

**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 Adjutant		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 US Army Sustainment Command 401st Army Field Support Brigade-SWA Army Field Support Battalion-Qatar Doha, Qatar APO AE 09898			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION US Army Sustainment Command 405th Army Field Support Brigade Army Field Support Battalion-Germany Vilseck, Germany APO AE 09112		
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 checked="" type="checkbox"/> GOVERNMENT		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> RENEWAL AGREEMENT		<input checked="" type="checkbox"/> COMMERCIAL		b. PER DIEM FOR DEPENDENT(S)	
<input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION		MILEAGE RATE:		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> TEMPORARY CHANGE OF STATION		\$ IAWJTR			
<input type="checkbox"/> OTHER					
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		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
<input type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> 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				17. DEPENDENT TRAVEL	
<input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG		<input type="checkbox"/> UNEXPIRED LEASE		<input checked="" type="checkbox"/> CONCURRENT	
<input type="checkbox"/> NONTEMPORARY STORAGE OF HHG		<input checked="" type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE		<input type="checkbox"/> DELAYED	
<input type="checkbox"/> RELOCATION SERVICES		<input checked="" type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input checked="" type="checkbox"/> OCONUS		<input type="checkbox"/> EARLY RETURN	
<input type="checkbox"/> PROPERTY MANAGEMENT SERVICES		<input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES		<input type="checkbox"/> NOT AUTHORIZED	
<input type="checkbox"/> REAL ESTATE EXPENSES		TRAVEL ADVANCE AUTHORIZED (Amount) \$			
18a. DEPENDENT TRAVEL FROM (Home Address) 1234 Your Street Your Town, VA 22172			b. TO (New PDS) Vilseck, Germany & Vicinity		
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	
-- NO OTHERS --					
20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	SIGNED (X one)	
\$ 3,000.00	\$ 2,500.00	\$ 10,500.00	\$ 16,000.00	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
				DATE SIGNED (YYYYMMDD) 20180830	

SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL

22. ACCOUNTING CITATION HHG: 021 2020 (Your Line of Accounting will be here); TQSA: Pending FY## funding, amended orders will be issued; MISC EXP: Pending FY## funding, amended orders will be issued; //Continued in Block 28//					
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		405th AFSB APO AE 09227	
25. TRAVEL AUTHORIZATION NUMBER 5065379849			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.

Air/Per Diem/Baggage: 021 2020 (Your Line of Accounting will be here); POV: 021 2020 (Your Line of Accounting will be here); FICA: 021 2020 (Your Line of Accounting will be here); RITA: Pending FY## funding, amended orders will be issued

- Authority is granted to amend orders IAW the Joint Travel Regulations (JTR). - Change to reporting date must be coordinated with management and HRO prior to departure. - 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.
- Transportation tickets are purchased using Individually-Billed-Account (IBA). Travel arrangements must be made through DoD contracted Travel Management Company (TMC). A GSA TMC may be used only when a DoD contracted TMC is not available.
- Travel on foreign flag aircraft/carriers/surface vessels is not authorized unless American Flag carrier does not provide service to/from/within the overseas area. See JTR for required documentation when a Non-American-Flag carrier is used. Approval by TMC is necessary.
- Excess accompanied baggage authorized. Fees will be paid by the traveler subject to reimbursement. - Employee should contact the Transportation Office to arrange transportation of household goods (HHG). Mode of transportation is determined by the Transportation Officer.
- Shipment of Household Goods (HHG), unaccompanied baggage and HHG stored in CONUS cannot exceed 18,000 pounds. Shipment of HHG may be from/to one or more locations; however, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from the employee's last permanent duty station to the new permanent duty station. - 90 days temporary storage of HHG is authorized. - Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) is authorized upon arrival. Allowances will be claimed through the [new duty station] along with Statement of Understanding 1, and Authorization Memo provided by the CPAC. -Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through the [new duty station] along with Statement of Understanding 1, and Authorization Memo provided by the CPAC. Advance of pay may be requested max 3 weeks prior to EOD (Entrance on Duty date) and up to 60 days after EOD.
- Rental car is NOT authorized. - Relocation Income Tax Allowance (RITA): visit DFAS website,<http://www.dfas.mil/pcstravel/civentitlements/relocationincometax.html>. - Written notification by the employee to the CPAC is required if these travel orders are not being used.

This order is funded with FY## funding for entitlements that can be obligated in FY##. If the Airline tickets, HHG shipment, POV Shipment, NTS is not initiated before FY##, the order will need to be amended with FY## funding. Funds expire for obligation purposes on 30 Sep ##. or All other entitlements are subject to the availability of FY## funding. The U.S. Government is not responsible for any costs that exceed the amount obligated on this PCS order until such time as additional appropriated funds are provided under another CRA or the enactment of an appropriations act. The government's liability does not extend beyond the funds authorized in accordance with this order.

NOTE: IF ORDERS, OR AMENDMENTS TO ORDERS, CONFLICT WITH JTR. THE JTR PREVAILS.

//////////////////////////////////NOTHING FOLLOWS//////////////////////////////////