

**PART C: TRAVEL AUTHORIZATION CONTENT****C3100 FORM OF REQUEST**

Use the travel authorization forms prescribed in pars. C3150 and C3151.

**C3101 SPECIFIC INFORMATION REQUIRED (FTR §301-71.103)**

A. General Information. The following information must be included on all travel authorizations:

1. Employee's name;
2. AOs signature;
3. Travel purpose;
4. Travel authorization conditions of or limitations;
5. Travel costs (for open authorizations, include a travel cost estimate over the period covered) estimate;
6. A statement that the employee(s) is (are) authorized to travel;
7. The following statement: "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government 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."(DoDFMR, Vol. 9, paragraph 030301.B.1); (*See <http://www.dtic.mil/comptroller/fmr/>*)
8. A statement indicating whether the traveler is/is not a Government-sponsored contractor-issued travel card holder (DoDFMR, Vol. 9, paragraph 030301.B.2) (*See <http://www.dtic.mil/comptroller/fmr/>*);
9. If the traveler is a Government-sponsored contractor-issued travel card holder, a statement indicating whether or not the traveler is exempt from the mandatory use provision of the TTRA. (This statement also authorizes alternative payment methods) (DoDFMR, Vol. 9, paragraph 030301.B.3) (*See <http://www.dtic.mil/comptroller/fmr/>*); and
10. A statement indicating that Government-sponsored contractor-issued travel card holders should obtain necessary cash (and the amount), as authorized, through automated teller machines (ATMs) rather than obtaining cash advances from a DoD disbursing officer (DoDFMR, Vol. 9, paragraph 030301.B.4) (*Website at: <http://www.dtic.mil/comptroller/fmr/>*).
11. A statement indicating that the use of the CTO to arrange official travel is mandatory, or a statement in detail as to exactly why a CTO is not available, or otherwise is not being used. ***NOTE: Virtually all DoD components have contractual arrangements with CTOs requiring that all official transportation be arranged through the CTO if the CTO can provide the required official transportation arrangements.***
12. A statement that if there is a GSA contract city-pair fare between an official-travel origin and official-travel destination, it should be used unless one of the 5 reasons in par. C2002-A4 exists. If one of the reasons exists, it must be stated on the travel authorization. A detailed explanation must be stated if other than the contract city-pair fare is to be used for the reason in par. C2002-A4a (e.g., "Space on a scheduled contract flight is not available in time to accomplish the purpose of travel because it is critical that the traveler arrive at destination "XXX" on (date & time) and there are no city-pair flights available that allow the traveler to arrive on time.")

**PART D: TRAVEL AUTHORIZATION PREPARATION****C3150 TDY TRAVEL**

A. General. The REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD Form 1610) is for all official TDY travel, FEMLE R&R travel, and dependent evacuations and for group or blanket TDY travel with a continuation sheet(s) for additional names, authorizations (authentications), and necessary information. Extracts of travel authorizations from which data has been deleted may be given to unofficial activities such as commercial lodgings and vehicle rental agencies. DD Form 1610 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://www.dior.whs.mil/>. The Army National Guard (ARNG) may use Format 400 to authorize TDY travel for ARNG Excepted Technicians (civilian employees) when electronic preparation is required and DD Form 1610 cannot be electronically prepared and transmitted or is not available.

***NOTE: DD Form 1610 must not be used for invitational travel or contractors' travel.***

B. DD Form 1610 Preparation. DD Form 1610 ordinarily is self-explanatory. Special explanatory material for completing certain items on DD Form 1610 follows:

***NOTE: See par. C3101 for specific information required on all travel authorizations.***

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, Type of Authorization--Indicate as appropriate, e.g., TDY, confirmatory, amendment, extension, blanket, group.

Item 9, TDY Purpose--Insert one of the applicable standardized purpose categories listed in Appendix H.

Item 10,

(a) Approximate No. of TDY Days (Include Travel Time)--Self-explanatory. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel authorization amendment.

(b) Proceed Date (yyyy/mm/dd)--Indicate the date that the official travel is expected to begin. Official travel may begin as many as seven days before or seven days after the indicated proceed date.

Item 11, Itinerary--Indicate all of the 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".

Item 12, Transportation Mode--Indicate in the applicable block(s) the commercial, government, and/or local transportation mode(s) authorized. If the transportation officer determines the mode, indicate accordingly in the block provided. If POC travel is authorized, indicate the appropriate TDY mileage rate in the space provided. Also indicate if the POC travel is advantageous to the Government or if reimbursement is limited.

Item 13, Per Diem--When per diem under the Lodgings-plus method in par. C4553 is authorized, check block 13a, "Per Diem Authorized in Accordance with JTR" and make no further entries. When a different per diem rate is prescribed, check block 13b, "Other Rate of Per Diem (*Specify*)" and enter the appropriate rate information. For example:

- (a) reduced per diem rates - check block 13b "Other Rate of Per Diem (*Specify*) \$60 Total (Lodging \$40; M&IE \$20)" and indicate the authority (e.g., memo, letter, etc.) from the designated office (based on pars. C4550-C & C4550-D),
- (b) conference lodging allowance rates - check block 13b "Other Rate of Per Diem (*Specify*) \$150 Total (Conference Lodging Allowance \$100; M&IE \$50)" and indicate authority (e.g., conference website, flyer, etc.) from the official sponsoring agency (based on par. C4950-N1).

***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.

Item 15, Advance Authorized--Requester leaves blank. This item is for money advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and **NOT** for authorizing ATM advances against the Government-sponsored contractor-issued travel charge card that should be addressed in item 16, Remarks. The amount of advance travel funds in item 15 is computed in accordance with Service finance policy.

\*Item 16--May be used for special authorizations or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. ***The following statement must be in the Remarks section of each travel authorization involving 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 on the travel reimbursement voucher." If it is not practicable to include this statement in the Remarks section, the statement must be incorporated elsewhere in the travel authorization or attached to the travel authorization or to the ticket or transportation request issued to the traveler. Other examples:

- (a) If excess baggage is authorized, include the statement "\_\_\_\_\_ pieces or \_\_\_\_\_ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise is authorized (see par. C2302). A statement should be added to advise travelers that they should be financially prepared to pay for excess baggage charges (see par. C4720-B4i).
- (b) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.
- (c) When a travel authorization authorizes premium-class air accommodations, include the statement: "The use of premium-class transportation due to (list condition in par. C2205-A5c or C2205-A5d) is authorized (by inserting the official's appropriate title in cite reference and date - for first class accommodations)." See Chapter 2, Part E.
- (d) Include instructions if the TDY assignment involves special clothing, or other conditions apply.
- (e) Include an appropriate statement giving the names of persons involved and their status (e.g., military, civilian employee, contractor) if the traveler accompanies or is accompanied by other persons in an official travel status in a POC.
- (f) See DoDFMR, Vol. 9 (<http://www.dtic.mil/comptroller/fmr/>) when a Government-sponsored contractor-issued travel charge card is not accepted or cannot be used.
- (g) Include a statement indicating whether (and if so, the number/dates) or not meals and/or lodgings are included in the registration fee (see par. C4955-E1) if a registration fee is authorized (see par. C4720-B4j).
- (h) Include any administrative restriction precluding or limiting other allowable POC costs (see par. C4654).
- (i) Cite JTR, par. C6150 or C6151 when traveling as escort for a Service member's dependents.
- (j) Include the amount authorized for ATM advance against the Government-sponsored contractor-issued travel charge card.

(k) Include a statement indicating the reason for nonuse of a particular transportation mode that may otherwise appear to be the most advantageous to the Government when the authorizing/order-issuing official 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 travel authorization, and actually used, instead of the constructed cost of the otherwise apparently most advantageous mode to the Government. See par. C2001-A1. (Ex: Air travel is apparently the most advantageous transportation mode but air travel is medically precluded. The authorization should contain a statement similar to "Air transportation is medically precluded and must not be used for this traveler. Rail transportation authorized.")

(l) Travel at No Expense to the Government -- This travel authorization is issued in the DoD's interest but voluntary (permissive) in nature. *If used, it must result in no cost to the U.S. Government.* The employee is financially responsible for all travel and transportation expenses. *No accounting information should be placed on the travel authorization.* There is no penalty if the traveler chooses not to use this travel authorization; however, the authorizing/order-issuing official should be notified without delay that this travel authorization has not been used.

(m) If a conference lodging allowance (a pre-determined allowance up to 125% of applicable locality lodging per diem rate (see pars. C4950-M & C4950-N)) is authorized, include the statement: "*Conference lodging allowance NTE 125% (or other lesser amount) of the applicable per diem lodging rate for (location) is authorized by (insert the authority making the determination).*" Insert the actual pre-determined allowance in lieu of 125% if a lesser amount is authorized.

(n) Include the dollar amount/call for authorized calls home (see par. C4705).

(o) Costs for Expenses not Fully Covered by Non-Federal Source - State on the travel authorization that the traveler is being reimbursed for the difference between the full Government allowances and the payment from the non-Federal source if it is determined in advance of travel that payment from a non-Federal source (see the Joint Ethics Regulation (JER), DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html)) covers some but not all of the allowable travel and subsistence expenses. See Chapter 4, Part L to determine the applicable maximum allowances.

(p) Include the following statement on authorizations for travel to foreign locations and back to the U.S.

**NOTICE:** Travelers transporting exotic pets are required by 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. For information, contact the FWS at: 1-800-358-2104. Travelers returning to the U.S. with exotic pets should call (703) 358-2104 before transporting the pet(s). For a FWS fact sheet, go to: <http://international.fws.gov/pdf/pe.pdf>. For an application for travel with pet birds and other CITES-Listed species go to: <http://forms.fws.gov/3-200-46.pdf>.

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 travelers are permitted to be travel requesting officials for their own travel authorizations.

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 in accordance with Service regulations and include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). The fund-approving official (see Appendix A) certifying to funds availability signs in the lower right corner of this block.

Item 20, Authorizing/Order-Issuing Official (Title and Signature). Other than the official signing in block 17, show the travel authorization-issuing organization and address in addition to the title and signature of the authorizing/order-issuing official.

Item 22, Travel Authorization Number--Show the identifying number and/or symbol assigned by the issuing office.

***NOTE:** The actual signatures of the travel-requesting official (item 17), the travel-approving/directing official (item 18) and fund-approving official (item 19) are not required when the signatures are captured on another official document. That document must be kept on file by the authorizing/order-issuing official (item 20) for audit purposes. While actual signatures are not required in items 17, 18 and 19, the responsible official's name and title must be legibly indicated in the appropriate block. The signature of the authorizing/order-issuing official (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.)*

C. Distribution. See par. C3057.

#### C3151 PERMANENT DUTY TRAVEL

A. 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 authorization for all official PCS/TCS travel by employees and their families. (See par. C3105-B.) DD Form 1614 is available for printing and/or downloading from the Internet through the Washington Headquarters Service DoD Forms Program at the following website: <http://web1.whs.osd.mil/icdhome/forms.htm>.

***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. DoD components must carefully review the circumstances of the employee's TDY assignment before issuing notification of the PCS to avoid imposing per diem costs on the employee that should be borne by the Government (see par. C4113). An employee should be permitted to complete a TDY assignment, return to the PDS from the TDY assignment to arrange for residence sale, dependent(s) and/or HHG transportation, and then perform PCS travel to the new PDS to report for duty on the effective date of the PCS.*

\*B. Preparation of DD Form 1614. DD Form 1614 is ordinarily self-explanatory. Special explanatory material for completing certain items on DD Form 1614 follows:

***NOTE:** See par. C3101 for specific information required on all travel authorizations.*

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 OPM website <http://www.opm.gov/retire/> 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 transportation agreement as the actual residence, if first duty station travel.

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

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST <i>(YYYYMMDD)</i> 08/16/04				
<b>REQUEST FOR OFFICIAL TRAVEL</b>										
2. NAME <i>(Last, First, Middle Initial)</i> DOE, JOHN P.			3. SOCIAL SECURITY NUMBER 111-22-333		4. POSITION TITLE AND GRADE/RATING ASSOCIATE PROFESSOR/GS13					
5. LOCATION OF PERMANENT DUTY STATION (PDS) NAVAL POSTGRADUATE SCHOOL - MONTEREY				6. ORGANIZATIONAL ELEMENT NATIONAL SECURITY AFFAIRS		7. DUTY PHONE NUMBER <i>(Include Area Code)</i> 831-242-111				
8. TYPE OF ORDERS ROUTINE		9. TDY PURPOSE <i>(See JTR, Appendix H)</i> CONFERENCE ATTENDANCE		10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i> 5		b. PROCEED DATE <i>(YYYYMMDD)</i> 09/01/04				
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM: MONTEREY, CA TO SAN DIEGO, CA AND RETURN TO MONTEREY, CA										
12. TRANSPORTATION MODE										
a. COMMERCIAL			b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>
				X			X	X		RATE PER MILE: _____
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.								b. OTHER RATE OF PER DIEM <i>(Specify)</i>		
14. ESTIMATED COST									15. ADVANCE AUTHORIZED	
a. PER DIEM \$			b. TRAVEL \$			c. OTHER \$		d. TOTAL \$ 0.00		\$ 0.00
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> AUTHORIZED CMR (COMMERCIAL MEAL RATE) AND COMMERCIAL LODGING. AUTHORIZED TAXI OR POV MILEAGE TO/FROM AIRPORT AND FROM/TO HOME. AUTHORIZED OFFICIAL PHONE CALLS FOR \$20. AUTHORIZED REGISTRATION FEE OF \$300. AUTHORIZED ANNUAL LEAVE ON 09/04/04. AUTHORIZED EXCESS BAGGAGE FOR 100 LBS. THE TRAVEL AND TRANSPORTATION REFORM ACT OF 1998 STIPULATES THAT THE GOVERNMENT-SPONSORED, CONTRACTOR-ISSUED TRAVEL CARD SHALL BE USED BY ALL US GOVERNMENT PERSONNEL 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.										
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i> JOHN P. DOE, ELECTRONICALLY SIGNED						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i> DEAN BOB JOHNSON, ELECTRONICALLY SIGNED				
<b>AUTHORIZATION</b>										
19. ACCOUNTING CITATION  AA1741804.76MD 210 62271 0 068892 2D OSM001 622714DSM00 E										
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i> KATHI D. MOORE, DIRECTOR OF FISCAL OPERATIONS						21. DATE ISSUED <i>(YYYYMMDD)</i> 08/16/04				
						22. TRAVEL ORDER NUMBER N6227104TOSM001				

**PRIVACY ACT STATEMENT**

*(5 U.S.C. 552a)*

**AUTHORITY:** 5 U.S.C. 5701, 5702, and E.O. 9397.

**PRINCIPAL PURPOSE(S):** Used for reviewing, approving, and accounting for official travel.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

**16. REMARKS** *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

## APPENDIX H

## Travel Purpose Identifiers

<b>Travel Purpose Identifier</b>	<b>Definition</b>
1. Site Visit	Travel to a particular location to personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance).
2. Information Meeting	Travel to attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
3. Training Attendance	Travel to receive training.
4. Speech or Presentation	Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
5. Conference Attendance	Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
6. Relocation	Travel performed in conjunction with a transfer from one PDS to another (same as a PCS move.) This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
7. Entitlement Travel	Travel entitlements for which an employee or dependent may be eligible while serving at a duty station OCONUS; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located OCONUS.