

**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 Auditor	5. GRADE OR RATING GS-12	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> K
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE USAG Benelux Chievres, Belguim APO AE 09708		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION USPFO for Vermont, VTNG Colchester, VT 05446

9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) o/a 20181028		
10. TRAVEL PURPOSE <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	11. TRANSPORTATION MODE <input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> POC <input checked="" type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> RAIL MILEAGE RATE: <input checked="" type="checkbox"/> AIR \$ IAWJTR	12a. PER DIEM FOR EMPLOYEE <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 <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	15a. HOUSEHOLD GOODS (HHG) SHIPMENT <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	b. NET WEIGHT AUTHORIZED 18,000 lbs

16. OTHER AUTHORIZED EXPENSES <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> UNEXPIRED LEASE <input checked="" type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input checked="" type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> RELOCATION SERVICES <input checked="" type="checkbox"/> POV SHIPMENT <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES <input type="checkbox"/> REAL ESTATE EXPENSES <input checked="" type="checkbox"/> TRAVEL ADVANCE AUTHORIZED (Amount) \$ IAWJTR	17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
18a. DEPENDENT TRAVEL FROM (Home Address)	b. TO (New PDS)

19. DEPENDENTS		
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)
//Nothing Follows//		

20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	SIGNED (X one)	
\$ 70.00	\$ 2,680.00	\$ 6,330.00	\$ 9,080.00	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
				DATE SIGNED (YYYYMMDD)	

SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL

22. ACCOUNTING CITATION
Travel/Per Diem: 021 2020 (Your Line of Accounting will be here); TQSA: 021 2020 (Your Line of Accounting will be here); MISC EXP: 021 2020 (Your Line of Accounting will be here); RITA: 021 2020 (Your Line of Accounting will be here); //Continued in Block 28//

23. APPROVING OFFICIAL a. TITLE Resources, Human, R. Director, Resource Management	b. SIGNATURE Human R. Resources
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE Boss, Theodore, A. Deputy Commander	b. SIGNATURE Theodore A. Boss
c. ORGANIZATION ADDRESS USAG Benelux APO AE 09708	
25. TRAVEL AUTHORIZATION NUMBER 2JFA-RM-03081	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.)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail: e-mail: dfas.rome.jft.mbx.civrelo-vouchers@mail.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0. For more information, please go to: <http://www.dfas.mil/civilianemployees/civrelo.html>

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.

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations.//
- (2) Employee will depart Chievres, Belgium on 25 October 2018 and will proceed to new duty station USPFO for Vermont, VTNG Colchester, VT 05446. Change to reporting date must be coordinated with management and CPAC prior to departure. Losing OCONUS activity covers all transportation expenses up to APR; any excess costs will be borne by the employee or the gaining activity.
- (3) HHG Shipment pick up from [OCONUS Home of Record] to [New Duty Station Home of Record]//
- (4) Employee is authorized up to 3 bags per traveler on U.S flag couriers. Employee must contact the CTO office or the Airline company to know the specific luggage weight authorized for the flight. Any additional cost due to overweight baggage will be paid by the employee. If utilizing military air a maximum of 70lbs per bag is authorized.//
- (5) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government • CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (6) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (7) 90 days temporary storage of HHG authorized.//
- (8) Storage HHG at government expense may continue until the beginning of the second month after the month in which eligibility shall be deemed on the last day of work at the post of duty.//
- (9) Employees should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
- (10) Employees performing PCS travel may elect to ship any portion of HHG to the Actual Place of Residence (APR) in the US and the remaining portion to the new duty station. Cost is limited to constructed cost for one shipment.//
- (11) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (12) Employees unable to report to the duty station by the agreed upon reporting date should notify gaining CPAC by facsimile or email immediately.//
- (13) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) prior to departure is authorized. Allowance needs to be claimed through [Army email box] along with Statement of Understanding and Authorization Memo provided by CPAC.//
- (14) Advance pay not authorized.//
- (15) Rental cars NOT authorized.//
- (16) Allowances have to be stopped on an SF 1190 and submitted to [Army email box] before PCS'ing. Employee is subject to a Living Quarters Allowance (LQA) audit within 7 years of departure from OCONUS.//
- (17) Purchase of Transportation Tickets is from an Individually Billing Account (IBA), fund cite provided.
- (18) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- (19) Relocation Income Tax Allowance (RITA): please visit DFAS website at <http://www.dfas.mil/pestravel/civentitlements/relocationincometax.html>////CONTINUED FROM BLOCK22// FICA: 021 2020 (Your Line of Accounting will be here); HHG: 021 2020 (Your Line of Accounting will be here); POV: 021 2020 (Your Line of Accounting will be here); NTS: 021 2020 (Your Line of Accounting will be here)////NOTHING FOLLOWS///