

**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 N/A	5. GRADE OR RATING N/A	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 Ankara ES/HS Ankara, Turkey HHG: Ankara, Turkey		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION 1995 Your Retirement Street Your Retirement Town, FL HHG: 1995 Your Retirement Street, Your Retirement Town, FL

9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)		
10. TRAVEL PURPOSE <input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input checked="" 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 <input type="checkbox"/> MILEAGE RATE: \$ IAW JTR <input checked="" type="checkbox"/> AIR	12a. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED	14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED	15a. HOUSEHOLD GOODS (HHG) SHIPMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <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 <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> RELOCATION SERVICES <input checked="" type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input checked="" type="checkbox"/> OCONUS <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> MISCELLANEOUS EXPENSES <input type="checkbox"/> REAL ESTATE EXPENSES <input type="checkbox"/> TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____	17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input checked="" type="checkbox"/> NOT AUTHORIZED
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18a. DEPENDENT TRAVEL FROM (Home Address) N/A	b. TO (New PDS) N/A
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19. DEPENDENTS		
a. NAME (Last, First, Middle Initial) //Nothing Follows//	b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)

20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT	
a. PER DIEM \$ 275.00	b. TRAVEL \$ 1,035.00	c. OTHER \$ 28,091.00	d. TOTAL \$ 29,401.00	SIGNED (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
				DATE SIGNED (YYYYMMDD)	

SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL

22. ACCOUNTING CITATION 97 0100 (Your Line of Accounting will be here); EOR: 2103, 2204, 121S, 4610

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 Department of Defense Education Activity, 4800 Mark Center Drive, Alexandria VA	

25. TRAVEL AUTHORIZATION NUMBER PC83119EUROPE1	26. DATE ISSUED (YYYYMMDD) 20180919
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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.civrel-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.

Shipment of HHG in NTS and prior shipments may not exceed 18,000 lbs. total weight. The weight of HHG shipped to employee's actual place of residence, withdrawn from the NTS with movement to actual place of residence or alternate, will be counted against employee's total HHG weight allowance when separating from OCONUS service. The employee is financially responsible for excess weight charges and payment will be collected from the employee (C5 175 and C5154.B). Individual currently has 0 lbs. in NTS. Weight allowance of HHG, personal effects, and unaccompanied hold baggage of HHG may not exceed 18,000 lbs.

POV shipment authorized to CONUS HOR: Your Retirement Town, FL. Travel to commence o/a 10/28/2018.

1. Travel on Foreign Flag air carriers or surface vessels is not authorized unless American Flag carriers do not provide service to/from/within the overseas area (JTR, 3525). 2. All travel arrangements must be made through an official contracted TMC (Travel Management Company) (JTR, 2400). 3. When an employee makes his/her own travel arrangements, reimbursement for such travel is limited to the cost of Government provided transportation by the most direct route and most economical mode of travel from the employee's permanent duty station (PDS) to the actual residence/home of record and return for RAT or between OCONUS duty stations for a PCS, or from the employee's PDS to the actual residence upon return for separation. Reimbursement will be limited to the amount in block 20b of the travel orders unless the employee provides the DFAS paying office a statement from the TMO indicating the Government cost for the ticket for the authorized travel. In the absence of the statement from a TMO, the DFAS paying office will use block 20b to limit constructive reimbursement. 4. Unaccompanied baggage authorized is limited to 350 lbs. for each adult and dependent 12 years of age and older, and 175 lbs. for each child under 12 years of age. No more than 1,000 lbs. thereof may be shipped by air. Weight of unaccompanied baggage is considered part of the household goods (HHG) weight allowance (JTR, 3110.A.4 and 5656. B). 5. Shipment of HHG, goods in storage and prior shipments may not exceed 18,000 lbs. total weight (JTR, 5646). Shipment of HHG is limited to those items associated with the home and all personal effects belonging to the employee and dependents on the effective date of transfer or appointment that legally may be accepted and transported by commercial HHG carrier (JTR, Appendix A). 6. In connection with alternate destination travel, any costs in excess of the costs for direct and uninterrupted travel to and from the employee's actual residence are borne by the employee. For renewal agreement travel, if an employee's actual residence is in the U.S., the employee, and the employee's dependents, must spend the majority of the RAT time in the U.S. to be entitled to RAT (JTR, 21 00, 21 25, and 5950.N). 7. Storage in transit (SIT) of HHG not to exceed 90 days is authorized (JTR, 5670). 8. Traveler may have use of DoD Armed Services facilities while in travel status (JTR, 2035). 9. Travel of dependents prior to employee attaining eligibility for return transportation is at employee's expense. Upon earning eligibility for return travel at Government expense, the employee will be reimbursed for the proper expense of travel, not to exceed the cost of transportation by the most economical route from the overseas post of duty to the employee's actual residence (JTR, 559B.A). 10. In connection with shipment of HHG to an alternate destination and/or from an alternate pick-up point; any costs in excess of the costs of shipment in one lot by the most economical method to/from the actual residence and the overseas duty station or between the old and new permanent duty stations are borne by the employee (JTR, 5642.B and 5644). 11. Expenses incurred for travel by other than the most direct usually traveled route, or interruption of travel for personal convenience, will be borne by the employee (JTR, 2100 and 2125). 12. Upon separation or transfer to CONUS, non-temporary storage (NTS) of household goods at Government expense terminates on the first day of the second month following the last day of work at the PDS (JTR, 5660.C.3). 13. Transportation tickets are purchased using a centrally-billed account (CSA) (JTR, 2505). 14. If returning from an OCONUS assignment for separation, the household goods transportation is forfeited if not used within 90 days of separation, unless an extension of this time limit has been specifically approved. (JTR, 5572.C.2 and 5654.F). 15. Each traveler is allowed up to two bags of no more than 50 pounds per bag as checked luggage. Should the airlines charge baggage fees on either of the first two bags the fee will be reimbursed when the travel voucher is processed. For those employees on RAT, any bags that are charged fees or any weight above 50 pounds per bag is considered excess accompanied baggage and will count against the 100 pounds of authorized excess accompanied baggage.