DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
TDY TRAVEL REQUEST WORKSHEET

EMPLOYEE ID	NAME *(Last, First, MI)*	

GRADE/RATE	DIV/BRANCH	OFFICE PHONE NUMBER

PURPOSE: To request TDY Travel Orders and desired advances. If you have any questions, **CONTACT YOUR UNIT ADMIN OFFICE.**

PRIVACY ACT STATEMENT

IAW 5 USC Sec. 522a(e)(3), the following is provided when supplying personal information to the U.S. Coast Guard:

Authority:	37 USC, Section 1006.
Principal Purpose:	Used to indicate member's intentions during TDY travel.
Routine Uses:	Same.
Disclosure:	Disclosure of this information is voluntary, but without disclosure member may not receive advances.

**************** ATTACH A COPY OF AUTHORITY FOR TDY ******************

<u>**ATTN**</u>: **TDY for Advanced or Specialized Training requires that a member meet the obligated service requirement as expressed by Chapters 8 & 9 of the Performance, Training & Education Manual (COMDTINST M1500.10(series)).**

Do you meet the obligated service requirements for these orders? *(Check One)* ☐ YES ☐ NO

Enter Travel Order Number (TONO) and accounting data OR accounting information is attached: ☐

TONO	EST COST *(see page 2 for calculations)*
	$0.00

ACCT DATA	PROJECT NUMBER

DEPARTURE DATE	RETURN DATE	EST. DAYS ABSENT

DESTINATION

PURPOSE OF TDY *(specify type of training or meeting):*

*(**Note**: See additional requirements on reverse when purpose of TDY is training, meeting, conference, etc.)*

☐ I REQUEST LEAVE	DATE TO BEGIN LV	ENTER LV AMOUNT	PHONE #

LEAVE ADDRESS

TRAVELER'S MODE OF TRANSPORTATION

	GOVERNMENT CONVEYANCE
	PRIVATELY OWNED CONVEYANCE (POC) ADVANTAGEOUS TO GOVT - ☐ YES ☐ NO

NOTE: POC (automobile or motorcycle only) use on TDY is to the GOV'T's advantage for TDY to locations within 800 miles (round-trip) of the PDS as determined from DTOD. See guidance at http://www.uscg.mil/ppc/tvl.asp#gtr for performing cost comparisons when round-trip travel is greater than 800 miles and the traveler requests use of POC.

	COMMERCIAL AIR
	GOVERNMENT PROCURED TRANSPORTATION
	RENTAL CAR

RESET

TDY TRAVEL REQUEST WORKSHEET *(Reverse)*

PURPOSE OF TRAVEL	YES	NO
IS THIS TRAVEL FOR; TRAINING (OTHER THAN MANDATORY CLASS "A" OR "C" TRAINING APPROVED BY FORCECOM), A MEETING/CONFERENCE, CONVENTION, SYMPOSIUM, WORKSHOP, POLICY DEVELOPMENT, PUBLIC OUTREACH, OR A UNIT VISIT? SEE https://cgportal2.uscg.mil/communities/interim-conference-requests/SitePages/Home.aspx FOR GUIDANCE.		
IF YOU ANSWERED YES TO THE ABOVE, IS APPROVAL DOCUMENTATION ATTACHED? IF NO, EXPLAIN IN MEMBER COMMENTS.		

REQUEST FOR ADVANCES	YES	NO
DO YOU HAVE A GOVERNMENT TRAVEL CHARGE CARD (GTCC)?		
IF YOU HAVE A GTCC, HAVE YOU VERIFIED THAT YOUR CREDIT LIMIT IS $2500.00?		
IS GOVERNMENT QUARTERS USE DIRECTED?		
IS GOVERNMENT MESSING USE DIRECTED?		
WOULD YOU LIKE ADVANCE PER DIEM? (IF YES, AMOUNT $ _____		

MEMBER'S COMMENTS

DATE	MEMBER'S SIGNATURE

SUPERVISOR'S COMMENTS

DATE	SUPERVISOR'S SIGNATURE *(Does member meet weight requirements IAW COMDTINST M1020.8 (Series)*? ☐ Yes ☐ No *(if no, refer to COMDTINST M1020.8 for guidance)*
DATE	SIGNATURE OF FUNDS APPROVING OFFICIAL *(if applicable)*
DATE	APPROVING OFFICIAL'S SIGNATURE

COST OF ESTIMATE CALCULATIONS

a. COST OF LODGING PER DAY (See http://www.defensetravel.dod.mil/site/perdiemCalc.cfm for rates)	b. NUMBER OF DAYS OF LODGING	c. TOTAL COST OF LODGING *(a)(b)* $0.00
d. COST OF M&IE RATE PER DAY (See http://www.defensetravel.dod.mil/site/perdiemCalc.cfm for rates)	e. NUMBER OF DAYS OF M&IE	f. TOTAL COST OF M&IE *(d)(e)* $0.00
g. COST OF AIRLINE TICKET (See http://apps.fas.gsa.gov/citypairs/search/ or contact SATO for gov't fares)	h. COST OF AIRLINE SERVICE FEE	i. TOTAL COST OF TICKET & FEE *(g+h)* $0.00
j. COST OF POC *(miles X rate)* (See http://www.defensetravel.dod.mil/site/otherratesMile.cfm for rates)	k. COST OF RENTAL CAR	l. REGISTRATION FEE

m. OTHER COST EXPLAIN:	TOTAL COST OF TDY *(c+f+i+j+k+l+m)* $0.00

ORDERS COMPLETED

DATE	LEAVE *(if requested)* RECORDED IN DIRECT ACCESS ☐	DATE RECORDED	INITIALS

RESET