

PASSENGER RESERVATION REQUEST - NON-DTS TDY TRAVEL

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 <input type="text"/>		2. DATE <input type="text"/>		3. TYPE <input type="checkbox"/> INITIAL <input type="checkbox"/> CHANGE		NAVPTO USE ONLY	
4a. UNIT POC <input type="text"/>		4b. POC PHONE <input type="text"/>		4c. POC E-MAIL ADDRESS <input type="text"/>		SHIP'S LOCATION DATE	
5a. UNIT BUDGET CLERK (BC) <input type="text"/>		5b. BC PHONE <input type="text"/>		5c. BC E-MAIL ADDRESS <input type="text"/>		AMC FLIGHT INFO (ATTACH PORT CALL IF BOOKED)	
COPY OF TRAVEL ORDERS REQUIRED TO FINALIZE BOOKINGS						"NO AMC" CERTIFICATION	
TRAVELER'S INFO (IF GROUP BOOKING, ENTER SENIOR TRAVELER AND ATTACH LIST OF TRAVELERS WITH REQUESTED INFO FOR #6 TO #14.)						TYPE TRAVEL AMC NON-USE	
6. FULL NAME (Last, First, Middle) <input type="text"/>			7. RANK/RATE <input type="text"/>		8. SSN <input type="text"/>		MIP CODE SERVICE BRANCH
9. DOB (DDMMYY) <input type="text"/>		10. GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			11. MEMBER'S E-MAIL ADDRESS: <input type="text"/>		
12. MEMBER'S PHONE <input type="text"/>		13. AUTHORIZED REST STOP AT: <input type="text"/>		14. PASSPORT NO/EXPIRATION DATE (FOR OCONUS TVL) <input type="text"/>			
15. NEXT OF KIN NAME AND PHONE <input type="text"/>							
16. OFFICIAL ROUTING (ATTACH ADDITIONAL SHEET IF NEEDED)							
DATE	FROM (City/Airport)		TO (City/Airport)		Report/Arrive NTL (Date/Time)		
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>		
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>		
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>		
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>		
17. LODGING (THE JFTR, JTR AND PTM REQUIRE USE OF THE CTO FOR BOOKING GOVT AND COMM LODGING)							
TDY LOCATION: <input type="text"/>							
UNIT/SCHOOL TDY TO: <input type="text"/>							
CHECK-IN DATE: <input type="text"/>				CHECK-OUT DATE: <input type="text"/>			
IF BQ NOT AVAIL, PREFERRED HOTEL/LOCATION: <input type="text"/>							
(NOTE: PROVIDE CREDIT CARD INFO DIRECTLY TO CTO TO CONFIRM COMMERCIAL LODGING.)							
18a. RENTAL CAR AUTHORIZED: <input type="checkbox"/> NO <input type="checkbox"/> YES SIZE: <input type="checkbox"/> COMPACT <input type="checkbox"/> MID-SIZE <input type="checkbox"/> FULL SIZE <input type="checkbox"/> MINI-VAN <input type="checkbox"/> OTHER <input type="text"/>							
IF NO AIRLINE RESERVATION IS REQUESTED: <input type="text"/>							
18b. PICK-UP LOCATION <input type="text"/>				18c. PICK-UP DATE/TIME <input type="text"/>		18d. DROP-OFF DATE/TIME <input type="text"/>	
19. JUSTIFICATION FOR NOT REQUESTING LODGING AND RENTAL CAR FROM CTO: <input type="text"/>							
20. REMARKS: (INCLUDE ADVANCE AUTHORIZATIONS) <input type="text"/>							
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 <input type="text"/>			22. DATE <input type="text"/>		23. AUTHENTICATED BY <input type="text"/>		24. DATE <input type="text"/>