

**REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY
OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL**

(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)

SECTION I - REQUEST FOR OFFICIAL TRAVEL

1. DATE (YYYYMMDD) 20180919		2. NAME (Last, First, Middle) Doe, John, M.		3. SOCIAL SECURITY NUMBER 123-45-6789	
4. NEW POSITION TITLE Equipment Specialist		5. GRADE OR RATING GS-11	6. RETIREMENT CODE <i>(Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)</i> KF		
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE Tobyhanna Army Depot 11 Hap Arnold Blvd Tobyhanna, PA 18466 Duty Station: Fort Bliss, TX			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION Tobyhanna Army Depot 11 Hap Arnold Blvd Tobyhanna, PA 18466 Duty Station: Fort Hood, TX		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) o/a 20181028					
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE		12a. PER DIEM FOR EMPLOYEE	
<input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ IAW JTR		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE		15a. HOUSEHOLD GOODS (HHG) SHIPMENT	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input checked="" type="checkbox"/> FIXED		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (Including travel)		b. NUMBER OF DAYS AUTHORIZED 30		b. NET WEIGHT AUTHORIZED 18,000 lbs	
16. OTHER AUTHORIZED EXPENSES				17. DEPENDENT TRAVEL	
<input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input checked="" type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input checked="" type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____		<input checked="" type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address) 1234 Your Street El Paso, TX 79911			b. TO (New PDS) vicinity of Fort Hood, TX		
19. DEPENDENTS					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
Doe, Jane, F.		Spouse			
Smith, Nancy, F.		Step-Child		20110802	
Doe, Fawn, F.		Child		20150513	
Doe, Buck, M.		Child		20160715	
20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	SIGNED (X one)	
\$ 510.25	\$ 108.36	\$ 23,450.54	\$ 24,069.15	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
				DATE SIGNED (YYYYMMDD) 20180830	

SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL

22. ACCOUNTING CITATION 97X4930 (Your Line of Accounting will be here) SDN: DOE6789PK90001 EORs: 21P4/22NL/2578/126B/122B/123B/124B					
23. APPROVING OFFICIAL			b. SIGNATURE		
a. TITLE Resources, Human, R. Director, Resource Management			Human R. Resources		
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE		c. ORGANIZATION ADDRESS	
a. TITLE Boss, Theodore, A. Deputy Commander		Theodore A. Boss		Tobyhanna, PA 18466	
25. TRAVEL AUTHORIZATION NUMBER DOE6789PK90001			26. DATE ISSUED (YYYYMMDD) 20180919		

PRIVACY ACT STATEMENT

(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

By mail: DFAS Rome, ATTN: Travel, 325 Brooks Road, Rome, NY 13441-4527

By email: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil

By Travel Voucher Direct located on the DFAS website at www.dfas.mil

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

Voucher for settlement of claim for travel to be submitted within five (5) days after entry on duty. Traveler must maintain copies of all receipts applicable to voucher.

Contact the local installation Transportation Office to make arrangements for movement of HHGs.

Movement of Household Goods (HHGs) will be by Government Bill of Lading (GBL).

Shipment of HHGs is authorized not in excess of 18,000 lbs.

Estimated Cost of Transportation of HHGs is \$6,671.00

Estimated Cost of Storage of HHGs is \$8,504.54

Temporary storage of HHGs is authorized not to exceed 60 days.

Estimated cost of TQSE is \$6,975.00

Miscellaneous expense is \$1,300.00 for employee with dependents.

Employee can use their Government Charge Card for this PCS move. If the employee is on TQSE at the new duty station, you can use the card for M&IE as long as the account is in PCS status. If you are no longer in temporary quarters, you cannot use the card for M&IE at the new duty station. Employee must stay within the (M&IE) per diem costs authorized on the PCS orders.

The period of time an employee has to use his/her PCS entitlements is now 1 year from Block #9.