

APPENDIX I: TRAVEL ORDERS
PART 1: DELEGATION OF AUTHORITY
CIVILIAN EMPLOYEES ONLY

NOTE: Only the officials listed in par. 3510 may authorize/approve premium class air accommodations.

A. Who May Issue a Travel Order ([FTR §301-71.104](#))

1. General

- a. The Departments of the Army, Navy and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables.
- b. Within a DoD Component other than in the Departments of the Army, Navy and Air Force, authority to issue a travel order is as delegated by the Component Head.
- c. One AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data.
- d. Specific travel order-issuing conditions are indicated in the following tables.
- e. Permitted delegations and re-delegations of travel order-issuing authority should be in writing, by organizational title to individual(s) for the purpose of authorizing/approving travel and authenticating a travel order.
- f. See Ch 4, Part C for AEA information.

2. Army Delegation of Authority

DEPARTMENT OF THE ARMY (All below are Travel Order Issuance Delegation)			
Authorizing and Approving Official	TDY Travel 1	PDT 5	Invitational Travel 1, 6
	Footnote	Footnote	Footnote
Secretary of the Army			
Administrative Assistant to the Secretary of the Army	3	3	3
Chief of Staff	2		
Commander of an Army Command, Army Service Component Command, and of each Direct Reporting Unit (includes Combatant Command component), Head of an Army Staff Agency, Commander of a Major Subordinate Command, Regional Commander, and Commander of an Installation, Activity, and Field Operating Agency	2, 4, 7		
Commander or Head of an Installation, Activity, or Field Operating Agency (A1)	4, 7		
National Guard Adjutants General of the Respective States	4		4

Footnotes:

- 1/ Issuance is subject to the provisions of AR 600-8-10, "Leaves and Passes."
 2/ This official may re-delegate authority to a subordinate installation commander or activity and field operating agency for TDY travel order issuance for travel to, from, and between OCONUS areas when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of the Army. When such authority is re-delegated, it must be for a specific project and time period.
 3/ For the Office of the Secretary of the Army and elements reporting directly thereto.
 4/ For the National Guard Bureau, prior authority from the Chief, National Guard Bureau is required prior to a blanket TDY travel order issuance. **NOTE: A blanket travel order is not used in DTS.**
 5/ For PCS between CONUS locations: applies to a Commander to whom authority has been delegated to fill a position. This official may re-delegate authority to issue a PDT travel order. For PCS to, from or between OCONUS locations: applies to a Commander who is responsible for filling requisitions and processing appointments to an OCONUS area, or for assigning an employee to an OCONUS PDS. This official may re-delegate authority to issue a PDT order. The gaining activity is responsible for travel order issuance but may request the losing activity to issue the travel order.
 6/ Responsibility for a PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which at least one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.
 7/ TDY over 180 days may be authorized/approved by an official of at least 2-star level/equivalent IAW par. 2230-A requirements.

3. Navy Delegation of Authority

DEPARTMENT OF THE NAVY "X" indicates travel order issuance delegation				
Authorizing and Approving Official	TDY Travel	PDT 3		Invitational Travel 1, 2
	Trip And Blanket 1, 2	OCONUS Involving Employment Agreements	Other Including First Duty Station Travel Within CONUS	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, USMC Staff	X	X	X	X
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X

DEPARTMENT OF THE NAVY				
“X” indicates travel order issuance delegation				
Authorizing and Approving Official	TDY Travel	PDT 3		Invitational Travel 1, 2
	Trip And Blanket 1, 2	OCONUS Involving Employment Agreements	Other Including First Duty Station Travel Within CONUS	
Director, each Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commander and Vice Commander of Naval Systems Command HQs	X	X	X	
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Director, Naval Training Aids Center	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff		X		
Director of Civilian Personnel and Industrial Relations Officer		X	X	
Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

Footnotes:

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Ch 16 for duty involving access to classified material.

2/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order “by direction.” Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official “acting” is authorized to sign the service agreement or travel order as “acting.”

4. Air Force Delegation of Authority

DEPARTMENT OF THE AIR FORCE (All below are Travel Order Issuance Delegation)			
Authorizing and Approving Official	TDY Travel 1, 9	PDT	Invitational Travel 9
	Footnote	Footnote	Footnote
Secretary of the Air Force	3	6	
Chief of Staff, U.S. Air Force	4	6	
Commander, Major Air Command/FOA/DRU	5	6	
Commander, Intermediate Echelon	2, 5	6	7
Commander, Activity, Wing, Group, or Squadron	2, 5	6	7
Commander, North American Air Defense Command		6	
National Guard Adjutants General of the respective State	8	8	

Footnotes:

- 1/ Issuance is subject to advance notification and clearance requirements in the restrictions in AFI 31-501.
- 2/ Prior authorization by the major air command concerned is required for TDY assignments in excess of 179 days. Authority may be re-delegated to lower echelons if desired.
- 3/ Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for an employee of the Office of the Secretary of the Air Force. ***A blanket travel order is not used in DTS.***
- 4/ Prior authorization by AF/DALB is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee. ***A blanket travel order is not used in DTS.***
- 5/ Prior authorization by the major command concerned is required to issue a blanket TDY travel order. However, authority may be re-delegated to lower echelons if desired. A blanket travel order may be for a specific project or period of time, or without limitation (other than the fiscal year) when justified. ***A blanket travel order is not used in DTS.***
- 6/ Responsibility for PCS travel order issuance belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved.
- 7/ When delegated by the responsible major air command.
- 8/ Authority for travel order issuance other than for invitational travel applies only to Air Force National Guard civilian technicians.
- 9/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such order "by direction." Authority for authorizing spouse travel rests at the 4 Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

APPENDIX I: TRAVEL ORDERS

PART 2: GENERAL CONDITIONS

CIVILIAN EMPLOYEES ONLY

A. Order in Writing ([FTR §301-71.107](#))

1. Policy. A travel order must be written or electronic (see par. G) and establish the conditions under which official travel and transportation is authorized at Gov't expense. It should be issued before travel begins unless an urgent/unusual situation prevents prior issuance.

2. Purposes ([FTR §301-71.100](#)). The purposes of a travel order are to:

- a. Provide the traveler information regarding what expenses may be paid;
- b. Provide CTOs and travel service vendors with necessary documentation for travel programs use;
- c. Provide necessary financial information for budgetary planning; and
- d. Identify the travel purpose.

3. Prohibition. A travel order must not be issued for reporting to the first PDS for duty except as in Ch 5, or for a pre-employment interview/examination except as in par. 7800.

4. Exceptions

a. When travel is performed within the limits or immediate vicinity of a PDS, if deemed appropriate for fund approval purposes, an AO's authorization may be:

- (1) Oral,
- (2) By letter/message, or
- (3) By travel order.

b. A travel order is not necessary when it is known that the travel claim involves only commercial transportation or POC mileage reimbursement.

c. If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes.

5. Sea Trial Travel Order

a. Instead of an individual travel order, a travel order may be issued for employees participating in sea trial trips when the only per diem involved is the per diem payable while the employees are aboard the Gov't ship.

b. The written travel order must show:

- (1) The per diem authorization,
- (2) The per diem rate,
- (3) Duty dates,

- (4) Accounting data, and
 - (5) The names of the employees assigned to the particular sea trial trip.
- c. A copy of the travel order must be given to each employee concerned.

B. Confirmatory Travel Order

1. If official travel begins or is performed before a written travel order is issued, the travel must be pursuant to proper oral, letter, or message authority.
2. A confirmatory travel order must:
 - a. Be issued as promptly as possible,
 - b. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay, and
 - c. Be initiated by the official who directed the travel.

C. Blanket Travel Order. A blanket TDY travel order may be issued only in exceptional circumstances and when necessary to meet mission requirements. A blanket travel order,

1. Is limited to use within a stated geographical area, and
2. Is limited to a time period within a fiscal year, and
3. Must not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary, and
4. Can only authorize economy-class travel. *If travel in 'other than economy/coach' accommodations becomes necessary for a specific trip, an amendment to the travel order for each such trip must be issued.*

Expense items requiring specific approval under these regulations also require specific approval. **NOTE: A blanket travel order is not used in DTS.**

D. Travel Order Amendment

1. Policy. An issued travel order may be changed or corrected (within certain limits) by issuing an amendment. An amendment may be issued before or after completion of travel to:
 - a. Recognize an essential aspect of travel not known in advance,
 - b. Change the period or place of TDY assignment,
 - c. Include omitted pertinent information,
 - d. Change allowances for unperformed travel or duty, and/or
 - e. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

2. Authorization, Approval and Retroactive Modification

a. Allowances may be:

- (1) Authorized only in advance of travel in some instances and/or
- (2) Approved after travel is completed.

b. See App A for definitions of “authorize” and “approve”.

c. Approval after the fact, when permitted, does **NOT** constitute 'retroactive modification' of a travel order to create, change, or deny an allowance.

d. Except to correct/complete a travel order to show the original intent, a travel order must not be revoked/modified retroactively to create or deny an allowance ([24 Comp. Gen. 439 \(1944\)](#)). (*Ex: It would be improper to amend a travel order to 'un-authorize' POC travel after travel had been completed that the travel order had clearly permitted POC use.*)

e. See pars. 4205 and 4210 regarding the effect of deductible meals on per diem rates.

3. Amendment Effective Date

a. The amendment effective date is the issuance date unless a later date is specified.

b. The amendment may indicate retroactive effect under the conditions in par. D1.

c. An amendment authorizing a change in per diem or mileage rate and reimbursement basis applies only to unperformed travel on and after the effective date.

d. An amendment changing allowance amounts should be made effective on a date that an employee reasonably may be expected to receive the amendment or advance notification of the effective date should be furnished the employee concerned.

4. How to Amend a Travel Order

a. General. A travel authorization/order is amended by issuing an appropriate document citing the original travel order by number, and stating the pertinent changes, additions or deletions, and effective date(s).

b. Responsible Official. The AO directing an employee's travel is responsible for amending a travel order. Before issuing a travel order amendment involving additional funds expenditure, authorization is required from the official whose funds are affected. Any official with delegated authority to issue a travel order (see App I, Part 1, par. A) may issue a permitted amendment.

E. Rescinding a Travel Order

1. An order may:

a. Not be rescinded if an employee has traveled or incurred expenses that must be reimbursed under an issued travel order (GSBCA 15647-RELO, 20 September 2001); and

b. Be rescinded when it applies to unperformed authorized travel.

2. Incurred expenses/services, initiated by the employee based on an anticipated travel order, are not reimbursable. See JTR, pars. 2200-D and 5506 and CBCA 1370-RELO, 22 January 2009.

F. Numbering Travel Order. Strict administrative control must be maintained over travel order issuance. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as prescribed in Service regulations.

G. Authorization (Authentication) of a Travel Order ([FTR §301-71.3](#)). A travel order is “authorized” or “authenticated” by affixing the AO’s seal or signature. Authorization (authentication) may be by written signature with printed name and title, by facsimile signature with printed name and title, by electronic signature with printed name and title if the security and privacy requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange are met, or by seal.

H. Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support:

1. Issuance of Gov’t-procured transportation;
2. Travel advances;
3. HHG transportation and/or storage;
4. Transportation of unaccompanied dependents;
5. Transportation by Military Sealift Command (5 copies);
6. Transportation by Air Mobility Command (3 copies);
7. Immunization, passport, visa, and green cards. See App G.; and
8. Administrative requirements, including for a record in the employee’s personnel folder, for OCONUS PCS travel.

I. Unused Travel Order. An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to appropriate officials as required by Service directives.

J. Statements Required on a Travel Order. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance (Ex., DTR 4500.9-R, Part 1, Chapter 106, par. B indicates that a statement authorizing commercial vehicle rental must be contained in the travel order to expedite processing at rental location). A written order should also include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

*K. Recording Commercial Transportation Use for OCONUS Permanent Duty and RAT. When commercial facilities are authorized for any portion of the journey to, from, or between OCONUS stations, ICW initial appointment, reassignment, or transfer, or RAT, the office processing the appointment or transfer or authorizing the RAT must request the TO place an endorsement on a copy of the employee's travel order. The endorsement includes serial numbers of transportation requests issued for the travel, issue date, points between which transportation is furnished at Gov’t expense and the name and grade or rating of the employee. The copy so endorsed is placed in the employee's official personnel folder.

APPENDIX I: TRAVEL ORDERS

PART 3: TRAVEL ORDER CONTENT

EMPLOYEES ONLY

- A. Form of Request. Use the travel order forms prescribed in App I4, par. A (TDY) and App I4, par. B (PCS).
- B. Information Required ([FTR §301-10.5](#))
1. General Information. The following information must be included on each travel order. ***NOTE: See par. 2110-E if premium class accommodations are authorized.***
 - a. Employee's name;
 - b. AO's signature (digital in DTS);
 - c. Travel purpose (see App H);
 - d. Travel order conditions or limitations;
 - e. Cost (for an open order, include a travel cost estimate over the period covered) estimate;
 - f. A statement that the employee is authorized to travel;
 - g. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the GTCC must be used by all U.S. Gov't 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." ([DoD FMR, Vol. 9, par. 030503](#));
 - h. A statement indicating whether the traveler is/is not a GTCC IBA holder ([DoD FMR, Vol. 9, par. 030503.A](#));
 - i. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the TTRA mandatory use provision. This statement also authorizes alternative payment methods. ([DoD FMR, Vol. 9, par. 030503.B](#));
 - j. A statement indicating that a GTCC holder should obtain necessary cash (and the amount), as authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer ([DoD FMR, Vol. 9, par. 030503.C](#));
 - k. A statement indicating that CTO use to arrange official travel is mandatory, or a detailed statement of why a CTO is not available/not being used. ***NOTE: Virtually every DoD component has a contractual arrangement with a CTO requiring that all official transportation (common carrier, special conveyance, etc.) be arranged through the CTO, if the CTO can provide the required official transportation arrangements.***;
 - l. A statement indicating that available GSA contract city pair airfare should be used for official travel unless one of the 5 exceptions in App P1, par. A6 applies. The travel order must include a detailed explanation on why the contract city pair airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.";
 - m. A statement indicating whether transportation tickets are purchased using a GTCC CBA or IBA. This statement alerts the voucher examiner and avoids duplicate payments;

- n. If circuitous travel is authorized, it must be stated whether it is for official or personal reasons. Official travel locations must be identified and if personal locations are shown, they must be clearly identified as personal/leave travel locations and state that any excess cost is paid by the traveler;
- o. A statement that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)); and
- p. A statement justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication is not sufficient to accomplish travel objectives.

2. Specific Authorization/Approval. ([FTR §301-2.5](#)) The following travel arrangements require specific authorization prior to travel commencement or specific approval:

- a. Use of premium class service on common carrier transportation (par. 3520-C);
- *b. Use of a non U.S. flag air carrier (par. 3525);
- c. Use of extra-fare train service (par. 3625);
- d. Travel cost estimate (a blanket travel order should include an estimate for the period covered);
- e. A statement that the employee(s) is (are) authorized to travel; and
- f. If permitted, a statement that return travel to the PDS during extended TDY is authorized at Gov't expense, must be included on the travel order, or travel voucher or travel order amendment, if approved after the travel has been performed. ***This travel is an exception to the policy of scheduling travel during regular hours of duty.*** Accordingly, the authorized return should be performed outside the employee's regular duty hours or during authorized leave periods.

3. Advance Arrangements. The following travel arrangements require a written or electronic advance order:

- a. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels;
- b. Reduced per diem rate payment (par. 4095);
- c. Acceptance of payment from a non-Federal source for travel expenses (Joint Ethics Regulation (JER), DoD 5500.7-R, http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html); and
- d. Travel expenses related to conference attendance (App R).

C. Blanket TDY Travel. A blanket TDY travel order must include the same basic information as in The Request and Authorization for TDY Travel of DoD Personnel (DD Form 1610), plus statements:

- 1. That the travel type is "blanket TDY travel";
- 2. That the employee must proceed at such times, to such places, and at such frequency as may be necessary;
- 3. Of the general geographic area limitations;
- 4. Of a specific period of time within a fiscal year;
- 5. Of the reason(s) for this type of travel;
- 6. Designating the traveler as an acting TO, if applicable;

7. Authorizing special conveyance use with reimbursement allowed when approved on claim vouchers as being to the Gov't's advantage, if appropriate;
8. Authorizing excess accompanied baggage, if necessary; and
9. Of other conditions, limitations, and instructions, as appropriate.

NOTE 1: A blanket travel order is not used in DTS.

NOTE 2: A blanket travel order must never authorize other than economy/coach travel. If travel in other than economy/coach accommodations becomes necessary for specific trips, an amendment to the order for each such trip must be issued.

D. Consultant and Expert TDY Travel. An ITA is used for authorizing travel and transportation allowances for a consultant or expert intermittently employed (for 130 or fewer days in any continuous 365 day period) by the Gov't (under 5 USC §5703) and paid on a daily-WAE basis or serving without pay or at \$1 a year (see par. 7820 and App E1, and E2). A consultant or expert employed for more than 130 days is a temporary employee. The rules and forms prescribed in this regulation for regular employees apply to temporary employees. ***NOTE: This use of ITAs does not apply to contractors.***

E. PCS Travel

1. General. A travel order must state specific allowances and procedures the employee is authorized to follow ([FTR §302-2.104](#)). A PCS travel order must contain the same basic information prescribed in App I4, par. B, plus a statement:

a. In all cases:

- (1) Naming the old and new PDSs and their locations;
- (2) The reporting date at the new PDS; and

b. If applicable:

- (1) The name and relationship of each eligible dependent (and children's birth dates) who is authorized to travel;
- (2) That dependents are accompanying the employee or traveling separately, and if traveling separately when, and by what transportation mode, if known, and dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
- (3) That excess accompanied baggage transportation costs may be authorized/approved for PCS travel IAW Service/Agency regulations. See par. 3105. The statement should advise travelers that they should be financially prepared to pay for excess accompanied baggage charges subject to reimbursement after travel is completed. See App G.;
- (4) The maximum HHG weight the employee may transport including:
 - (a) SIT authority;
 - (b) HHG shipment origin and/or destination points (when different from the employee's);
 - (c) The transportation method (commuted rate or actual expense (Gov't arranged or employee arranged NTE the Gov't arranged cost)); and

(d) (For Gov't arranged moves) How the employee intends to fulfill the personal financial responsibility for charges not allowed at Gov't expense (e.g., borne by, or collected from, the employee);

(5) That mobile home transportation is in lieu of HHG transportation, and of the authorized basis for reimbursement and the origin and destination points;

(6) Transfer from another agency without a break in service following return for separation after satisfactorily completing an overseas tour of duty.

(7) Agencies have the discretion to authorize Relocation Services due to hardship situations only if supported by agency policy and documented on the initial PCS travel order. If Relocation Services is contingent, the block must be checked on the travel order with reference to the remarks section. In the remarks section the source and limitations should be stated. For example: "IAW (Command) (date) memo, Payment of PCS and Relocation Costs, employee authorized relocation services IF the employee is unable to sell the home within 180 days and proves to the AO that the employee aggressively marketed the house."

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

2. CONUS PCS Travel. A travel order for a CONUS to CONUS PCS must contain the same information as in par. E1, plus a statement:

a. That the travel type is "PCS travel," and

b. If applicable:

(1) That a service agreement has been signed. See par. 5820;

(2) Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, type of reimbursement and the maximum time allowed for the trip;

(3) If applicable, authorizing TQSE for the employee and/or dependent incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed) and the number of days authorized (subject to the maximums) ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***

(4) Authorizing HHG NTS incident to a transfer or appointment to an isolated CONUS PDS;

(5) Authorizing real estate and unexpired lease expenses;

(6) Authorizing special conveyance use for PCS travel;

(7) That transportation of POV(s) within CONUS is authorized (***only*** after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's advantage;

(8) Authorizing Relocation Services and which ones (e.g., home sale, home marketing assistance, home finding assistance);

(9) That a home marketing incentive payment is authorized if earned IAW Ch 5, Part B, Section 15, Subsection c;

- (10) That a reduction in force or function transfer is due to base closure if such is the case; and
- (11) The conditions in par. 5604-B1 for using more than 2 POCs are authorized/approved by a travel order amendment after the fact.
3. First Duty Station for an Appointee. A travel order to the first PDS for an appointee must contain the same basic information prescribed in par. E1, plus a statement:
- a. That the travel type is "travel to first duty station (5 USC §5723)";
 - b. Of the date the required service agreement is signed;
 - c. Of the actual residence;
 - d. Of the position title and grade to which appointed;
 - e. If transportation of POV(s) within CONUS is authorized (*only* after the mandatory cost comparison showing a financial savings to the Gov't has been completed) as being to the Gov't's financial advantage; and
 - f. That the conditions in par. 5604-B11 for using more than 2 POCs are authorized, or approved by a travel order amendment after the fact.
4. OCONUS Permanent Duty Travel
- a. General. A travel order for OCONUS PDT must contain the same basic information prescribed in par. E1, plus a statement:
- (1) That the travel type is "PDT" and the purpose (as appropriate) is reassignment between two PDSs, initial appointment to an OCONUS PDS, round trip RAT, separation, or advance return travel. See par. 5500.;
 - (2) Of the actual residence, as appropriate;
 - (3) Of the date the required service agreement is signed ICW assignment at an OCONUS PDS;
 - (4) Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
 - (5) Of transportation modes (see App I4, par. B) (circuitous route travel for personal reasons may not be authorized at Gov't expense, see pars. 3005-E, 3210 and 3220);
 - (6) For POC travel, that POC travel is to the Gov't's advantage, or of the reimbursement limitation IAW par. 5604;
 - (7) Prohibiting the use of commercial transportation modes when travel reservations are made by Gov't transportation facilities.;
 - (8) Of the maximum HHG weight the employee may transport and/or store; and
 - (a) Any weight limitation imposed by the OCONUS command;
 - (b) The weight allowance for consumables, if authorized (par. 5694 and App F);
 - (c) The employee is financially responsible for, and subject to collection of, any charges not allowed if the shipment is a Gov't arranged move; and

(d) If assignment is to an OCONUS PDS, whether concurrent, delayed, or partial shipment is authorized;

(9) That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;

(10) Of an alternate travel origin or destination point allowable within the JTR, if applicable, including the actual residence or PDS location, as appropriate, and that the Gov't's travel and transportation cost is limited to the cost by authorized modes(s) and usual route between duty stations or actual residence and the OCONUS PDS, as appropriate;

(11) Whether or not a POV shipment is authorized;

(12) If ocean going car ferries are authorized. See Ch 3, Part I.;

(13) If applicable, authorizing TQSE for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and number of days authorized (subject to the maximums); ***NOTE: Order preparers must not reduce the number of TQSE(AE) days on an order to accommodate the anticipated 10-day HHT. The number of TQSE(AE) days are reduced by the number of HHT days used/authorized when the voucher is computed (e.g., if 60 days TQSE(AE) and 10 days HHT are authorized and used, 10 days of HHT but only 50 days TQSE is reimbursed);***

(14) If property management services are authorized; and

(15) If TQSA and/or FTASE are/is authorized.

b. RAT Conditions. For OCONUS RAT, the travel order also must include a statement:

(1) Authorizing travel from the OCONUS PDS to the actual residence (or specified alternate location) and return to the OCONUS PDS;

(2) Of the number of leave days granted;

(3) That "This employee has completed the minimum period of service for this command and has signed a new eligibility renewal agreement on (date)";

(4) Of the appropriate citations and information for cost application purposes if return is to a different OCONUS PDS in the same Department that requires different accounting classification citations;

(5) Of the reporting date for duty at the OCONUS PDS following authorized absence;

(6) Of accompanied baggage weight limits;

(7) Authorizing up to 90 days HHG temporary storage if allowed in par. 5666;

(8) Of specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas; and

(9) Of instructions about arranging for port notification for return travel purposes and when and where the traveler must be available for receiving a port call.

F. TCS Travel

1. Events Requiring a Travel Order. A separate travel order is required to:

a. Assign the employee from the PDS to a TCS location;

- b. Return the employee from the TCS location to the PDS; or if the TCS location becomes the employee's new PDS:
- c. Assign the TCS location as the new PDS; and
- d. Authorize the employee to return to the former PDS (par. 5904-B1).

2. Travel Order Content. Each travel order must reference any prior TCS travel orders to which it is related. A travel order must state specific allowances and procedures the employee is authorized to follow (FTR §302-2.104). A TCS travel order must contain the same basic information prescribed in App I4, par. B, plus a statement:

- a. That the travel type is "Temporary Change of Station (TCS) travel" and the purpose (as applicable) is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS;
 - b. Of the PDS(s) and TCS involved and locations;
 - c. Of the TCS/PDS reporting date; and if applicable;
 - d. Of the name and relationship of each eligible dependent (and children's birth dates) who is authorized travel;
 - e. That dependents are accompanying the employee or are traveling separately, and if so when, and by what transportation mode, if known and of dependents' travel origin(s) and/or destination point(s) (when different from the employee's);
 - f. That excess accompanied baggage transportation costs may be authorized/approved for TCS travel IAW Service/Agency regulations, see par. 3105. A statement should be added to advise the traveler to be financially prepared to pay for excess accompanied baggage charges (see App. G);
 - g. Of the maximum HHG weight the employee may transport;
 - (1) Of SIT storage authority;
 - (2) Of HHG origin and/or destination points (when different from the employee's);
 - (3) Of the transportation method (commuted rate, or Gov't arranged (or actual expense NTE the Gov't arranged cost)); and
 - (4) How the employee intends to fulfill financial responsibility for charges not allowed on a Gov't arranged move (e.g., borne by, or collected from, the employee);
 - h. Authorizing the employee and/or spouse one round trip to seek a permanent residence, the transportation mode, reimbursement type (actual expense or fixed), and the maximum time allowed for the trip;
 - i. If TQSE is authorized for the employee and/or dependents incident to temporary Qtrs occupancy, TQSE type (actual expense or fixed), and the number of days authorized subject to the maximums); and
- For OCONUS travel only:
- j. Of the duration in days if delay or leave en route is authorized (delay or leave en route may be restricted ICW the initial OCONUS assignment or separation travel);
 - k. Of transportation modes (App I4, par. B);

- l. Prohibiting commercial transportation use when Gov't transportation facilities make the travel reservations;
- m. Of any HHG limitation imposed by the OCONUS PDS and whether concurrent, delayed, or partial shipment is authorized;
- n. That concurrent movement of dependents and/or HHG to an OCONUS PDS is prohibited by command authority, if appropriate;
- o. Whether or not POV shipment is authorized; and
- p. If property management services are authorized.

Conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

G. Invitational Travel. An ITA must contain a statement of the:

1. Date that travel is requested or approved;
2. Type of Travel -- Indicate as appropriate e.g., "Invitational Travel"; "EVT, JTR, par. 7020";
3. Traveler's name and position title and employer, if applicable;
4. Traveler's home address;
5. Traveler's business address (if applicable);
6. Date travel begins;
7. Number of assignment days;
8. Assignment purpose;
9. Place travel begins;
10. Assignment place or itinerary;
11. Place travel ends;
12. Transportation modes;
13. Allowances;
14. Conditions, instructions, limitations (see App I4, par. A2, item 16 for pertinent statements required to be included); and
15. Travel approving/directing official's name and accounting citation.

There is a sample ITA format in App E2. ***NOTE: An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Neither a contractor nor a contractor's employee is an employee for the purpose of the JTR.***

H. Travel at No Expense to the Gov't. See par. 1000-D.

APPENDIX I: TRAVEL ORDERS

PART 4: ORDER PREPARATION

EMPLOYEES ONLY

A. TDY Travel

1. General. DD Form 1614 (Request and Authorization for TDY Travel of DoD Personnel) is used for all official TDY travel, FEMLE travel, R&R travel, dependent evacuation, and for group or blanket TDY travel with additional names, authorizations (authentications), and necessary information on continuation sheet(s). Information from the order such as the official travel days may be provided to a commercial vendor (i.e., lodging, transportation reservation, vehicle rental agency) to justify the use of Gov't-discounted rates.

NOTE: DD Form 1614 must not be used for invitational travel or a contractor's travel.

2. DD Form 1614 Preparation. DD Form 1614 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

NOTE: See App I3, par. B for specific information required on each order.

Item 4. POSITION TITLE AND GRADE/RATING--This information is not required if the travel approving/directing official determines that inclusion of this information may endanger the employee.

Item 6. ORGANIZATIONAL ELEMENT--Enter division, branch, or unit to which traveler is assigned.

Item 8. AUTHORIZATION TYPE--Indicate as appropriate, e.g., TDY, EVT, confirmatory, amendment, extension, blanket, group.

Item 9. TDY PURPOSE (App H)--Insert one of the applicable standardized purpose categories listed in App H. *This is required.*

Item 10.

a. APPROX. NO OF TDY DAYS (*Including Travel Time*)--Self-explanatory. **NOTE:** *The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring an order amendment.*

b. DEPARTURE DATE (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. **NOTE:** *Official travel may begin as many as seven days before or seven days after the indicated departure date.*

Item 11. ITINERARY--Indicate all locations from/to which travel is authorized and the "return to" location. If the traveler may need to alter the prescribed itinerary to accomplish the mission assignment, indicate by marking an "X" in the block preceding "Variation Authorized". See par. 2215. **NOTE:** *This box should not be marked unless the traveler has a high probability of needing to change the itinerary while traveling.*

Item 12. TRANSPORTATION MODE--Indicate in the applicable block(s) the commercial, Gov't, and/or local transportation mode(s) authorized. If the TO determines the mode, indicate accordingly in the block provided. If POC travel is authorized whether or not to the Gov't's advantage, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is to the Gov't's advantage or if reimbursement is limited. **NOTE:** *Do not simply check all or most transportation modes as that creates confusion as to what transportation modes are intended by the AO to be used.*

Item 13. Per Diem--When per diem using the Lodging Plus computation method in Ch 4, Part B1 is authorized, check block 13a, "PER DIEM AUTHORIZED IAW JTR" and make no further entries. When a different per diem rate is prescribed/authorized, check block 13b, "OTHER RATE OF PER DIEM (*Specify*)" and enter the appropriate rate information. For example:

- a. If there is a reduced per diem rate - check block 13b "OTHER RATE OF PER DIEM (*Specify*).” If anticipated expenses justify a lower per diem rate and a reduced rate of \$60 is authorized under par. 4095-C, the entry should be “reduced rate \$60.”

Indicate the authority (e.g., memo, letter, etc.) in block 16 from the designated office (based on pars. 4095-B, C, and D) for the rate shown.

- b. RESERVED

NOTE: For FEML & R&R, boxes 13a and 13b should be left blank since per diem is not authorized.

If additional space is needed, use the "REMARKS" section of block 16 or a continuation sheet.

Item 15. ADVANCE AUTHORIZED--Requester leaves blank. This item is for travel or transportation advances from the Gov't to the traveler via EFT, check, or cash. The advance travel funds amount is computed by the appropriate finance/disbursing activity IAW Service finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 16, REMARKS.

***Item 16.** REMARKS--This space is for special authorities, pertinent information or requirements such as leave, excess accompanied baggage, accommodations, conference registration fees, etc. The following statement may or must be use as appropriate to the official travel.

- a. 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/or all unused tickets or coupons are properly accounted for ICW the travel reimbursement voucher."*** The preceding statement must be incorporated in the order or attached to the order or to the ticket or transportation request issued to the traveler if it is not practicable to include this statement in the Remarks section.

- b. Excess Accompanied Baggage -- " _____ pieces or _____ pounds of excess accompanied baggage are authorized" and include whether or not the excess accompanied baggage service must be paid by the traveler subject to reimbursement or is authorized per par. 3105.

- c. Delay in en route -- Indicate the number of annual leave days authorized if delay en route for personal reasons is authorized.

- d. 'Other Than Economy/Coach' Accommodation Authority -- Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

- (1) First class air accommodation -- "The use of first-class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2B.)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first class airfare and the economy/coach airfare is (\$XXX.XX)." See Ch 3, Part F and App H2B; or

- (2) Business class air accommodations -- "The use of business class accommodations is authorized by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H3A)). Travel has been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business class airfare and the economy/coach airfare is (\$XXX.XX)." See Ch 3, Part F, and App H2A. ***NOTE: Only an official, designated IAW par. 3510-A,***

has authorization/approval authority for first class accommodations and par. 3510-A for business class accommodations.

- e. Special Requirements -- Include instructions if the TDY assignment involves special clothing, or other conditions apply. ***NOTE: These instructions are for the traveler and do not carry any reimbursement authority.***
- f. Accompanied Traveler -- Indicate if the traveler accompanies or is accompanied by another person in an official travel status in a POC. Provide the accompanying person's name and status (e.g., military, employee).
- (1) Cite par. 7210 or 7215 when traveling as an attendant or escort for a Service member's dependents.
 - (2) Cite par. 7320 when traveling as a civilian family member of a seriously ill or injured member.
- g. GTCC -- See [DoD FMR, Vol. 9](#) when a GTCC is not accepted or cannot be used, and par. 2500.
- *h. Conference Registration Fee -- Indicate whether or not meals (and if so, the number and dates) and/or lodgings are included in the registration fee (App R2, par. E) if a registration fee is authorized.
- i. POC Restrictions -- Include any administrative restriction precluding or limiting other allowable POC costs or the constructed common carrier cost when the employee's POC travel is not to the Gov't's advantage. See Ch 4, Part G.
- k. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).
- l. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- m. RESERVED
- n. RESERVED
- o. RESERVED
- p. Costs for Expenses not Fully Covered by Non-Federal Source - Indicate if the traveler is being reimbursed for the difference between the full Gov't allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source ([Joint Ethics Regulation \(JER\)](#), [DoD 5500.7-R](#)), covers some but not all of the allowable travel and subsistence expenses. See Ch 4, Part B to determine the applicable maximum allowances.
- q. Pet Transportation -- Include the following statement on an order for travel to foreign locations and back to the U.S.

NOTICE (par. 5768): A traveler transporting exotic pets is required by U.S. law to have a U.S. Fish and Wildlife Service (FWS) certification before transporting the pets to foreign locations or back to the U.S. A traveler returning to the U.S. with an exotic pet prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain a FWS pet bird fact sheet at <http://international.fws.gov/pdf/pe.pdf>; and an application for the one-time import, export, or re-export of pets into/from the U.S. at <http://forms.fws.gov/3-200-46.pdf> (Ch 5, Part B8).

r. 'Fly America' Act -- Include the endorsement required by par. 3525-F when use of a commercial foreign flag air carrier/ship is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.

s. Emergency Visitation Travel -- Indicate "EVT transportation authorized for dependent under Ch 7, Part A3 and include the dependent's name(s) if EVT transportation is authorized for dependent traveling with the employee. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

t. If EVT transportation is authorized for a dependent traveling with an employee, include the statement "EVT transportation authorized for the dependent under JTR par. 7020.", and include the dependent's name. *An ITA is used to authorize EVT transportation for a dependent traveling without the employee.*

u. Include notice that if the order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).

v. A statement must be included justifying that alternate means, such as (Secure Video Teleconference (SVTC)) or other web-based communication are not sufficient to accomplish travel objectives.

Item 17. TRAVEL-REQUESTING OFFICIAL (*Title and signature*) other than the official signing in block 20. The travel-requesting official must be other than either of the officials signing in blocks 18 and 20 when a traveler is permitted to be a travel requesting official for a personal order.

Item 18. TRAVEL-APPROVING/DIRECTING OFFICIAL (*Title and signature*) other than the official signing in block 17.

Item 19. ACCOUNTING CITATION--Show the fiscal data IAW Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The Fund-Approving Official (App A1) certifying to funds availability signs in the lower right corner of this block.

Item 20. AO (*Title and signature*). Other than the official signing in block 17, show the order-issuing organization and address in addition to the AO's title and signature.

NOTE: Actual signatures (items 17, 18, and 19) are not required when the signatures are available on another official document. The AO (item 20) must keep that 'other' document on file for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible officials' names and titles must be legibly indicated in the appropriate blocks. The AO's signature (item 20) may be transmitted electronically by fax after signature. An electronic signature that meets the security and requirements established by the National Institute of Standards and Technology (NIST) for electronic data interchange may be used. This signature can include a digital signature discussed by the Comptroller General in [B-261647, 26 June 1995](#), which must be (1) unique to the signer, (2) under the signer's sole control, (3) capable of being verified, and (4) linked to the data in such a manner that if the data is changed, the signature is invalidated.

Item 22. TRAVEL AUTHORIZATION NUMBER -- Show the identifying number and/or symbol assigned by the issuing office.

3. Distribution. App I2, par. H.

B. Permanent Duty Travel

1. General. The Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel ([DD Form 1614](#)) is used as a request and order for all official PCS/TCS travel by an employee and family. See App I3, par. F2, and [DD Form 1614](#).

NOTE 1: [DD Form 1614](#) must not be used for contractor's travel.

NOTE 2: An employee's per diem generally stops on the date the employee receives notice of a PCS to a location at which the employee is on TDY. A DoD Component must carefully review the circumstances of the employee's TDY assignment before issuing PCS notification to avoid imposing per diem costs on the employee that should be borne by the Gov't. See par. 5570. An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the PCS effective date.

2. DD Form 1614 Preparation. [DD Form 1614](#) is ordinarily self-explanatory. Special explanatory material for completing certain items on [DD Form 1614](#) follows:

NOTE: See App I3, par. B for specific information required on each order.

Item 6. Retirement Code--Insert the employee's applicable retirement code from Block 30 of employee's most current SF-50. If unsure of the correct retirement code, the employee should contact the servicing personnel office. See the [OPM website](#) for more information on retirement.

Item 7. Releasing Official Station and Location, or Actual Residence--Enter the name and location of the releasing PDS, if a transfer, or the address shown on the service agreement as the actual residence, if first duty station travel.

Item 8. New Official Station and Location, Actual Residence or Alternate Destination—Enter the name and location of ONLY the new PDS, or the address shown on the service agreement as the actual residence for a separation. Use Block 28 to explain HHG transported to an alternate destination that an employee may have requested indicating the employee pays all expenses above the constructed cost of transporting the HHG to the new PDS or actual residence indicated in the employee's service agreement. The employee is financially responsible for all excess cost.

Item 10. Travel Purpose--Other. When this block is checked, please explain in Item 28, Remarks or Other Authorizations.

Item 13a. House hunting Trip--Round Trip Travel for House hunting--Indicate if round trip travel to seek a permanent residence is, or is not, authorized. If authorized, insert in Item 13b the number of calendar days for which travel is authorized (within the maximum).

Item 16. Other Authorized Expenses--This block is for travel and/or transportation advances from the Gov't to the traveler. The amount of any PCS advance is computed by the appropriate finance/disbursing activity IAW Service/Agency finance policy. Authority for ATM advances against the GTCC (i.e., the amount) should be addressed in item 20, Remarks.

Item 17. Dependent Travel - The blocks on the form are connected with OCONUS travel options. Dependents' travel (after issuance of the [DD Form 1614](#)) before/after the employee doesn't need any statement on the [DD Form 1614](#) or boxes checked. Add pertinent information if necessary in item 28, Remarks. For example, if dependent(s)' travel is delayed to an OCONUS location because of a housing shortage at the new PDS or dependent early return from OCONUS is per Ch 5, Part B3c.

Item 22. Accounting Citation--Show fiscal data IAW regulations of the DoD Component concerned. *Please ensure that funds are obligated against the order.* Transportation Account Codes (TAC): [Army](#); Air Force F750/FCHP; [Navy and Marine Corps](#); and [DoD personnel](#).

Item 23. Travel Approving/Directing Official (see App A1). Show the name of the individual who directs, approves/disapproves travel requests, and vouchers before claim settlement in addition to that and signature.

Item 24. AO (see App A1). Indicate the order-issuing organization, address, signature of the AO.

Item 27. Claimant – Forward Completed Claim to the Following Address--The losing/gaining activity, as appropriate, should provide the address to which the employee should submit the claim for final disbursement in this block.

Item 28. Remarks or Other Authorizations—In addition to the type of information suggested within the box, this item may be used to show any other pertinent information. Statements may be included to clarify any special instructions such as:

a. House hunting Trip--Indicate the authorized transportation mode when round trip travel is authorized for seeking a permanent residence.

b. TDY--Indicate the purpose, TDY assignment duration, location, and any pertinent conditions if TDY is authorized en route.

c. 'Other Than Economy/Coach' Accommodations--Indicate the applicable statement when 'other than economy/coach' accommodation is authorized/approved.

(1) First-class air accommodations--"The use of first-class accommodations is authorized/approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/letter/message reference and date (App H2B.)). First-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the first-class airfare and the coach-class airfare is (\$XXX.XX)." See Ch 3, Part F and App H2B, or

(2) Business-class air accommodations-- "The use of business-class transportation is authorized/ approved by (insert the official's appropriate title, Name, Rank, and Office Symbol in (cite the memo/ letter/message reference and date (App H3A.)). Business-class accommodations have been justified and approved based on JTR, par. (insert JTR par. number). The cost difference between the business-class airfare and the coach-class airfare is (\$XXX.XX)." See Ch 3, Part F and App H2A.

NOTE: Only an official, designated IAW par. 3510-A, has authority for first-class accommodations authorization/approval and par. 3510-A for business accommodations authorization/approval.

- d. Transportation Mode -- Indicate the reason for nonuse of a particular transportation mode that may otherwise appear to be to the Gov't's advantage when the AO has determined that an employee should not travel via a particular transportation mode (ex. travel by air (ocean ferry or Chunnel) is precluded for medical reasons). This is done to justify travel reimbursement based on the transportation mode authorized on the order, and actually used, instead of the constructed cost of the transportation mode otherwise apparently to the Gov't's advantage (par. 3210-C). (Ex: Air travel is apparently to the Gov't's advantage but air travel is medically precluded. The order should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")
- e. ATM Advance -- Indicate the amount authorized for ATM advance against the GTCC (par. 2305).
- *f. Indicate the issuing CTO's name, address, PoC with phone number and DSN (including area code for each).
- g. Indicate the paper tickets cost when authorized if electronic tickets are available to the traveler.
- h. POC Use Is Not to the Gov't's Advantage--Indicate when POC travel is not to the Gov't's advantage. When travel is by POC (specifically by privately owned boat) and not to the Gov't's advantage, a statement must be placed on the order that Gov't procured air transoceanic travel is authorized and travel time and reimbursement for travel at personal expense (including per diem) does not exceed what would have been authorized for the available Gov't procured air transportation, plus appropriate per diem. See par. 5622.
- i. Include the following endorsements/statements on an order for travel to foreign locations and back to the U.S.
- (1) 'Fly America' Act--Include the endorsement required by par. 3525-F when commercial foreign flag air carrier/ship use is authorized. The endorsement on the order, made IAW Service regulations, should include the name of traveler, the foreign flag air carrier/ship used, flight identification no(s), origin, destination and en route points, date(s), justification, and authorizing official's title, organization and signature.
 - (2) Pet Transportation--Include the following statement on an order for an employee who indicates a pet is to be transported: "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 U.S. A traveler returning to the U.S. who owns an exotic pet and who returns prior to transporting the pet, or requiring more information, should contact the FWS at, 1-800-358-2104 or (703) 358-2104. Obtain an [FWS pet bird fact sheet](#) and an [application for the one-time import/export/re-export of pets into/from the U.S.](#) See Ch 5, Part B8.
- j. Include notice that if an order conflicts with the JTR, the JTR prevails ([CBCA 2143-RELO, 11 January 2011](#)).
3. Distribution. App I2, par. H.
4. Privacy Act Statement. Par. B implements the Privacy Act of 1974 ([5 USC §552a](#)) by adding a Privacy Act Statement for "Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel" ([DD Form 1614](#)). The form may be reproduced locally and made available to the individual supplying data shown on [DD Form 1614](#). The form is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program.

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