

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
TDY TRAVEL REQUEST WORKSHEET

EMPLOYEE ID	NAME (Last, First, MI)	
GRADE/RATE	DIV/BRANCH	OFFICE PHONE NUMBER

PURPOSE: To request TDY Travel Orders and desired advances. If you have any questions, **CONTACT YOUR UNIT ADMIN OFFICE.**

PRIVACY ACT STATEMENT

IAW 5 USC Sec. 522a(e)(3), the following is provided when supplying personal information to the U.S. Coast Guard:

Authority: 37 USC, Section 1006.
Principal Purpose: Used to indicate member's intentions during TDY travel.
Routine Uses: Same.
Disclosure: Disclosure of this information is voluntary, but without disclosure member may not receive advances.

***** **ATTACH A COPY OF AUTHORITY FOR TDY** *****

ATTN: TDY for Advanced or Specialized Training requires that a member meet the obligated service requirement as expressed by Chapters 8 & 9 of the Performance, Training & Education Manual (COMDTINST M1500.10(series)).

Do you meet the obligated service requirements for these orders? (Check One) YES NO

Enter Travel Order Number (TONO) and accounting data OR accounting information is attached:

TONO	EST COST (see page 2 for calculations)
ACCT DATA	PROJECT NUMBER

DEPARTURE DATE	RETURN DATE	EST. DAYS ABSENT
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DESTINATION

PURPOSE OF TDY (specify type of training or meeting):

(Note: See additional requirements on reverse when purpose of TDY is training, meeting, conference, etc.)

I REQUEST LEAVE	DATE TO BEGIN LV	ENTER LV AMOUNT	PHONE #
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LEAVE ADDRESS

TRAVELER'S MODE OF TRANSPORTATION

	GOVERNMENT CONVEYANCE
	PRIVATELY OWNED CONVEYANCE (POC) ADVANTAGEOUS TO GOVT - YES NO NOTE: POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD. See guidance at http://www.uscg.mil/ppc/tvl.asp#qtr for performing cost comparisons when round-trip travel is greater than 800 miles and the traveler requests use of POC.
	COMMERCIAL AIR
	GOVERNMENT PROCURED TRANSPORTATION
	RENTAL CAR

TDY TRAVEL REQUEST WORKSHEET (Reverse)				
PURPOSE OF TRAVEL			YES	NO
IS THIS TRAVEL FOR; TRAINING (OTHER THAN MANDATORY CLASS "A" OR "C" TRAINING APPROVED BY FORCECOM), A MEETING/CONFERENCE, CONVENTION, SYMPOSIUM, WORKSHOP, POLICY DEVELOPMENT, PUBLIC OUTREACH, OR A UNIT VISIT? SEE https://cgportal2.uscg.mil/communities/interim-conference-requests/SitePages/Home.aspx FOR GUIDANCE.				
IF YOU ANSWERED YES TO THE ABOVE, IS APPROVAL DOCUMENTATION ATTACHED? IF NO, EXPLAIN IN MEMBER COMMENTS.				
REQUEST FOR ADVANCES			YES	NO
DO YOU HAVE A GOVERNMENT TRAVEL CHARGE CARD (GTCC)?				
IF YOU HAVE A GTCC, HAVE YOU VERIFIED THAT YOUR CREDIT LIMIT IS \$2500.00?				
IS GOVERNMENT QUARTERS USE DIRECTED?				
IS GOVERNMENT MESSING USE DIRECTED?				
WOULD YOU LIKE ADVANCE PER DIEM? (IF YES, AMOUNT \$ _____)				
MEMBER'S COMMENTS				
DATE		MEMBER'S SIGNATURE		
SUPERVISOR'S COMMENTS				
DATE		SUPERVISOR'S SIGNATURE (Does member meet weight requirements IAW COMDTINST M1020.8 (Series)? Yes No (if no, refer to COMDTINST M1020.8 for guidance)		
DATE		SIGNATURE OF FUNDS APPROVING OFFICIAL (if applicable)		
DATE		APPROVING OFFICIAL'S SIGNATURE		
COST OF ESTIMATE CALCULATIONS				
a. COST OF LODGING PER DAY (See http://www.defensetravel.dod.mil/site/perdiemCalc.cfm for rates)		b. NUMBER OF DAYS OF LODGING	c. TOTAL COST OF LODGING (a)(b)	
d. COST OF M&IE RATE PER DAY (See http://www.defensetravel.dod.mil/site/perdiemCalc.cfm for rates)		e. NUMBER OF DAYS OF M&IE	f. TOTAL COST OF M&IE (d)(e)	
g. COST OF AIRLINE TICKET (See http://apps.fas.gsa.gov/citypairs/search/ or contact SATO for gov't fares)		h. COST OF AIRLINE SERVICE FEE	i. TOTAL COST OF TICKET & FEE (g+h)	
j. COST OF POC (miles X rate) (See http://www.defensetravel.dod.mil/site/otherratesMile.cfm for rates)		k. COST OF RENTAL CAR	l. REGISTRATION FEE	
m. OTHER COST EXPLAIN:			TOTAL COST OF TDY (c+f+i+j+k+l+m)	
ORDERS COMPLETED				
DATE	LEAVE (if requested) RECORDED IN DIRECT ACCESS		DATE RECORDED	INITIALS