PREPARATION FOR TEMPORARY DUTY (TDY) TRAVEL – DD FORM 1610 PREPARATION INSTRUCTIONS

Explanatory material for completing a TDY order on [DD Form 1610](#) follows. For distribution, refer to the DTMO website on “Travel Orders.” If additional space is needed for any item, use the space in item 16 or add a continuation sheet.

Item	Instructions
1. Date of Request	Enter today’s date in the format YYYYMMDD.
2. Name	Enter the traveler’s last name, first name, and middle initial.
3. Social Security Number.	Enter the traveler’s full Social Security number. The last four digits are not sufficient for the purposes of this request and authorization.
4. Position Title and Grade or Rating	This information is not required if the travel approving or directing official determines that inclusion of this information may endanger the traveler.
5. Location of Permanent Duty Station (PDS)	Enter the city and state or country of the traveler’s PDS.
6. Organizational Element	Enter the division, branch, or unit to which the traveler is assigned.
7. Duty Phone Number	Enter the telephone number of the duty station including area code.
8. Authorization Type	Enter the authorization type requested. For example, TDY, emergency visitation travel (EVT), confirmatory, amendment, extension, blanket, or group.
9. TDY Purpose	One of the applicable travel purpose identifiers specified in e-CFR Title 41, Chapter 301, Appendix C: Standard Data Elements for Federal Travel is required.
10. a. Approximate Number of TDY Days (Including Travel Time)	Enter the estimated number of days required for the TDY assignment. The assignment, including travel time, may be exceeded by 100 percent or 7 days, whichever is less, without requiring an order amendment.
10. b. Departure Date	Enter the date that the official travel is expected to begin in YYYYMMDD format. Official travel may begin as many as 7 days before or 7 days after the provided departure date.
11. Itinerary	List all authorized travel locations, including the starting location, departure point, arrival point, destination location, departure point, and return location. If the TDY is to a military installation, specify the installation name. Only mark an “X” in the box preceding “Variation Authorized” if the traveler has a high probability of needing to change the itinerary while traveling.
12. Transportation Mode	Mark only those transportation modes that the AO authorizes. If the Transportation Officer determines the mode, mark the box and provide an explanation. If travel by privately owned vehicle (POV) is authorized, state the appropriate TDY mileage rate in the space provided and mark one of the following: <ul style="list-style-type: none"> • POV travel is advantageous to the Government. • Mileage reimbursement and per diem is limited.
13. Per Diem Note: For FEML & R&R, leave boxes 13a and 13b blank, since per diem is not authorized.	<p>a. When per diem is authorized using the Lodging Plus computation method, check “Per Diem Authorized in accordance with JTR” and make no further entry.</p> <p>b. When a different per diem rate is specified or authorized, check “Other Rate of Per Diem (Specify)” and enter the appropriate rate information. For example, if there is a reduced per diem rate,</p>

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	check box 13b and enter “reduced rate” and the amount of the lower per diem rate. Indicate the authority in item 16 from the designated office for the other rate.
14. Estimated Cost	Enter the estimated cost of per diem, travel, and other expenses. The total automatically updates in item 14d.
15. Advance Authorized	The requester should leave this blank. If a travel advance is authorized from a Government finance office in accordance with Service finance policy, the AO should enter the authorized amount in item 15. Do not enter an ATM advance against the Government Travel Charge Card (GTCC) in item 15; indicate that amount in item 16.
16. Remarks (Mandatory Statements)	<p>In addition to the type of information suggested in item 28, include the following mandatory statements:</p> <ul style="list-style-type: none"> • “If the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, January 11, 2011).” • “Alternate means, such as secure video-teleconference or other web-based communication, are insufficient to accomplish travel objectives.” • State which of the following purchase methods is authorized for transportation tickets: <ul style="list-style-type: none"> ○ GTCC individually billed account. ○ Centrally billed account. ○ Otherwise personally purchased.
16. Remarks (Information to Include)	<p>When appropriate to the official travel, the following <i>information</i> should be included:</p> <ul style="list-style-type: none"> • Excess Accompanied Baggage. Indicate the number of pieces or pounds of excess accompanied baggage authorized and whether the traveler must pay the fee subject to reimbursement or whether the fee is authorized as specified in the Joint Travel Regulations (JTR). • ATM Advance. Indicate the amount authorized for an ATM advance against the GTCC. • Fly America Act. When use of a commercial foreign flag airplane or ship is authorized for travel to a foreign location or back to the United States, include the statement required by the JTR applicable to the Fly America Act. The statement on the travel order must be made in accordance with Service regulations. It must include the traveler’s full name, the foreign flag air carrier or ship used, the flight or ship identification number, the origin, destination, and en route points, the travel dates, a justification, and the AO’s title, organization, and signature. • Conference Registration Fee. If a registration fee is authorized, indicate whether meals and lodging are included in the registration fee. If meals are included in the registration fee include the number of meals and the applicable dates. • POV Restrictions. When the traveler’s POV travel is not to the Government’s advantage, include any limits to other allowable POV costs or the constructed commercial transportation cost. • GTCC. Refer to DoDI 5154.31, Vol. 4, GTCC Regulations, for exemptions from mandatory use of the GTCC. Include a statement explaining the applicable situation.

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	<ul style="list-style-type: none"> • Leave En Route. Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized. • Special Requirements. Include any special requirements of the TDY. Instructions about special requirements are for the traveler and do not carry any reimbursement authority. • Accompanied Traveler. Indicate if the traveler accompanies or is accompanied by another person in an official travel status. If a POV is used, provide the accompanying person's name and status (for example, military, traveler). Include a citation to the applicable JTR paragraph when the traveler is an attendant or escort for a Service member's dependent or if the traveler is a civilian family member accompanying a seriously ill or injured Service member. • Costs not Fully Covered by Non-Federal Source. When it is determined in advance of travel that payment from a non-Federal source covers some, but not all, of the allowable travel and subsistence expenses, indicate whether the traveler will be reimbursed for the difference between the full Government allowances and the payment from the non-Federal source. Refer to DoD 5500.7-R, "Joint Ethics Regulation (JER)." Follow the standard travel and transportation rules for per diem as specified in the JTR, Section 0203.
<p>16. Remarks (Statements to Include)</p>	<p>When appropriate to the official travel, the following <i>statements</i> should be included:</p> <ul style="list-style-type: none"> • Transportation Mode. Include a statement justifying reimbursement based on the transportation mode authorized by the AO on the travel order instead of the constructed cost of the transportation mode otherwise apparently to the Government's advantage. The traveler must have used the authorized transportation mode. For example, "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized." • Commercial Transportation Tickets. "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 all unused tickets or coupons are properly accounted for in connection with the travel reimbursement voucher." If this statement is not in item 16, it must be included or attached to the order, ticket, or transportation request. • Premium-Class Accommodations Authority. "The use of first-class (or business-class) accommodations is authorized by [title, name, rank, office symbol] in [cite the memorandum, letter, or message reference and date]. Travel has been justified and approved based on the JTR, paragraph [insert the JTR paragraph number]. The cost difference between the first-class (or business-class) accommodations and the economy or coach accommodations is [insert dollar amount]." The JTR specifies who can authorize or approve premium-class accommodations. • Pet Transportation. Include the following statement, if applicable: "A traveler transporting an exotic pet is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pet to a foreign location or back to the United States. A traveler returning to the United

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	<p>States with an exotic pet should contact the FWS before transporting the pet.</p> <ul style="list-style-type: none"> • Emergency Visitation Travel (EVT). If EVT transportation is authorized for a dependent traveling with a civilian employee, include the following statement: "EVT transportation is authorized for a dependent, [dependent's name], under JTR, par. 040301." If a dependent is traveling without a civilian employee an invitational travel authorization is used for EVT transportation.
17. Travel-Requesting Official	<p>Include the travel-requesting official's full name, title, and signature.* The name and title must be legible. The travel-requesting official must not be either of the officials signing in items 18 and 20 when a traveler is permitted to be a travel-requesting official for a personal order.</p>
18. Travel-Approving or Directing Official	<p>Include the travel-approving or directing official's full name, title, and signature.* The name and title must be legible. The official must not be the official signing in item 17.</p>
19. Accounting Citation	<p>Include the following:</p> <ul style="list-style-type: none"> • The fiscal data in accordance with Service regulations. • The location or address of the travel computation unit to which travel vouchers must be faxed or mailed. • The signature* of the fund-approving official certifying the availability of funds. • The fund-approving official's full name and title. The name and title must be legible.
20. Authorizing/Order-Issuing Official	<p>Include the authorizing or order-issuing official's full name, title, and signature. The name and title must be legible. The official must not be the official signing in item 17. Include the order-issuing organization and address.</p>
21. Date Issued	<p>Enter the date the travel order was issued in in the format YYYYMMDD.</p>
22. Travel Authorization Number	<p>Enter the identifying number or symbol assigned by the issuing office.</p>

**If the required signatures for items 17, 18, and 19 are on another official document available to the AO, then signatures are not required for those items. The AO must keep that other document on file for audit purposes. The AO's signature may be transmitted electronically or by fax after signature. Refer to the DTMO website in the "Travel Order" document for information on authorization by seal or signature.*