

## Sample Format Invitational Travel Authorization (ITA)

The following sample may be used as a guide for all Department of Defense (DoD) Services to prepare an invitational travel authorization (ITA). Use of the sample format is not mandatory.

### INVITATIONAL TRAVEL AUTHORIZATION

Name \_\_\_\_\_ Travel Authorization Number \_\_\_\_\_

Address \_\_\_\_\_

Date Approved \_\_\_\_\_ You are invited to depart from \_\_\_\_\_

in sufficient time to arrive at \_\_\_\_\_ by \_\_\_\_\_ (date) for the purpose of \_\_\_\_\_

for approximately \_\_\_\_\_ days, and to return to the departure point.

[A statement must be on the ITA specifying that “alternate means, such as secure video-conference or other web-based communication, are insufficient to accomplish travel objectives.” Also include: “The current version of the Joint Travel Regulations ([JTR](#)) is available on the [Defense Travel Management Office website](#).”]

You are authorized to travel by:  Rail  Commercial Air  Military Aircraft  Bus  See below for travel by privately owned vehicle (POV).

The authorizing or order-issuing official has arranged transportation.

Transportation tickets are included with this authorization.

Transportation tickets will be provided at a later date.

*Note to Traveler:* Please guard transportation tickets carefully. You are financially responsible to the Government for the cost of a lost or stolen ticket, regardless of fault or negligence. You are responsible for purchasing a replacement ticket and cannot be reimbursed for the replacement ticket until the Government has received a refund for the lost or stolen ticket. If the initial ticket is recovered or turned in for refund, and the Government is repaid, you may be reimbursed for the second ticket, limited to the cost of the first ticket. All unused tickets must be provided to the Travel Management Company (TMC).

To arrange transportation through a TMC, call: (\_\_\_\_) \_\_\_\_\_

*Note to Traveler:* When a TMC is available but not used, reimbursement for transportation costs is limited to the amount that the Government would have paid if the arrangements had been made directly through a TMC. Reimbursement for transportation is limited to the least expensive coach or economy accommodations, unless otherwise permitted in the JTR, Section 0202.

The Fly America Act requires travelers to use U.S. flag carriers for all commercial transportation when the Government funds the travel. Therefore, the TMC and the authorizing or approving official (AO) require that travel by air and ship be on a U.S. flag carrier for every leg of a trip, unless the TMC and AO provide supporting documentation that a U.S. flag carrier is not available. No transportation is reimbursed for any leg of a trip when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used.

You are authorized to travel by POV because it is to the Government’s advantage. You will be reimbursed using the mileage rates listed at <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>. You are authorized per

**Per Diem, Travel, and Transportation Allowance Committee (PDTATAC)**

---

diem plus certain miscellaneous expenses associated with driving your POV and incurred during travel, such as fees for parking and tolls, while you are in a travel status under this authorization.

You are authorized to travel by POV on a constructed basis. You would ordinarily be authorized to travel by airplane, train, or bus. Reimbursement is limited to the constructed cost of the ordinarily authorized transportation mode plus per diem.

You will receive per diem to cover your expenses for lodging, meals, and incidental expenses (M&IE). If your lodging is in the continental United States (CONUS) or a non-foreign area outside the CONUS (OCONUS), then a lodging tax is a reimbursable expense. If your lodging is in a foreign area OCONUS, the lodging tax is considered part of the lodging portion of per diem and is not separately reimbursable. The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The current rates are listed at <http://www.defensetravel.dod.mil/site/perdiem.cfm>. Refer to the JTR, Section 0203, for applicable rules.

**Applicable Per Diem Rates**

Locality	Maximum Lodging Rate	M&IE Rate	Total Per Diem

You will be paid an actual expense allowance (AEA) for lodging and a per diem for M&IE. You must itemize your lodging expenses. Reimbursement for M&IE is paid at the locality per diem rate without itemization.

You will be paid an AEA for lodging and M&IE. Reimbursement of actual costs for lodging, meals, and incidental expenses is allowed and itemization is required. Refer to the JTR, paragraph 020307, for applicable rules.

**AEA Authorized**

Locality	Maximum AEA Allowance	Amount allowed for M&IE, if M&IE authorized on a per diem basis.

*Note to Traveler:* Ticket stubs or itinerary copies are required to substantiate your transportation costs. The DoD Financial Management Regulation, Volume 9, requires an itemized receipt for each lodging expense, regardless of the amount, and any individual expenditure of \$75 or more.

Address any inquiries regarding this travel to: \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_

The travel authorized in this travel authorization is in the public interest and is chargeable to:  
(insert the accounting classification here)

\_\_\_\_\_

[Signature]  
[AO's Printed Name]  
[Title]