

# TDY TRAVEL REQUEST WORKSHEET

EMPLOYEE ID	Name <i>(Last, First, MI)</i>	
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\*\*\*\*\***

**ATTN:** TDY for Advanced or Specialized Training requires that a member meet the obligated service requirement as expressed by Section 2.B.1.a.(4) of the 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:

Tono: \_\_\_\_\_ Est Cost (see reverse for calculations): \_\_\_\_\_

Acct data: \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_

Project Number: \_\_\_\_\_

DEPARTURE DATE: \_\_\_\_\_ RETURN DATE: \_\_\_\_\_ EST. DAYS ABSENT: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

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

I request leave.

Date to begin LV \_\_\_\_\_

Enter LV amount \_\_\_\_\_

LEAVE ADDRESS	PHONE#

**Traveler's Mode of Transportation:**

<input type="checkbox"/>	GOVERNMENT CONVEYANCE
<input type="checkbox"/>	PRIVATELY OWNED VEHICLE (POV)    ADVANTAGEOUS TO GOVT - <input type="checkbox"/> *YES <input type="checkbox"/> *NO
<input type="checkbox"/>	COMMERCIAL AIR
<input type="checkbox"/>	GOVERNMENT PROCURED TRANSPORTATION
<input type="checkbox"/>	RENTAL CAR

<b>REQUEST FOR ADVANCES</b>	<b>YES</b>	<b>NO</b>
DO YOU HAVE A GOVERNMENT CHARGE CARD?	<input type="checkbox"/>	<input type="checkbox"/>
HAVE YOU VERIFIED THAT YOUR CREDIT LIMIT IS \$2500.00?	<input type="checkbox"/>	<input type="checkbox"/>
IS GOVERNMENT QUARTERS USE DIRECTED?	<input type="checkbox"/>	<input type="checkbox"/>
IS GOVERNMENT MESSING USE DIRECTED?	<input type="checkbox"/>	<input type="checkbox"/>
WOULD YOU LIKE ADVANCE PER DIEM? (IF YES, AMOUNT \$ _____ )	<input type="checkbox"/>	<input type="checkbox"/>

MEMBER'S COMMENTS:

DATE	MEMBER'S SIGNATURE
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SUPERVISOR'S COMMENTS:

DATE	SUPERVISOR'S SIGNATURE (Does member meet weight requirements IAW COMDTINST M1020.8(Series) <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, refer to COMDTINST M1020.8 for guidance)
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DATE	SIGNATURE OF FUNDS APPROVING OFFICIAL (if applicable)
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DATE	APPROVING OFFICIAL'S SIGNATURE
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**Cost Calculations**

a. Cost of Lodging per Day _____	b. Number of Days of Lodging _____	c. Total Cost of Lodging (a)(b) _____
d. Cost of M&IE Rate per Day _____	e. Number of Days of M&IE _____	f. Total Cost of M&IE (d)(e) _____
g. Cost of Airline Ticket _____	h. Cost of Airline Service Fee _____	i. Total Cost of Ticket & Fee (g+h) _____
j. Cost of POV (.55 per mile) _____	k. Cost of Rental Car _____	l. Registration Fee _____
m. Other Cost _____	Total Cost of TDY (c+f+i+j+k+l+m) _____	

Orders completed. Date \_\_\_\_\_

Leave (if requested) recorded on CG-2519. Date \_\_\_\_\_

Initials: \_\_\_\_\_

**How to calculate "Cost of GTR"**

When a member is authorized to travel on TDY using a Privately Owned Conveyance (POC) not to exceed (NTE) the cost of government procured transportation/GTR, the orders must state: **"POC travel NTE the constructed cost of the GTR \$XXX.XX;"** with the actual dollar amount replacing the "X's". To calculate this amount, you must add together:

1. the government airfare rate ([You can lookup the contract carrier "city pair rates" at http://apps.fss.gsa.gov/citypairs/search/](http://apps.fss.gsa.gov/citypairs/search/))
2. any taxi fares and tips that would be appropriate to and from the airport and/or lodging accommodations, mileage and tolls that would be appropriate to and from the airport,
3. airfare service fees,
4. 75% of the M&IE per diem for two travel days,
5. and the cost for a rental vehicle **if one would had been authorized.**

To determine which will be paid, add together total mileage multiplied by the current TDY mileage rate, tolls, total per diem for travel days (75% for first and last day and full per diem for each additional day of driving travel), and lodging costs (not to exceed max. lodging rate for that area) during travel if required to stop in route. The member will be entitled to the lesser of these amounts. Travel days and reimbursement WILL NOT exceed GTR limits. If there are extenuating circumstances, i.e. member is transporting unit equipment or flying to multiple destinations where the costs to the government would be much higher, then POV may be determined to be advantageous, in which case the orders need to specify and provide reason for decision. For more information, please refer to the following [JFTR paragraphs: U3305-A1; U3305; U3325; U3310; U4330; U4326-B3; U4326-A2; U4145-B; and U4147-3.](#)

**TDY Cost Comparison**

**Commercial Carrier:**

Flight: \_\_\_\_\_ (ONLY use SATO quote)

Airline Service Fee: \_\_\_\_\_ (Use current rate)

Travel Per Diem: \_\_\_\_\_ (75% of M&IE for location)

TDY location Per Diem: \_\_\_\_\_ (full per diem for TDY period, note that if at military location that provides meals and lodging they will only be entitled to incidentals, current standard incidental rate can be found on the per diem website.)

TDY Lodging: \_\_\_\_\_ (if not provided or directed)

Rental Car: \_\_\_\_\_ (ONLY if AUTH)

Other: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

**POV TRAVEL:**

POV Miles: \_\_\_\_\_ (print DTOD 6044)

POV Cost: \_\_\_\_\_ (use current rate from per diem web site)

Travel Days AUTH: \_\_\_\_\_ (350 miles per day, if balance over 50, add an extra day)

Travel Per Diem: \_\_\_\_\_ (75% of M&IE for location)

Travel Hotel: \_\_\_\_\_ (use rate of location traveling to, this will be different on way there and way back)

TDY location Per Diem: \_\_\_\_\_ (full per diem for TDY period, note that if at military location that provides meals and lodging they will only be entitled to incidentals, current standard incidental rate can be found on the per diem website.)

TDY Lodging: \_\_\_\_\_ (if not provided or directed)

Other: \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Note on orders:

1. If POV Travel exceeds commercial travel that **"POC travel NTE the constructed cost of the GTR \$ \_\_\_\_\_ (cost comparison amount above)."**
2. If POV Travel is less that cost of GTR **"advantageous to government, mbr auth round trip POV travel NTE \_\_\_\_\_ miles."**
3. Please see PPPM for further required notes.