

TDY TRAVEL REQUEST

SECTION A: EMPLOYEE INFORMATION

NAME: SSAN (last 4 only): Date of Request:
 Email: Phone #s: Daytime TDY
 Address: City: State: Zip:
 DOB: Gender: Position: School/Activity:
 Airline Frequent Flyer #: Seat Preference (aisle, window, etc):
 Gov't Travel Card Holder? Yes No If No, Cash Advance Requested? Yes No
(Must allow minimum 2 weeks for processing)

SECTION B: ITINERARY

Trip Type: Trip Purpose: Funding Source:
(if HQ or Region, attach supporting document and provide X-Org LOA in the below space)
 Note: Request may be submitted without X-Org LOA information. X-Org LOA:
 Trip Description:
 Conference: Yes No If Yes, Name of Conference:
 TDY Start Date: End Date: If One Day:

	PLACE	DATE	EST TIME	
DEPART	<input type="text"/>	<input type="text"/>	<input type="text"/>	Travel by: <input type="text"/>
ARRIVE	<input type="text"/>	<input type="text"/>	<input type="text"/>	If Other, Specify: <input type="text"/>
DEPART	<input type="text"/>	<input type="text"/>	<input type="text"/>	
ARRIVE	<input type="text"/>	<input type="text"/>	<input type="text"/>	If by POV, is GOV Available? Yes <input type="checkbox"/> No <input type="checkbox"/>
DEPART	<input type="text"/>	<input type="text"/>	<input type="text"/>	<small>(If No, attach Statement of Non-Availability)</small>
ARRIVE	<input type="text"/>	<input type="text"/>	<input type="text"/>	If by POV: Driver <input type="checkbox"/> Passenger <input type="checkbox"/>
DEPART	<input type="text"/>	<input type="text"/>	<input type="text"/>	If by GOV or POV, other travelers in Vehicle: <input type="text"/>
ARRIVE	<input type="text"/>	<input type="text"/>	<input type="text"/>	

SECTION C: EXPENSES

Lodging:
(specify if lodging is required at a specific location, i.e. must be at conference or meeting being hosted at @ specific hotel) (if lodging reservations made off line, provide confirmation #, rate, etc)

	Est Amount		# of Miles
Non-Mileage Expenses:		Mileage Expenses:	
Parking: Terminal <input type="text"/>	<input type="text"/>	To/From TDY: <input type="text"/>	<input type="text"/> (One Way; If POV Authorized)
Hotel <input type="text"/>	<input type="text"/>	To/From Terminal: <input type="text"/>	<input type="text"/> (One Way)
Rental Car: <input type="text"/> (1 vehicle per 3 travelers: List passengers below:)	<input type="text"/>	TDY In/Around: <input type="text"/>	<input type="text"/> (Daily)
Rental Car Fuel: <input type="text"/>	<input type="text"/>	Other: <input type="text"/>	<input type="text"/>
Taxi/ To/From Terminal <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Shuttle: To/From TDY Loc <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Baggage Fee: <input type="text"/>	<input type="text"/>		
Registration Fee: <input type="text"/> (Paid by Traveler)	<input type="text"/>	Other:	
Tolls: <input type="text"/>	<input type="text"/>	Meals provided? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other: <input type="text"/>	<input type="text"/>	If Yes, for which Meals: B'Fast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	If Yes, for which Days: <input type="text"/>	
<input type="text"/>	<input type="text"/>		

SECTION D: OTHER INFORMATION YOU WOULD LIKE CONSIDERED

SECTION E: APPROVAL

YES NO
 Recommend Approval Supervisor Digital Signature:
 Approved Superintendent Digital Signature: