PASSENGER RESERVATION REQUEST - NON-DTS TDY TRAVEL

Print Form

PRIVACY ACT STATEMENT: The information requested on this form is protected under the authority of 5 U.S.C. 552a and the travel regulations and will be used in arranging TDY travel reservations. This form is used in preparing an accurate travel itinerary and remains with the files for the authorized travel. Disclosure of the requested information is voluntary. However, completion of the form is necessary to authorize transactions. Failure to provide the requested information may result in disapproval of the travel.

1. COMMAND	2. DATE	3.TYPE ☐ INITIAL ☐ CHANGE
4a. UNIT POC	4b. POC PHONE	4c. POC E-MAIL ADDRESS
5a. UNIT BUDGET CLERK (BC)	5b. BC PHONE	5c. BC E-MAIL ADDRESS

NAVPTO USE ONLY

SHIP'S LOCATION	DATE
AMC FLIGHT INFO (ATTACH PORT CALL IF BOOKED)	
"NO AMC" CERTIFICATION	
TYPE TRAVEL	AMC NON-USE
MIP CODE	SERVICE BRANCH

COPY OF TRAVEL ORDERS REQUIRED TO FINALIZE BOOKINGS

TRAVELER'S INFO (IF GROUP BOOKING, ENTER SENIOR TRAVELER AND ATTACH LIST OF TRAVELERS WITH REQUESTED INFO FOR #6 TO #14.)

6. FULL NAME (Last, First, Middle)	7. RANK/RATE	8. SSN
9. DOB (DDMMMYY)	10. GENDER ☐ MALE ☐ FEMALE	11. MEMBER'S E-MAIL ADDRESS:
12. MEMBER'S PHONE	13. AUTHORIZED REST STOP AT:	14. PASSPORT NO/EXPIRATION DATE (FOR OCONUS TVL)

15. NEXT OF KIN NAME AND PHONE

16. OFFICIAL ROUTING (ATTACH ADDITIONAL SHEET IF NEEDED)

DATE	FROM (City/Airport)	TO (City/Airport)	Report/Arrive NTL (Date/Time)

17. LODGING (THE JFTR, JTR AND PTM REQUIRE USE OF THE CTO FOR BOOKING GOVT AND COMML LODGING)

TDY LOCATION:

UNIT/SCHOOL TDY TO:

CHECK-IN DATE: CHECK-OUT DATE:

IF BQ NOT AVAIL, PREFERRED HOTEL/LOCATION:

(NOTE: PROVIDE CREDIT CARD INFO DIRECTLY TO CTO TO CONFIRM COMMERCIAL LODGING.)

18a. RENTAL CAR AUTHORIZED: ☐ NO ☐ YES SIZE: ☐ COMPACT ☐ MID-SIZE ☐ FULL SIZE ☐ MINI-VAN ☐ OTHER

IF NO AIRLINE RESERVATION IS REQUESTED:

18b. PICK-UP LOCATION	18c. PICK-UP DATE/TIME	18d. DROP-OFF DATE/TIME

19. JUSTIFICATION FOR NOT REQUESTING LODGING AND RENTAL CAR FROM CTO:

20. REMARKS: (INCLUDE ADVANCE AUTHORIZATIONS)

NOTES:
1. Use of GOVT AIR/GOVT PROCURED air is directed when available and meets mission requirements.
2. GOVT contract fares under the City Pairs program cannot be used for travel to/from leave destinations.
3. The port call/itinerary issued by NAVPTO/PSD/CSD is an official modification to orders; failure to travel and report as ordered may result in administrative or punitive action.
4. Additional costs for indirect or interrupted travel requested for personal convenience must be paid by the member.

21. MEMBER'S SIGNATURE	22. DATE	23. AUTHENTICATED BY	24. DATE