

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>							<b>1. DATE OF REQUEST</b> (YYYYMMDD)
<b>REQUEST FOR OFFICIAL TRAVEL</b>							
<b>2. NAME</b> (Last, First, Middle Initial)			<b>3. SOCIAL SECURITY NUMBER</b>		<b>4. POSITION TITLE AND GRADE/RATING</b>		
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b>				<b>6. ORGANIZATIONAL ELEMENT</b>		<b>7. DUTY PHONE NUMBER</b> <i>(Include Area Code)</i>	
<b>8. TYPE OF AUTHORIZATION</b>		<b>9. TDY PURPOSE</b> (See JTR, Appendix H) COVID-19- AT/TDY or Isolation		<b>10a. APPROX. NO. OF TDY DAYS</b> <i>(Including travel time)</i>		<b>b. PROCEED DATE</b> (YYYYMMDD)	
<b>11. ITINERARY</b> <input type="checkbox"/> VARIATION AUTHORIZED PCS ORDER NUMBER: DATE OF ORDER: DEPARTING (OLD) PERMANENT DUTY STATION:							
<b>12. TRANSPORTATION MODE</b>							
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>
							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 CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
<b>13.</b>		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.			b. OTHER RATE OF PER DIEM <i>(Specify)</i>		
<b>14. ESTIMATED COST</b>							<b>15. ADVANCE AUTHORIZED</b>
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL	
\$		\$		\$		\$ 0.00	
							\$
<b>16. REMARKS</b> <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i> SELECT APPLICABLE STATEMENT: Awaiting Transportation (AT); Permanent Duty Station (PDS); TDY 1. ___ SOLDIER AND/OR DEPENDENTS WERE PLACED ON TDY/AT FOR THE PERIOD OF _____ TO _____ DUE TO DELAY AT AERIAL PORT OF ENTRY (APOE) DUE TO STOP MOVEMENT- COVID-19. LODGING/MEALS AVAIL: ___ YES ___ NO 2. ___ SOLDIER AND/OR DEPENDENTS WERE PLACED ON TDY/AT FOR THE PERIOD OF _____ TO _____ DUE TO DELAY AT DEPARTING PDS DUE TO STOP MOVEMENT - COVID-19. LODGING/MEALS AVAIL: ___ YES ___ NO 3. ___ SOLDIER AND/OR DEPENDENTS WERE PLACED ON TDY/AT OR THE PERIOD OF _____ TO _____ DUE TO DELAY AT ALT LOC _____ DUE TO STOP MOVEMENT-COVID-19. LODGING/MEALS AVAL: ___ YES ___ NO 4. ___ SOLDIER AND/OR DEPENDENTS WERE ORDERED ON SELF ISOLATION AT _____ (LOCATION) FOR THE PERIOD FROM _____ TO _____. DUE TO -COVID-19. 5. <input checked="" type="checkbox"/> SOLDIER AND/OR DEPENDENTS WERE PLACED ON TDY/AT FOR THE PERIOD OF 03/11/20 TO 03/16/20 DUE TO DELAY AT AERIAL PORT OF EMBARKATION/DEBARKATION (APOE/APOD) DUE TO STOP MOVEMENT- COVID-19. LODGING/MEALS AVAIL: <input type="radio"/> YES <input checked="" type="radio"/> NO							
<b>17. TRAVEL-REQUESTING OFFICIAL</b> <i>(Title and signature)</i>				<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> <i>(Title and signature)</i>			
<b>AUTHORIZATION</b>							
<b>19. ACCOUNTING CITATION</b> LEAVE BLANK. USE DD 1610 AS A SUPPORTING DOCUMENT TO AUTHORIZE THE PCS TRAVEL PER DIEM PAYMENT  HQDA WILL PROVIDE THE PCS TRAVEL CLAIM PAYING OFFICE WITH A COVID-19 MPA LOA TO COVER ANY AT/TDY EXPENSES ASSOCIATED WITH COVID-19 DURING THE SOLDEIR'S PCS							
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> <i>(Title and signature)</i>						<b>21. DATE ISSUED</b> (YYYYMMDD)	
						<b>22. TRAVEL AUTHORIZATION NUMBER</b>	

**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. SSN is used to maintain a numerical identification system for individual travelers.

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

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

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