

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**

AIR FORCE INSTRUCTION 65-103

15 AUGUST 2019

Financial Management

TEMPORARY DUTY/SPECIAL ORDERS



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: SAF/FMFC
(AFAFO)

Certified by: SAF/FMF
(Mr. Fredrick E. Carr)

Pages: 72

Supersedes: AFI65-103, 5 August 2005

This instruction implements Air Force Policy Directive 65-1, *Management of Financial Services*. This instruction provides guidance on preparation of Orders (e.g., Special Orders, orders for Temporary Duty (TDY) travel, and emergency leave). This instruction explains and provides information on how TDY and special orders need to be written, funded, and handled to ensure funds certification, entitlements, and obligations are handled appropriately for proper awareness by the traveler; issuance by various agencies involved with travel; and ultimately settlement of such claims is possible. This instruction applies to all Regular Air Force, Air Force Reserve, and Air National Guard organizations. Refer recommended changes and questions about this publication to SAF/FMFC (Air Force Accounting and Finance Office - AFAFO), on AF Form 847, *Recommendation for Change of Publication*. Route AF Form 847 from the field through major command publications managers. This publication may be supplemented at any level. The supplement must be reviewed and approved by SAF/FMFC (AFAFO). MAJCOMs, field operating agencies, and direct reporting units must send one copy of the published and/or posted supplement to SAF/FMFC (AFAFO). Other organizations send one copy of each published and/or posted supplement to the next higher headquarters. The Paperwork Reduction Act of 1995 affects this instruction. The authorities to waive unit-level requirements in this publication remain at Tier One (T-1) following the compliance statement. See Air Force Instruction 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. As the OPR, SAF/FMFC (AFAFO) is the authority for all requested deviation, no subordinate authority exists for waiver of requirements in this AFI. Submit requests for waivers via AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the chain-of-

command to the appropriate Tier waiver authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

This instruction requires the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Title 10 United States Code, Section 8013, *Secretary of the Air Force* and the Joint Travel Regulations (JTR). The applicable SORN(s) #75FR 14142, *Defense Travel System* and #74FR 48240, *Automated Orders Data System* are available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision removal of all references to the (now obsolete) Joint Federal Travel Regulation, updates to the JTR references as necessary, replacement of “Commercial Travel Office” with “Travel Management Company”(TMC), and many other revisions and updates for currency.

Chapter 1— OVERVIEW	5
1.1. Overview.	5
1.2. DTS Use.	5
Chapter 2— ROLES AND RESPONSIBILITIES	6
2.1. AIPA.	6
2.2. FMFC.	6
2.3. MAJCOM.	6
2.4. Commanders.	6
2.5. Order Approving Official.	6
2.6. Military Personnel Section (MPS).	6
2.7. Base Finance (CPTS).	6
Chapter 3— GENERAL ORDERS INFORMATION AND GUIDANCE	7
3.1. General Orders Information.	7
Figure 3.1. Sample Amended Order.	13
Table 3.1. Orders for Attendants and Escorts.	17
Chapter 4— ORDERS APPROVING OFFICIAL REQUIREMENTS	19
4.1. Qualifications of the Orders Approving Official.	19

4.2.	Routine TDY.	22
Figure 4.1.	Sample Temporary Duty Order.	23
Figure 4.2.	Sample (Suggested) Order Back. (Block 16, Remarks Continuation).....	35
4.3.	Blanket Travel Orders.	36
Figure 4.3.	Sample Blanket Travel Order.	38
4.4.	Repeat TDY Orders.	40
Figure 4.4.	Sample Repeat Travel Order.....	42
4.5.	Endorsed Orders.	43
Figure 4.5.	Sample Permissive Travel Order.	44
4.6.	Permissive or No Expense to Government Orders.	45
4.7.	North Atlantic Treaty Organization (NATO) Travel Orders.	46
4.8.	Partnership for Peace (PfP) Countries.	47
Figure 4.6.	Sample North Atlantic Treaty Organization Travel Order.	48
Chapter 5— GENERAL GUIDANCE		49
5.1.	Separate Orders Involving Travel.	49
5.2.	Special Authorizations.	49
5.3.	Nonuse of Government Facilities.	50
5.4.	Special Conveyances.	51
5.5.	Variations in Itinerary.	53
5.6.	Classified Orders.	54
Chapter 6— CIVILIAN TRAVEL, TRANSPORTATION AUTHORIZATIONS, DEPENDENT TRAVEL, INVITATIONAL TRAVEL, EMERGENCY LEAVE, AND SUBPOENA TRAVEL		55
6.1.	Civilian Travel Orders.	55
6.2.	Transportation Authorizations.	55
Figure 6.1.	Sample AF Form 937.....	59
Figure 6.2.	Sample AF Form 1045.....	62
6.3.	Student Dependent Travel of Members and DoD Employees Overseas.	64
6.4.	Invitational Travel Authorizations.	65

6.5.	Emergency Leave Orders.	68
Figure 6.3.	Sample AF Form 972.....	69
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		71

Chapter 1

OVERVIEW

1.1. Overview. This instruction is the authority for creating, amending, publishing manual (not in the Defense Travel System (DTS)) authorizations/orders for travel (TDY or special). This instruction establishes procedures and provides guidance for preparation, issue, numbering, funding, authentication, distribution and maintenance of special orders authorizing TDY and emergency leave travel of Air Force personnel.

1.2. DTS Use. The Department of Defense mandate requires maximum use of the DTS for all travel types capable of being processed in the DTS at this time. While this instruction is more specific to structure of manually prepared orders the entitlement/ allowance statements and requirements also apply to orders generated in the DTS and other order-writing systems. Effective statements are applied for traveler awareness, paying office proper payments/requirements, and clearly identifying intent and authority or approval for official government funded travel.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. A1PA. Military & Civilian Compensation Policy Division (HAF/A1PA).

2.1.1. Develops and maintains guidance on personnel policy regarding administration of travel compensation and requirements of allowances authorized within travel orders or approved on travel voucher claims.

2.2. FMFC. Air Force Financial Management – Air Force Accounting and Finance Office (SAF/FMFC – AFAFO).

2.2.1. Works directly with HAF/A1PA to support program administration related to requirements of travel authorizations/orders and voucher claims in order to ensure proper allowances and entitlements are documented for proper payment and auditability purposes.

2.3. MAJCOM. MAJCOM/A1, DRU/A1 or Equivalent.

2.3.1. Ensures subordinate units receive updates/changes to guidance regarding TDY travel and special order creation, amendment, publication and travel voucher claim approvals (**T-1**).

2.4. Commanders. (at all levels)

2.4.1. Authority to authorize government funded travel and generate orders is granted to commanders which can be delegated to properly appointed personnel within the organization. Appointment must be made in writing (**T-1**).

2.5. Order Approving Official. (at all levels)

2.5.1. Appointed, in writing, by the commander to ensure administrative requirements for the travel are accomplished. Responsible for applying proper statements/directions on the order to accomplish the assigned mission, or travel requirement, and in accordance with allowances and entitlements pursuant to the JTR, DoD Financial Management Regulation, and other referenced overarching guidance (**T-1**).

2.6. Military Personnel Section (MPS).

2.6.1. Military Personnel Section will provide guidance on proper type of orders to be create and application of proper order series (**T-1**).

2.7. Base Finance (CPTS).

2.7.1. Accomplishes Fund Certification Official duties to verify funds availability for provided accounting classification (**T-1**).

2.7.2. Creates, logs, and provides to the Orders Approving Official a Pseudo-Social Security Account Number for travelers that do not have an Internal Revenue Service-provided Social Security Account Number (**T-1**).

Chapter 3

GENERAL ORDERS INFORMATION AND GUIDANCE

3.1. General Orders Information.

3.1.1. TDY Actions. TDY is defined in the JTR, Appendix A. TDY at any one location is limited to not more than 180 days. Process waiver requests for per diem beyond 180 days at one location (for example) pursuant to the JTR Secretarial Process, waiver requests can be accomplished and routed IAW AFI 36-2110, *Total Force Assignments* par 3.6.1. and 3.6.2. To the extent there is a SAF/MR memorandum that granted waivers for certain duty situations as permitted by JTR, a specific waiver request is not required. The JTR address travel and transportation allowances for uniformed services members and civilian personnel.

3.1.2. Authentication. The process that makes an administrative authorization an official order. Authentication takes place when the signatures of the Orders Approving Official, the Funds Certifying Official, and the travel order number are placed on the travel authorization thereby making it a published travel order.

3.1.3. Effective Date. The date orders go into effect. Usually the date shown for travel to commence for TDY-type orders.

3.1.4. Authority to Direct Travel and Publish Orders. Commanders at all levels but also below squadron level, such as detachments or flights, may publish TDY orders with specific authorization from a higher-level commander. Commanders may publish orders that are not within their jurisdiction only if the proper commander approves or if Headquarters, United States Air Force (HAF) directs publication. Hospitals and aero-medical staging units may publish orders on any Air Force personnel patients, but they will send copies to the patient's parent organization (T-1). The Commander or Office of Primary Responsibility for the specific order instruction may delegate orders publishing authority, but they will not delegate orders approval authority unless authorized by AFI 51-604, *Appointment to and Assumption of Command* (T-1). **NOTE:** For personnel accountability reasons, most travel orders for Air Force Reserve component personnel will be published using the Air Force Reserve Order Writer System – Reserve (ARROWS-R) (for Reserve Personnel) & Air Force Reserve Order Writer System (ARROWS) (for Air National Guard personnel).

3.1.5. Orders Approving Official. Acts administratively on behalf of the competent authority, see section 3.1.4 of this publication, who determines the need for a travel order, justifies special authorizations, and approves claims for reimbursing authorized items not indicated in the initial order or which require further administrative approval. An Orders Approving Official will not approve their own orders or claims (T-1). This official must sign manually prepared orders or requests for composed (created outside of the primary order writing systems) orders (T-1). The Orders Approving Official need not sign computer generated orders via a wet signature as long as the automated system that produced such an order contains encryption capability thus affixing their digital (electronic) signature. The printed order must identify the system generating the order and include the identities of the individual signing the order (T-1). If electronic certification capabilities exist, the order must contain an indication of certification and by whom (T-1). If the capabilities do not exist, manual certification must be accomplished (T-1).

3.1.6. Heading. For the publishing headquarters, include: DEPARTMENT OF THE AIR FORCE; complete unit designation; MAJCOM of assignment, abbreviated in parentheses; mailing address; type of order (Routine, Permissive, etc. as explained in below sections) number of the order; and the date order is published. Do not postdate or predate. On form orders, type the designation of the publishing headquarters in upper case letters. On composed orders, letterhead stationery without caption may be used. See [Figure 3.1](#) for example.

3.1.7. Body. Write a separate paragraph for each action directed. List all persons or activities affected by the same action in the same paragraph. Number paragraphs when more than one is used and divide into subparagraphs when needed.

3.1.8. Close. The elements of the close may include the fund citation, required distribution, unit designation, Orders Approving Official signature and title, order number and issue date, as needed when not listed in another section.

3.1.8.1. This section will include address and order distribution information for other Uniformed Services/Agencies when the travel voucher must be forwarded to those Services/Agencies for settlement. Contact your local Financial Operations Flight or Budget Office for guidance when using another Department of Defense component's funds, when necessary **(T-1)**.

3.1.9. Numbering and Dating Administrative Orders. Each order must be dated, using the current date **(T-1)**. Number in order, starting with number one for each fiscal year. The servicing Comptroller organization will determine whether orders are numbered centrally by the finance office or decentralized to the units **(T-1)**. If orders are unit numbered, the finance office will determine what numbering prefix is used **(T-1)**. The order number will include series (T, Y, or A e.g.), and numerical designation (such as "TE0010") **(T-1)**. Cite above the heading of the first order of a year, the number of the last order published the previous year **(T-1)**.

3.1.10. Citing Authority for Publication. An authority must be cited in all travel orders **(T-1)**.

3.1.11. Forms for Orders. Compose an order when a form (e.g. DD Form 1610) cannot be used, and include required information. Computer generated orders may vary from format established for composed orders or form orders (after which they are patterned) as long as all required data is included.

3.1.12. Series of Special Orders. Use Table 4.1., Series of Special Orders and Prescribing Directives, when assigning a series of special orders related to specific actions. *Contact Military Personnel Section for more details if necessary.

3.1.13. Identifying Personnel. Rank (military)/Grade (employee) as applicable, Name, and Social Security Account Number.

3.1.13.1. Write name and rank/grade in upper case letters

3.1.13.2. For composed orders, the first time a name is used state grade or title, first name, middle initial, last name and Social Security Account Number. For subsequent use, include only rank/grade or title and last name.

3.1.13.3. If the person is retired, include the word "Retired" immediately after the name, in parenthesis.

3.1.13.4. For individuals who do not have a Social Security Account Number, Tax Identification Number, or Employee Identification Number, (i.e., Foreign Nationals, exchange officers, etc.), create/use the “Pseudo-Social Security Account Number” as assigned by the servicing finance office or MAJCOM (as applicable based on Outside Contiguous United States or not). Contact the servicing-finance office for creation of new Pseudo-Social Security Account Number or to obtain the previously established Pseudo-Social Security Account Number (as applicable). **The instructional Memo and Log within the “Travel Pay Policy & Procedures” folder can be found at: <https://cs2.eis.af.mil/sites/11098/AF-FM-AFO/OO-FM-AF/OO-FM-AF-03/default.aspx?RootFolder=%2Fsites%2F11098%2FAF%2DFM%2DAFO%2FO%2DFM%2DAF%2FOO%2DFM%2DAF%2D03%2FAFKN%5FDocs%2FTravel%20Pay%2FTravel%20Pay%20Policy%20and%20Procedures%2FTravel%20Pay%20Policy%20and%20Procedures&FolderCTID=0x0120000A39AA0C08B2A94CB0D9DFEDDAA36993&View=%7B67B06873%2D9A27%2D4E1A%2D9D69%2DAD6614515D5F%7D>

3.1.13.5. When many individuals are on an order (for example, orders directing units to perform TDY), make a roster via digital means and photocopy or type on the original order.

3.1.13.5.1. The order containing all the names and Social Security Account Numbers will not be given to the travelers; instead, a copy of the order with Social Security Account Numbers blanked/removed/obscured (completely/or in part leaving the last four) will be provided to the travelers (to protect Personally Identifiable Information) (**T-1**). Upon using the order, each traveler will fill in his or her Social Security Account Number (**T-1**). The order containing all the names and Social Security Account Numbers will be used for official purposes only e.g., finance office for funds obligation and lodging office to verify and track customers (**T-1**).

3.1.13.6. Unit and MAJCOM of Assignment. Show each individual’s unit, MAJCOM, and assignment address. When a unit publishes a composed order, state only "this headquarters" or "this unit" in the body of the order.

3.1.13.7. Departmental Status and Component. In orders for military personnel not in the Air Force, include the, in addition to grade, name, Social Security Account Number (real or Pseudo – locally created), and departmental status/component and status. For example, CAPT MICHAEL NEECE 000-00-0000, DA (INF)" or "SQ LEADER DANIEL MILLER, 5167, Royal Air Force”.

3.1.13.8. Air Force Office of Special Investigations Agents. Omit grade in travel orders of Air Force Office of Special Investigations agents. Use the term "Special Agent, Air Force Office of Special Investigations," instead of grade.

3.1.13.9. Senior Executive Service, Scientific, or Professional Personnel. On all forms and composed travel orders, after the name include the position title and precedence priority distinguished visitor code assigned to the traveler. For example: "SES-3 Deputy Director, Material Management (OC-ALC) (DV-6)”.

3.1.14. Verbal Orders. *Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time prevents written orders from being published in advance of travel. Verbal orders must be confirmed (in writing) as soon as practical for the order writers to produce an order (T-1). Include in the written order the date and by whom the verbal order was issued and a statement why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance." On form orders, this can be included in the remarks block. When an order is published by an organization that authenticates orders for several units (host/tenant situations), include the unit issuing the verbal order.

3.1.14.1. Variations in itinerary will not be included when publishing orders after travel is completed, as the itinerary is finalized (T-1). Instead, include specific known dates and travel locations. Confirmatory travel orders must include the following statement: "Submit a travel voucher within 5 workdays after receipt of order (if travel is completed before orders are published) or after travel completion (if orders are published before travel is completed)." (T-1) An example of a composed confirmatory travel order body follows: "The verbal orders of the Commander, Headquarters AFMC, Wright-Patterson AFB OH, 1 Jun 17, directing SMSgt DAVID AKEMON, 123-45-6789, Headquarters AFMC/IGA, this station, to proceed on 1 Jun 17 from Wright-Patterson AFB OH to Edwards AFB CA on TDY for 5 days to perform tests in connection with aircraft stress testing and to return to Wright-Patterson AFB OH, are confirmed. Circumstances prevented written orders in advance. (SITE VISIT). Submit a travel voucher within 5 workdays after orders receipt."

3.1.14.2. A DD Form 1610 or composed order may be used for a confirmatory order. Put the word "CONFIRMATORY" in block 8 and the required statement (referenced above) in block 16 (T-1).

3.1.15. Changes to Orders-Amendments, Rescissions, and Revocations. To amend, rescind, or revoke an order, use AF Form 973, *Request and Authorization for Changes of Administrative Orders*, or a composed order if AF Form 973 is not practical. Publish amendments, rescissions, and revocations in the same series as the original order. Do not use blanket statements such as "Previous orders are rescinded" or "This order supersedes all previously published orders.", instead be more specific explaining why the order is revoked, rescinded, or amended – in whole or in part (T-1).

3.1.15.1. Only the organization that published the original order may publish or amended, rescinded, or revoke the order. Exception: Hospitals and aeromedical staging units may publish orders on patients who are members of any Air Force activity, but must provide copies to the patient's parent organization (T-1).

3.1.15.2. How to Complete AF Form 973. Complete the items needed to make the change, as shown in [Figure 3.1](#)

3.1.15.3. When to publish an amendment. (Department of Defense Financial Management Regulation Vol 9, 050308.A)

3.1.15.3.1. To add, delete, or change pertinent data to read as originally intended. Refer to paragraph 3.2.15.7. for additional information.

- 3.1.15.3.2. To correct inaccurate first, middle name or initials, last name and other personal data on invitational travel orders, and on TDY orders when required for an individual to enter a foreign country.
- 3.1.15.3.3. To add or change a travel advance payment statement ([paragraph 4.1.5](#) and [Figure 4.1](#), Item 16-y).
- 3.1.15.4. Do not publish an amendment. (Department of Defense Financial Management Regulation Vol 9, 050308.B)
- 3.1.15.4.1. To replace one name with another.
- 3.1.15.4.2. To correct appropriation data.
- 3.1.15.4.3. For after-the-fact approval in some instances. Some JTR provisions provide for after-the-fact approval (e.g., special conveyances) of allowances. In this case, the approval is not considered a retroactive amendment. Such expenses are claimed on the voucher and approved by the Orders Approving Official signature on the DD Form 1351-2, *Travel Voucher or Subvoucher*. (The traveler must obtain Orders Approving Official approval prior to incurring expenses not previously authorized on the order.) Refer to Department of Defense Financial Management Regulation Vol 9, 050308.B. If the after-the-fact approval requires a new line of accounting, the order must be amended to add the new accounting line and be certified (**T-1**).
- 3.1.15.4.4. To add an individual after the original TDY order has been published. Publish a new order for the new individual, see procedures above to create a new order.
- 3.1.15.4.5. To delete an individual. Rescind/revoke in part the original order that pertains to the person.
- 3.1.15.4.6. To change an effective date after it has passed. Revoke/rescind the expired order and publish a new one. NOTE: If the actual effective date is within 7 days of the date on the original authorization, amendments are not needed as long as travel did not start before the orders were authenticated. If outside the 7-day window, revoke/rescind the original order and issue a new order.
- 3.1.15.4.7. To change meal direction (rate as prescribed in the JTR and AFMAN 34-102) after-the-fact. The Orders Approving Official (pen and ink) circles the correct item or itemizes the changes as necessary on the order. Orders Approving Official signature is required. See [Figure 3.1](#) for specific instructions.
- 3.1.15.4.8. To change personal data except as noted in [paragraph 3.1.15.3](#). When orders contain erroneous data (e.g., misspelled names, incorrect social security account number or incorrect grades), the traveler may make and initial changes in accordance with Department of Defense Financial Management Regulation Vol 9, 050307.A.
- 3.1.15.4.9. If traveler remains on TDY for more days than shown, the order need not be amended if the number of days on TDY is no more than 100 percent or 7 days, whichever is less.
- 3.1.15.4.9.1. Example 1: 5 days TDY are authorized and the traveler remains on TDY for 10 days, an amendment is not necessary as the extension is less than 7 days and no more than 100%.

3.1.15.4.9.2. Example 2: 5 days TDY are authorized and the traveler remains for 11 days, then an amendment must be published extending the original TDY Order more than 100 percent of the original TDY Order period **(T-1)**.

3.1.15.4.9.3. Example 3: 10 days TDY are authorized and the traveler remains TDY for 18 days, then an amendment must be published extending the original TDY Order as it is more than the 7 days **(T-1)**.

Figure 3.1. Sample Amended Order.

REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS			
<i>(if more space is required, use reverse, identifying items by number)</i>			
TO:		FROM:	
		TELEPHONE	
THE FOLLOWING ORDER IS: <input type="checkbox"/> AMENDED AS SHOWN IN ITEM 5 (<input type="checkbox"/> Rescinded <input type="checkbox"/> Revoked <input type="checkbox"/> Totally <input type="checkbox"/> in Part)			
IDENTIFICATION OF ORDER BEING CHANGED <i>(issued by this Headquarters unless otherwise stated in item 6.)</i>			
1. BASIC ORDER		2. PREVIOUSLY AMENDED BY	
A. PARA	B. ORDER (Type and Number)	C. DATE	D. <input type="checkbox"/> PCS WITH PCA (EDCSA) <input type="checkbox"/> PCS WITHOUT PCA
			A. PARA B. ORDER (Type and Number) C. DATE
3. RELATING TO (TDY, PCS, Short Tour of AD, etc.)			
4. IDENTIFICATION OF INDIVIDUALS TO WHOM CHANGE ACTION PERTAINS			
A. GRADE	B. LAST NAME, FIRST, MIDDLE INITIAL	C. SSAN OR CIVILIAN POSITION TITLE	D. ORGANIZATION
5. AMENDMENT <i>(Identify item in order being amended)</i>			
A. ITEM	AS READS	IS AMENDED TO READ	
B. ITEM	IS AMENDED TO <i>(include)</i> <i>(Delete)</i>		
6. REMARKS			
7. ACCOUNTING CITATION			
8. DATE	9. ISSUING/APPROVING OFFICIAL <i>(Typed name, grade, and title)</i>		10. SIGNATURE
11. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE		12. ORDER <i>(Type and Number)</i>	13. DATE
		14. TDN	
15. DISTRIBUTION		16. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL	

Instructions for Preparing AF Form 973

NOTE: Rescind (via an amendment) an order when some action has been taken on the published order, such as travel advance, Government Issued Transportation, etc. Revoke (via an amendment) an order when no action occurred against the original order (i.e., travel has not commenced). Simply Amend an order to change data in it. If the order is being revoked only as it pertains to some, but not all, individuals in the basic order type the words "IN PART" when the "Revoked" block is marked. This is not necessary if it is already preprinted on the form.

Items 1A through C--Self-explanatory.

Item 2--Include all previous amendment information as prescribed.

Item 3--(Relating to TDY). Include original TDY action.

Item 4--(Identification of Individual to Whom Change Action Pertains). Do not use this form if the original order pertained to the appointment of a board or committee; use a composed order. When an amendment applies to everyone listed on the basic order, use the statement, "same as basic order" instead of repeating names on the amending order.

Item 5A--(Amendment). When indicating a change in wording, identify the portion changed and what it is changed to read.

Item 5B--(Is Amended to (Include) (Delete)). Cross out the one that does not apply.

Item 6--(Remarks). Include information not covered by preceding items, for example, the authority for the action when required, etc. You may also use this item to continue preceding items when more space is required.

Item 7--(Accounting Citation). Include fund citation from original order. If Headquarters AFPC places the member in a TDY hold status, add ALPHA code "P" (Per Diem). Certification of funds is required on amendatory order when additional funds are being spent, such as a TDY extension, travel to additional TDY points, etc. If a fund cite is being changed or added, include the amended fund cite and the new fund cite must be certified by the funds certifying official (T-1). Same requirement for initials or fund certification apply to orders from automated systems. In addition, annotate the Standard Document Number and estimate from the Transportation Office when the shipment of Household Goods is authorized. Standard Document Number formatting requirements can be found in the 'FM Accounting Guide for Third Party Payments' (found on SharePoint, available via the servicing Financial Management Analysis flight).

Items 8 through 16-- Self-explanatory.

3.1.15.5. When to Rescind an Order. Rescind an order when some action has been taken, but the order is no longer needed. For example, if an individual pays a non-refundable fee and the TDY is canceled.

3.1.15.6. When to Revoke an Order. Revoke an order when no action occurs against the order or before it has gone into effect. The commander determines when to revoke "T", "Y", and "A" series travel orders and has the Orders Approving Official notify the office that published the order by memorandum. Officials may use a letter to cancel TDY or special orders and deobligate associated funds. When using a letter, the subject will include the number and date of the order being revoked, e.g. "Revocation of Special Order T-1234, dated May 15, 2016." **(T-1)** Include in the body of the letter the traveler's name, Social Security Account Number, organization, and rationale for travel cancellation. The requesting official must sign and date the letter **(T-1)**. *Contact servicing-Financial Management Analysis flight for template or assistance with letter to deobligate/cancel Temporary or special orders.

3.1.15.7. Retroactive amendments to increase or decrease the amount of money due the traveler must be fully justified (24 Comp Gen 439) **(T-1)**. Written requests for such amendments must clearly show the original order was unclear, incomplete, or lacked necessary information **(T-1)**. Orders publishing agencies should look carefully at requests for such amendment to ensure the amendment and the reasons given agree with this Comptroller General decision. Circumstances permitting an amendment to authorize additional payment are so rare that claims based on them are seldom allowed. Instead, the travel claim with amended orders should be submitted to the Office of General Counsel through the Defense Finance and Accounting Service, with a statement of facts and circumstances. A written amendment confirming a verbal order is not included in this category provided the verbal order was issued on or before the effective date of the directed change. The written order shall reflect the effective date of the change given verbally **(T-1)**.

3.1.15.8. If an order is revoked or rescinded and replaced immediately by a new order from the same organization, the new order may announce the revocation or rescission which then replaces the necessity to produce them individually otherwise. In the remarks section of the order, add the statement in uppercase letters: "THIS ORDER REVOKES OR RESCINDS (ORDER NUMBER AND DATE.)" In composed orders, make this statement the last paragraph **(T-1)**.

3.1.15.9. When an order is revoked, it no longer exists as an official document. Once rescinded, although still an official document, it no longer can be used. Do not revoke a revocation or rescission; instead publish a new order **(T-1)**.

3.1.16. Corrected Copies: Publish a corrected copy of an order only to correct an error in the publishing headquarters, travel order number, or date. For example enter "CORRECTED COPY-DESTROY ALL OTHERS T-12345, dtd 5 Oct 17" (cite incorrect number and date) at the top of the corrected copy. Use the same heading and close used on the original composed or form order, correcting only those portions requiring correction. Double underscore the corrected portion. Distribute the same as original order. See [paragraphs 3.1.15.3 and 3.1.15.4](#) for criteria to amend orders **(T-1)**.

3.1.17. True Copies. Reproduce any order or portion of it, as a true copy or a true extract copy as required. Include the same heading and close as the original composed or form order, and the statement "A TRUE COPY" or "A TRUE EXTRACT COPY". In a true extract copy, include only the required information. For example, if a paragraph is on several individuals, include only the name of the one for whom you need a copy. Use asterisks to indicate omitted material. Individuals authorized to authenticate orders according to paragraph 3.2.2., may authenticate true copies or true extract copies.

3.1.18. Printed Information on Reverse of Orders. Printed information on the reverse of special orders is authorized. Suggested order back is at [Figure 4.2](#)

3.1.19. Record Copies-Maintenance, Disposition, Retrieval, and Review. Disposition instructions may be found in AFI 33-364, *Records Disposition--Procedures and Responsibilities*.

3.1.20. Orders Distribution. Units authorized to publish travel orders must ensure a copy of each travel order is forwarded to the finance office within one duty day of the date published. Faxed/emailed copies are allowed (T-1). This is required for fund certification. Fund certification is required to be completed prior to travel (except in verbal order situations, in which fund certification must be accomplished as soon as possible upon publication of confirmatory order) (T-1).

3.1.21. Orders Reproduction. Orders reproduction is the responsibility of the unit issuing the orders.

3.1.22. Maximum Time Periods for TDY. Air Force personnel are not placed on funded TDY (including travel time to and from) at any one location for more than 180 days. Refer to AFI 36-2110 for waiver criteria or contact the servicing Military Personnel Section. *Some specific exceptions to policy have been granted consistently the past few years by SAF/MR. If not already on file, ask Military Personnel Section for SAF/MR published memorandum before certifying. TDY to attend courses of instruction must not exceed 20 weeks (not counting travel time to and from) at any one location (T-1). (JTR 032201) Holidays or periods when classes are suspended do not serve to extend course duration (53 Comp Gen 218). **NOTE:** Air Force Reserve personnel performing active duty for training for less than 140 days, do not require a waiver. Air Force Reserve personnel performing training (other than a formal course of instruction) or performing "support" tour (i.e., "MPA" or "ADOS") do require a waiver. (JTR 032301)

3.1.23. Attendants and Escorts. These orders vary on a case-by-case basis. For more information see [Table 3.1](#) and contact the servicing Military Personnel Section to determine proper order creation, if necessary.

3.1.24. Forms to be used for TDY (when the DTS is unavailable). Use a DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*, when practical, to publish TDY orders. See the examples in [Figure 4.1](#) and [Figure 4.2](#) Department of Defense personnel include civilian employees, military members, and military retirees. Use DD Form 1610 for blanket, permissive, and repeat TDY orders (explained in below sections). AF Form 972, *Request and Authorization for Emergency Leave Travel*, will be used for funded emergency leave of military members and accompanying dependents (T-1). Use an AF Form 937, *Request and Authorization for Dependent(s) Travel*, when dependents travel alone.

3.1.25. Contingency, Exercise, Deployment Orders. Specific instructions for Contingency, Exercise, Deployment orders are contained in AFI 36-3802, *Personnel Readiness Operations*.

Table 3.1. Orders for Attendants and Escorts.

R U L E	A	B	C	D
	If an order pertains to travel of (note 2)	who is a	then publish a	under authority of the JTR
1	nonmedical attendant	military member (Outside Contiguous United States) accompanying a military dependent	TDY order	Chapter 3, 0332 & Chapter 2
2		military member (Contiguous United States) accompanying his or her dependent		
3		civilian employee (Outside Contiguous United States) accompanying a dependent of military personnel		Chapter 3, 0332 & Chapter 2
4		private person (Outside Contiguous United States) accompanying a dependent of military personnel	invitational travel order or include on dependent's travel order	Chapter 3, 0305
5		military member accompanying a military member patient	TDY order	Chapter 3, 0332 & Chapter 2
6		civilian employee accompanying a military member patient		

R U L E	A	B	C	D
	If an order pertains to travel of (note 2)	who is a	then publish a	under authority of the JTR
7		private person accompanying a military member patient	invitational travel order or include on member's travel order	Chapter 3, 0305
8	escort for dependent of military member who dies, is missing, or otherwise unable to accompany his or her dependent	military member	TDY order	Chapter 3, 0332 & Chapter 2
9		civilian employee		
10		private person	invitational travel order	Chapter 3, 0305

Notes:

1. For nonmedical attendant, travel and transportation allowances are payable not to exceed the cost of travel to and from the medical facility while accompanying the patient to the medical facility, delay at the medical facility awaiting return transportation home, and round trip travel to the medical facility and return when the patient is able to return home. For escorts, travel and transportation allowances are payable for travel to the point dependents relocate, delay awaiting return transportation home, and travel home.

2. Does not include escorts for deceased personnel.

Chapter 4

ORDERS APPROVING OFFICIAL REQUIREMENTS

4.1. Qualifications of the Orders Approving Official.

4.1.1. Qualifications. Commanders must ensure their appointed Orders Approving Officials are of sufficient rank/grade and training to make sound decisions about the TDY mission and proper entitlements as authorized per the Department of Defense Financial Management Regulation, the JTR, and Air Force DTS Business Rules (**T-1**). The Orders Approving Official is an individual having the capability to validate TDY requirements and approve/disapprove travel requirements for mission accomplishment within the legal guidance provided by United States Code and applicable Department of Defense and service instructions.

4.1.2. Determine the need for TDY.

4.1.2.1. TDY is conducted to meet mission requirements. Do not permit travel when a less expensive means can accomplish the mission.

4.1.2.2. Ensure travel is kept to the minimum necessary to carry out command or unit mission. Keep the number of people who must travel to a minimum (**T-1**). Determine if personnel at or near the TDY station can do the job. Combine missions to carry out multipurpose results, thereby cutting unnecessary trips, number of persons traveling, places to be visited, variations in itineraries, and length of trips where practicable. Keep personnel participation at conferences, meetings, and seminars to a minimum when travel is at government expense (including nonappropriated funds) and does not relate directly to the accomplishment of the mission (refer to DoD 5500.7-R, *Joint Ethics Regulation*, for official travel not at government expense). Periodically, review and reauthorize blanket and repeat travel orders. Screen requests for foreign/Outside the Contiguous US travel to keep such travel to a minimum. If possible, use United States personnel located at or near the conference site. Coordinate local transportation requirements when sponsoring meetings and conferences to keep costs at an absolute minimum, including reducing the use/expense of rental cars.

4.1.2.3. For off-base lodging, require the traveler coordinate with the commercial activity to determine if the state/location offers tax exempt status. The traveler will take advantage of the tax exemption wherever allowed to help reduce TDY costs (**T-1**). GSA maintains a website and map with the most current state/location tax information at this URL: <https://smartpay.gsa.gov/content/state-tax-information>. A copy of the travel order and a proper government ID card are usually required. The DTS identifies the proper form if the travel itinerary reflects the TDY is to one of the state tax exempt locations.

4.1.2.4. When the Orders Approving Official has written permission to cite funds from another organization, the Orders Approving Official typically relies upon the funding organization for special authorizations and meal direction (refer to [paragraph 4.1.4.3](#)). If necessary, but not authorized by the funding organization, special conveyance (e.g., rental vehicle) may be authorized and funded by the traveler's home unit. Cite those funds separately and ensure clear verbiage is listed on the order explaining what expenses go to which fund cite.

4.1.3. Modes of Transportation. Government travel will not be procured from a travel agency other than the TMC (JTR 010201). Direct government-procured transportation except:

4.1.3.1. When a specific mode of travel, (i.e., military air is directed in the order.)

4.1.3.2. For limited instances of travel abroad (e.g. deployed using AMC-aircraft, etc...).

4.1.3.3. When using a Privately Owned Vehicle. Travelers can be permitted to use a Privately Owned Vehicle if they desire and the mission does not require travel by another mode (limited to constructed cost if determined not advantageous to the government), or travel is less than 800 miles roundtrip. The JTR has determined any such travel with less than 800 miles roundtrip to be more advantageous thus allowing Privately Owned Vehicle use if elected (JTR 020210). **NOTE:** When an exception to using directed mode of travel is made, a statement on the order from the Orders Approving Official indicating non-use of a particular transportation mode must be included (**T-1**).

4.1.4. Other Information for Orders Approving Officials. Provide written authorization for persons to escort or hand carry classified information.

4.1.4.1. Approve requests to hand-carry classified information according to AFI 16-1404, *Air Force Information Security Program*.

4.1.4.2. Take full responsibility of special authorization approvals.

4.1.4.3. Determine meal direction for travelers billeted on a U.S. military installation assigned TDY or when meals are provided in a conference registration (**T-1**). See item 16, **Figure 4.1** and **Figure 4.2** To determine meal availability on Air Force installations refer to the Defense Travel Management Office website <http://www.defensetravel.dod.mil/site/govLodging.cfm> with available links to listings for Contiguous United States or Outside the Contiguous United States under the Air Force drop-down on the right of the screen. Until confirmed otherwise, presume meals are available on Army, Navy, and Marine installations. Travelers lodged off the installation cannot be directed to use the Government Dining Facility. In addition, privatized lodging on United States installations are not considered government lodging for meal availability and are therefore not considered available.

4.1.4.4. All travel orders will include the following statement notifying travelers of the requirements of the Travel and Transportation Reform Act and DoDI 5154.31 Vol 4, *GTCC Regulations*: "The TTRA stipulates that the GTCC will be used by all US Government personnel, civilian, and military, to pay for costs incident to official Government travel unless specifically exempt." (**T-0**) Travel orders must also include a statement indicating whether the traveler does, or does not have a Government Travel Charge Card (**T-1**).

4.1.4.4.1. If the traveler has a Government Travel Charge Card, indicate whether the traveler is exempt from mandatory use under Travel and Transportation Reform Act. This statement also authorizes alternative payment methods (**T-1**).

4.1.4.4.2. In unique scenarios, individuals with a Government Travel Charge Card can obtain cash for those official expenses that cannot be placed on the Government Travel Charge Card (due to documented travel restrictions or safety concerns as applicable), as authorized, through Automated Teller Machines or banks, rather than obtaining cash advances from a Department of Defense disbursing office.

- 4.1.4.4.3. A statement indicating whether transportation tickets ordinarily are purchased using a Government Travel Charge Card - Centrally Billed Account, or using a Government Travel Charge Card - Individually Billed Account. This statement alerts voucher examiners to the proper authority for reimbursable expenses, and assists in preventing duplicate transportation payments (JTR 010206) (T-1).
- 4.1.5. Financial Operations Flight Travel Advance Eligibility Statements. Include a travel advance payment statement as prescribed by **Figure 4.1**, Item 16-y (T-1). This requirement is the result of the Department of Defense Standard Travel Advance Policy. The Policy specifies the travel advance payable based on the eligibility of personnel for a Government Travel Charge Card. If the order does not contain a travel advance statement, payment by Financial Operations Flights shall not be made unless an amended travel order is published. Note: A travel advance is not authorized except when the mission limits Automated Teller Machine/bank/Government Travel Charge Card usage availability; advance conference (not training) fees are required for non-Air Force sponsored meetings and/or conferences as addressed in AFI 65-601, Vol 1, *Budget Guidance and Procedures*, paragraph 4.5.2.; the traveler has applied for a Government Travel Charge Card and the card has not arrived (proof of application required before advance is made), or when the traveler's Government Travel Charge Card was withdrawn for cause.
- 4.1.5.1. For TDY over 30 days, the Financial Operations Flight will provide alternative pay methods for Government Travel Charge Card holders, in one of the two ways (T-0):
- 4.1.5.1.1. Compute an advance based on the orders, then Electronic Funds Transfer the advance to the traveler's bank account the day the trip starts. This method requires only one transaction and the traveler will have the money in his or her account to pay the Government Travel Charge Card bill on time. It is the traveler's responsibility to contact the Government Travel Charge Card to determine the amount owed and reflect that as appropriate (T-1).
- 4.1.5.1.2. Compute the advance based on the orders and suspend an Electronic Funds Transfer payment to be made automatically every 30 days for the length of the trip (Partial Settlements). This method will reduce the total amount of cash advances but will require additional disbursement and financial processing transactions.
- 4.1.5.2. Funds estimates are always required on TDY orders.
- 4.1.6. TDY to High Threat Areas.
- 4.1.6.1. Annotate TDY orders when travel is to designated high threat areas to reflect compliance with the Department of Defense Travel Security Policy. Contact the local Antiterrorism Representative, or Office of Special Investigations (OSI) Detachment to determine current high threat areas (T-1). The policy requires individuals to travel by AMC-air or AMC-charter to the maximum extent possible, receive briefings on availability and use of fee passports by the local passport agent, and receive terrorist threat briefings and suggested personal travel precautions by designated local officials prior to travel.
- 4.1.6.2. Military members must, and civilians and dependents may, familiarize themselves with AFI 16-1301, *Survival, Evasion, Resistance and Escape (SERE) Program*, for training and education measures necessary to support the Code of Conduct based on location of duty or nature of duty performed (T-1).

4.1.7. Travel Order Personnel Tempo (PersTempo) Codes for Military Temporary Duties. To support AFI 36-2134, *Air Force Strength Accounting Duty Status Program*, include in the “Remarks” block of the order, the appropriate Travel Order PersTempo Code and corresponding definition title as listed in AFI 36-2134, Attachment 3, Table A3.1. This code is used in the voucher settlement process to flow information back to the personnel system for accountability. Additional information on the Duty Status Codes that fall under each “Travel Order PersTempo Code” can be found in AFI 36-2134. A travel voucher supported by an order that does not have a “Travel Order PersTempo Code” will be processed as a “Q” Travel Order PersTempo Code during settlement (**T-1**).

4.2. Routine TDY. DD Form 1610 will be used for the majority of routine TDY trips involving active duty military and civilian Air Force personnel (**T-1**). A sample DD Form 1610 is provided at **Figure 4.1** and an item-by-item explanation on how to complete the form is provided at **Figure 4.1** and **Figure 4.2**

4.2.1. For Air Force Reserve personnel, guidance on the preparation of AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*, can be found in AFI 65-109, *Preparation of AF Form 938*.

Figure 4.1. Sample Temporary Duty Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)		
REQUEST FOR OFFICIAL TRAVEL												
2. NAME (Last, First, Middle Initial)				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING				
5. LOCATION OF PERMANENT DUTY STATION (POS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER (Include Area Code)			
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE (See JTR, Appendix H)				10a. APPROX. NO. OF TDY DAYS (including travel time)			10b. PROCEED DATE (YYYYMMDD)			
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED												
12. TRANSPORTATION MODE												
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)		
										RATE PER MILE: _____		
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT		
MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR												
13.		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR					b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED		
a. PER DIEM		b. TRAVEL			c. OTHER			d. TOTAL			\$	
\$		\$			\$			\$			\$	
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)												
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)						
AUTHORIZATION												
19. ACCOUNTING CITATION												
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)								21. DATE ISSUED (YYYYMMDD)				
								22. TRAVEL AUTHORIZATION NUMBER				

Instructions for Preparation of DD Form 1610.

Items 1, 5, 6, 7, 21, and 22. Self-explanatory.

Item 2-Name (uppercase letters): last, first, middle initial.

a. If an order is for several people, include data for no more than 2 travelers in items 2, 3, 4, and 6; then put in item 2 “See item 16” and type remaining names and data in item 16, space permitting.

b. If space in item 16 does not permit, include “See reverse” in item 2 and type all names and other information on plain bond paper so it can be reproduced on the order back.

c. Do not put the names in all three places. Type the information immediately under each “Item Heading” either on the front or on plain bond to then be copied to the reverse via copier for original order publication.

d. For Active Guard and Reserve personnel, add “(Active Guard and Reserve)” in this block beside the member’s name.

Item 3-Social Security Account Number.

*For travelers who do not have a Social Security Account Number, Taxpayer Identification Number, or Employee Identification Number, (i.e., Foreign National, exchange officer etc.) see paragraph **3.1.13.4.** for procedures.

Item 4-For Air Reserve Technicians traveling in civilian TDY status, include military grade (for example MSGT, USAFR). If not practical to include in this item, it may be added to item 16 (Remarks). *In order to determine the correct compensation, be sure to specify under which capacity (uniformed service or civilian) they are traveling.

Item 8-Type of Orders (as explained in subsequent chapters and JTR).

Item-9-Purpose of TDY:

a. Do not use a general statement, such as “USAF Matter” or “Official Business”. Use a clear concise statement which portrays the travel purpose. Also include one of the following categories of travel most closely describing the order purpose:

(1) Site Visit. Visit to a site to perform operational or managerial activities. Examples include: oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; provide technical assistance.

(2) Information Meeting. Attend a meeting to discuss general agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip a site visit.

(3) Training Attendance. To receive training (and list training name).

(4) Speech or Presentation. To make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than a training course.

(5) Conference Attendance. To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings. Determining official need for presence is paramount. *Must list Conference name also (T-1).

(6) Leave Transportation Allowance Travel. Travel to which the employee, member, or their dependents are entitled as a result of an assignment (if eligible); for example, official vacation or home leave (i.e., Renewal Agreement Travel, Consecutive Overseas Travel); medical emergency, and educational travel. (*per Per Diem Travel and Transportation Allowance Committee – JTR allows Consecutive Overseas Travel, Emergency Leave, Funded Environmental Morale Leave, Renewal Agreement Travel only if the traveler meets JTR requirements)

Item 10a- Approx. No. of TDY Days. Show the number of days performing TDY, plus travel time from the Permanent Duty Station to the TDY location (or locations) and return. DO NOT include delay enroute or ordinary leave days in this item.

a. If traveler remains on TDY for more days than shown, the order need not be amended if the number of days on TDY is no more than 100 percent or 7 days, whichever is less. See **3.1.13.4.** for more details (T-1).

b. For repeated orders, leave blank and place a statement in item 16 showing number of trips to be taken.

c. For blanket travel orders, leave blank.

d. For Permissive TDY, show specific number of days, including travel time. Cross out the word “approximate”.

e. For special leave, always enter “15”.

***Note:** For military personnel, including Air Force Reserve personnel, extension beyond 180 days TDY at one location requires a per diem waiver that is authorized by the Secretary Concerned/Secretarial Process (SAF/MRM or higher authority). JTR contains limitations for certain types of per diem waivers that may only be authorized (in advance) of the TDY extended period. Waiver requests can be accomplished and routed IAW AFI 36-2110 par 3.6.1. and 3.6.2. Enter in item 16 “SAF approval was granted according to AFI 36-2110 (as applicable) by (Cite letter or message, and date)”. Approval for personnel for a TDY in excess of 180 days must cite the applicable approval by the Secretary concerned (T-1). For employees deployed in support of ongoing contingency operations, the period of TDY is typically 12 months in duration and the orders must cite the SAF/MR-produced memo related to the period of deployment (if a waiver remains active) (T-1).

Item 10b-Proceed Date. The on or about date is valid for 7 days before or after date shown, as long as the traveler does not depart before the date the order is authenticated. For example, if the date shown on the order is 7 May 17 and the traveler does not depart until 14 May 17, no amendment is needed. If the traveler leaves on 15 May 17, publish a new order. For blanket and repeat travel orders, and special leave orders, show inclusive dates. For example, No Earlier Than 1 Oct 16-No Later Than 30 Sept 17.

***Notes: 1.** If a new order is done on the same traveler (or travelers) because the effective date has passed, the old order may be revoked or rescinded (as applicable) in the remarks section of the new order. Example: “SO TA 1945, 6 MAY 17, RELATING TO ABOVE INDIVIDUAL (OR INDIVIDUALS) IS REVOKED.” (If travel advances were paid, non-refundable fees were charged, or if Government-Issued Transportation or Military Transportation Authorization has been processed, even if they are returned to the Financial Operations Flight or Transportation Office, the order must be rescinded not revoked.) **(T-1)**

2. When delay enroute is authorized, proceed date is based on when the traveler will depart the duty station.

Item 11-Variation Authorized:

a. Only use when absolutely necessary (see paragraph **5.4.** for guidance). Do not authorize variations in Repeat, Blanket, or Permissive TDY orders. In Confirmatory orders, variations are only authorized when the traveler has not yet returned and the remainder of the itinerary is incomplete. Do not authorize variations after travel is completed. Instead, list the known TDY locations in the itinerary in exact order.

b. Itinerary-FROM. Enter the word “FROM”. Use location where traveler is assigned or located; for example, permanent station, leave address, TDY point when new orders are being published for further TDY, or station where assigned for a special or short tour of Active Duty. Generally, the traveler’s Permanent Duty Station is used. If traveler is at a leave address, TDY station, or a short or special tour of AD, enter in item 16: "Presently on (TDY, short tour of Active Duty, or leave) per (include information to identify order)". For Reserve personnel going TDY without being called to active duty (for example, TDY in Inactive Duty Training status), at their normal Permanent Duty Station, the Home of Record can be used instead of the Permanent Duty Station. Since Reservists are often located far from their Permanent Duty Station, this ensures proper payment of travel entitlements. Include the Zip Code with the address to assist with determining the official distance.

c. Itinerary-TO. Enter the word “TO”. When unclassified, show specific location where TDY is to be performed; for example, unit and military installation (air base; air station; site; test range; foreign, United States or state agency; or building and city, and state or country). Include the Zip Code to assist with determining the official distance. Do not indicate a military installation near the TDY location merely to save per diem costs. However, if official business (i.e., duty performed) is going to be conducted on that installation it should be shown on the order. Do not show enroute stops where no TDY is to be performed. For Blanket Travel Orders, include: "Will proceed as many times as necessary to any point within or

within and outside Contiguous United States, Europe, etc.". For special leave, enter the Port of Debarkation in Contiguous United States specified by the Transportation Office.

d. Itinerary-RETURN TO. Enter the words "RETURN TO". As a rule, return will be shown to the traveler's permanent station and will match what is in the "FROM" line (**T-1**). Include the Zip Code and address to assist with determining the official distance.

(1) If traveler is ordered to TDY from a leave address, and is to revert to leave status, include in item 16: "Upon completion, return from TDY will revert to leave status, (number) days leave authorized."

(2) If traveler is ordered on further TDY from a TDY point, and is to return to first TDY station, include in item 16: "Upon completion, return to (TDY station) and comply with existing orders."

Note: When "FROM" and "RETURN TO" addresses differ from the organization publishing the order, the zip code on those showing an Air Force Base is not required. For all others, include a complete address; for example, street, city, state and zip code.

Item 12-Mode of Transportation. For Contiguous United States travel, do not use this section to authorize or direct any mode of travel. Instead, indicate the authorized or directed mode of travel in block 16. For transoceanic travel, unless the traveler has been authorized to personally procure transportation per paragraph **3.4.10.**, check the block "as determined by appropriate transportation officer." Cross out "(Overseas travel only)" and type in "Transoceanic Travel". Review restrictions in JTR 020208, before directing or authorizing travel by government aircraft for employees.

Item 13-Per Diem Authorized. Not used unless a reduced or increased rate is prescribed; then enter an "X" in the block (other rate of per diem) and add: "Per diem \$_____ authorized according to (cite authority)." *See JTR Chapter 2 to identify specific paragraph as applicable to this TDY. For special leave, enter "NO PER DIEM AUTHORIZED (AFI 36-3003)".

Item 14-Estimated Cost. Complete on all TDYs. Include all costs (including Per Diem, Transportation (including terminal and vicinity mileage) commercial air or Military Transportation Authorization type transportation, Misc Reimbursable Expenses) so the estimates are as close to actual as possible

Item 15-Advance Authorized. Not required, if no travel advance is authorized. To determine when authorized, see JTR 010204 & Department of Defense Financial Management Regulation Vol 9 and/or AFMAN 65-114.

Item 16-Remarks. Used for instructions, special authorizations and other pertinent information. The following statements are provided as examples and should be used as required. Frequently used statements or instructions may be preprinted on the reverse of the DD Form 1610. Type the following: "The following items on the reverse apply:" (List the number of each applicable item).

a. Meal Direction Statement. For travel to military installations and except for field duty or inpatient orders, list all the following meal direction options on the order back and make a statement in block 16 which item applies:

- 1) All government meals are available and directed.
- 2) Partial government meals are available and directed.
- 3) Government meals are not available or directed.

If multiple TDY locations are included on the order, include a statement for each location. Changes to meal direction are allowed after-the-fact by the Orders Approving Official if necessary (**Figure 4.2.**). Circle the correct option and sign by the circle. For changes to meal direction statements on orders published in Air Reserve Order Writer System or Air Reserve Order Writer System - Reserve, the Orders Approving Official will mark through the statement to be changed, write in the correct statement, then sign beside it (**T-1**). **Note:** Allowances may only be increased after-the-fact. For more complex changes involving a number of days, indicate changes specifically by day, providing the first letter of the revised entitlement. For example, if the Orders Approving Official wants to upgrade days 3, 7, 8, and 9 to locality rate and 6 and 10 to proportional rate, the change would look like this: 3L, 7L, 8L, 9L, 6P 10P. The Orders Approving Official signs in the space provided. Note: The first and last days of travel are automatically computed using 75% of the locality rate.

b. Outside the Contiguous United States Incidental Expense Rate Determination. Per JTR 020304-F, regardless of the location at which the member is lodged, the \$3.50 Incidental Expense must be stated on the travel order for it to be paid (**T-1**). The \$3.50 Incidental Expense rate does not apply on any day the member is traveling (outside of the Area of Responsibility). Even when lodged on an Outside the Contiguous United States United States Military installation the order must state the \$3.50 rate is applicable, or the locality incidental rate is paid (**T-1**). If multiple TDY locations are included on the order, include a statement for each location regarding Incidental Expense applicable.

c. Reporting Instructions. For Schools or Courses of Instruction, reporting instructions are required. Reporting instructions are optional for other types of TDY. For schools or course of instruction include class entry date. If applicable, include: "During the period of TDY, individual is attached to (unit) for administrative control." Include the following statement in all school orders: "Individual will report to TDY station no earlier than _____ (hour and date) but no later than _____ (hour and date) and will depart TDY station No Later Than 1 day after course completion."

***Note:** For information on reporting dates when attending more than one course, see AFI 36-2110. Reporting instructions are in the Education and Training Course Announcement (<https://etca.randolph.af.mil>) or come from the quota control agency.

d. Commercial Transportation Arrangements. Usually, state: "Per the JTR, Government procured transportation directed. Contact the servicing TMC or Transportation Office as soon

as possible.” In instances where Government Procured Travel is not directed, state otherwise listing the directed or authorized mode of transportation in accordance with JTR

e. Travel at no expense to the Government. If traveler is taking part in a public ceremony or demonstration, and expenses are paid by the sponsoring agency, include: "Travel will be performed at no expense to the government. Expenses will be borne by (sponsoring agency)."

f. Recoupment of Expenses. If the Air Force is to recoup costs of travel from another Service, government agency, or a foreign government, include: "Recoupment of expenses incident to this order will be effected by USAF from (agency concerned)."

g. Permissive TDY:

1) To authorize Permissive TDY together with official TDY, for permitting individuals or groups (e.g., bands to perform at unofficial functions. Include: "Permissive TDY at no expense to the government authorized from (hour and date) to (hour and date) for the purpose of (state purpose, for example, performing at officer and NCO open messes, etc.)." If the Permissive TDY is for a purpose other than the one shown above, include: "no more than ____ days Permissive TDY, including travel time, is authorized at no expense to the government for the purpose of (state purpose)." See **Figure 4.5**.

2) For Permissive TDY not in conjunction with official TDY, see paragraph **4.6**. For required statements, see **Figure 4.5**.

h. Group Movement. If travel falls within the purview of JTR Appendix A, "Group Movement" & 020315-C, include: "This is a travel order for members traveling together as a group."

i. Contingency, Exercise, and Deployment TDY. See AFI 36-3802, *Personnel Readiness Operations*.

j. Casualty Reporting Information. Include the following on orders for members assigned to geographically separated units (GSU): "Casualty reporting information: Member's Electronic Unit Personnel Record Group is maintained within Automated Records System (ARMS)/Personnel Records Display Application (PRDA)."

k. Repeat TDY Travel. Include: "Traveler is authorized to perform (number) round trips each (week, month, year, or during period indicated in item 10b)."

l. Exercises and Maneuvers. If TDY is associated with exercise, maneuver, or other similar activity, the dates of the actual period of the exercise as explained in the exercise plan must be included (**T-1**). For example: "The actual period of (name of maneuver, exercise, etc.) is from (date) to (date)."

m. Travel by Privately Owned Vehicle.

If more than one traveler will be in an official travel status traveling in a Privately Owned Vehicle, add the names of those persons and show who's driving. For example: "(Name of traveler) will be a passenger in a privately owned conveyance driven by (name of driver) or (name of traveler) will be accompanied by (name of passenger) in his or her privately owned conveyance." If all or some of the people are listed on the same order, it's easier to asterisk the names, for example, one for the driver and two for the passengers, and explain in item 16. For example: "*driver, **passenger." If travel to the local terminal will be by Privately Owned Vehicle and traveler is expected to incur overnight parking the "taxi TR cost" must then be included. Also indicate whether the cost is one way or round trip (**T-1**).

*If travel to and from the TDY location by Privately Owned Vehicle is not more advantageous to the government, list the Government Constructed Cost(s) (Government Constructed Cost cost includes airfare and TMC fee only). JTR 020210 "policy constructed" (typically for air)

n. Registration/Conference Fee. If a fee is required to attend federally or non-federally sponsored meetings, include: "Registration fee is approved on _____ (date) in the amount of \$ _____ which: (a) covers cost of ___ meals and ___ nights lodging at \$ _____ per night, (b) covers no meals or lodging. (Authority: JTR. See AFI 65-601, Vol 1, 4.52 and 4.53 for more info on registration fees.) Note: If conference fees include meals, per diem rates are adjusted downward to Proportional Per Diem or incidentals, whichever applies. **Maximum use of the Government Purchase Card for training course registration fees is required if time allows in advance of travel per AFI 65-601, Vol 1

o. Leave Information. Complete when leave is granted for reasons other than to cover excess travel time. Enter number of days authorized and when possible, the emergency telephone number and the address of the leave point. For civilian employees, only enter the number of days authorized. Do not use a TDY order to account for leave taken prior to departure from or after return to the Permanent Duty Station, whether civilian or military. Use LeaveWeb or Automated Time Attendance and Production System for such leave occurring outside of the travel status.

p. Excess Baggage Authorized Per Person. Authorization for excess baggage, when authorized, include "Excess baggage of ___lbs and ___ pieces authorized."

q. Aero Club Aircraft. Include: "Use of aero club aircraft is authorized. This is not a special authorization but reimbursement is limited to cost of Government Issued Transportation \$ _____. (JTR 020210 & Table 2-11)"

r. For travel abroad, refer to the DoD Foreign Clearance Guide and AFI 24-602 Vol 1, for proper travel clearances, required documentation, and statements as applicable.

s. TDY to Military Installations. Add the following statement: "Per diem is based on the availability of government quarters (military always, civilian in some cases per the JTR) and government meal availability (military). For travel to military installations (with on-base lodging facilities), advance lodging reservations are mandatory to maximize the use of government quarters and for more efficient use of per diem. Contact the TMC to make

reservations immediately with the TDY location's lodging operation. If on-base lodging is not available, the lodging office shall provide non-availability information." This statement is not necessary on medical inpatient orders. If non-availability is received prior to issuing order, the non-availability number will be annotated in the "Remarks" section of the order. Privatized Lodging is not considered Government Quarters and staying in the facility is not required except in "Integrated Lodging" locations (as defined in the JTR). If Privatized Lodging is used, use of Government Mess is not required (therefore cannot be directed) and full Per Diem is applicable.

t. Special Leave. Add: "Member is authorized special leave and space-required transportation to the nearest port in the 48 contiguous states and return transportation from the port to the Permanent Duty Station. Authority: 10 U.S.C. 705 and AFI 36-3003."

u. Return to Duty Travel. See paragraph **4.6.5**.

v. If traveler is authorized to personally procure their air transportation, ensure the non-capacity controlled city pair rate is provided to use in the constructed costs if a TMC is available. If a TMC is not available or government/government procured transportation is not available, limitation is the constructed airfare available over the direct route between origin and destination.

w. Promotional Items. On funded orders add: "Accept no promotional items, (e.g. gifts, bonus tickets, etc)."

x. Government Travel Charge Card/Travel Advance Statements. See paragraph 16.ac (below) for guidance. If further guidance is needed, contact your servicing finance office.

y. If allowing a travel advance, orders will so state (**T-1**). If the order does not include a travel advance statement, travel advance by Financial Operations Flights shall not be authorized unless an amended travel order is published. When multiple travelers are listed on the TDY order, designate the applicable travel advance payment statement for each traveler as follows: Place the letter identifier, or item number listed on the reverse of the order identifying the appropriate statement, after the Social Security Account Number. For example: (M)Sgt Slack, Wilburn C., 123-45-6789 (A).

z. Includes address and facsimile information for other Department of Defense Services/Agencies when the travel voucher must be forwarded to those Services/Agencies for settlement (**T-1**). Contact your servicing finance office for guidance when using another Department of Defense component's funds if necessary.

aa. Important Definitions:

(1) Cardholder: Person issued a Government Travel Charge Card or who has turned-down issuance of the card.

(2) Non-cardholders: Personnel who have declined to apply for or accept the Government Travel Charge Card and personnel who have applied for, but have not received, their Government Travel Charge Card as of the effective date of the travel.

(3) Ineligible personnel are those personnel who have been denied the card by their commander or supervisor or whose Government Travel Charge Card has been suspended or revoked because of account delinquency.

ab. Travel advance statements shown in the travel orders:

(1) Cardholder-If the traveler is a cardholder, the following statement applies: "Advance by Financial Operations Flight is not authorized. Traveler has a Government Travel Charge Card and Personal Identification Number, which will be used for Automated Teller Machine/bank cash advances for reimbursable/necessary expenses/allowances."

(2) Cardholder-When specific item(s) cannot be charged, for example, locations in which the Government Travel Charge Card is not to be used for security/fraud reasonings, in addition to the statement in aa(1), add: "Government Travel Charge Card cannot be used to charge (insert item/expenses). Advance from Financial Operations Flight limited to actual or estimated cost of specified item(s)."

(3) When the traveler meets one of the following conditions:

(a) Has Government Travel Charge Card/Personal Identification Number, but circumstances preclude use of both charge or Automated Teller Machine cash advance features; or

(b) Is ineligible for card; or

(c) Has applied for, but not received Government Travel Charge Card/Personal Identification Number. The following statement applies: "Traveler advance by Financial Operations Flight is approved. Limit advance to 80% of all authorized and allowable expenses."; or

(d) Requires an advance for non-Air Force conference fees that should have been charged to a Government Purchase Card if possible (time permitting in advance of travel) and those fees may not be charged to the Government Travel Charge Card.

(4) Financial Operations Flight travel advance payment cannot exceed 45 days of authorized and allowable expenses, except when the Orders Approving Official authorizes, in the order, an advance of expenses for a longer time period as warranted by the nature of the travel. For example: Traveler will be TDY 60 days to a location where travel pay service will not be available, and there is neither an Automated Teller Machine, mail service, or check cashing facility available, and the Government Travel Charge Card cannot be used. The Orders Approving Official may authorize a Financial Operations Flight travel advance of up to 60 days (for this example). In addition to the statement in ac(3)(c), the following statement will be shown in orders: "Traveler authorized to receive a travel advance payment for XX days due to ***** circumstance." **(T-1)**

Item 17-(Travel Requesting Official). May be used when required by command or local instruction.

Item 18-(Travel Approving/Directing Official (Type Grade and Title), and Signature). If item 17 is not used for a travel requesting official, the name, grade, and title may be put there and the signature in item 18. The Orders Approving Official will not be the same as the traveler **(T-1)**. Note: Facsimile (fax) copies and signatures are allowed for voucher settlement if the signature is a manual/wet signature of the claimant. This guidance applies to all forms prescribed by this AFI.

Item 19-(Accounting Citation.)

a. Unit Information. To the left and directly under the words "Accounting Citation" enter the designation and location of the publishing headquarters.

b. Accounting Classification. Enter accounting classification used to fund the travel, normally from the publishing unit, unless authority was granted to use funds of another unit. The line of accounting must include the Program Element Code *DO NOT include accounting citations on Permissive TDY orders or transportation authorizations **(T-1)**.

(1) When using funds of another unit, a copy of the authority will be provided to the servicing finance office when processing travel orders **(T-1)**. A designated official must initial to indicate authenticity and accuracy of the fund citation **(T-1)**. This review should also ensure the correct entitlements are indicated and the requirements below are included, if applicable.

(2) Travel requests not funded by AF Form 616, *Fund Cite Authorization* must contain the signature of the official certifying fund availability **(T-1)**. Normally, this is the local Comptroller office unless an AF Form 616 is issued to another organization. In these cases, the holder of the AF Form 616 will sign to certify fund availability.

(3) When citing multiple funds, include TDY location to which they apply in parenthesis following the fund cite **(T-1)**. If there is not enough space for accounting classification (or classifications) and accompanying instructions (if required) attempt to put in Section 16 of the order. If this information does not fit there then state "See Reverse", and enter information on a separate sheet of bond paper ensuring to have travel order number and details so the attachment is relatable to this specific order.

(4) When travel is chargeable directly or indirectly to a Foreign Military Sales case or Foreign Military Sales administrative surcharge money, include one of the following statements after fund citation: "Foreign Military Sales Case (number)" or "Foreign Military Sales surcharge." **(T-1)**

(5) For the Customer Identification Code number (for travel to, within, or from an overseas area, when travel will/may be performed by scheduled Air Mobility Command aircraft)--contact the servicing Transportation Office. If needed, a Customer Identification Code generator can be found at:
<https://eim2.amc.af.mil/org/amcfm/FMF/FMFN/FMAPP/default.aspx> (T-1)

(6) Annotate the Standard Document Number and estimate from Transportation Office when the shipment of Household Goods is authorized (T-1). Standard Document Number formatting requirements can be found in the '*FM Accounting Guide for Third Party Payments*' (available on SharePoint via the servicing Financial Management Analysis flight).

(7) Distribution will be placed in the remaining space of this block (T-1).

c. Travel involving two fiscal years. Orders published before 1 Oct, including travel entitlements to be earned in the next fiscal year, must cite both the current and next fiscal year appropriations (T-1). This allows a traveler to be paid a travel advance (if so authorized) and to arrange for transportation. The servicing finance office certifies current year funds only, and validates the accounting classification for the next fiscal year (T-1). The servicing finance office should keep a copy and log of each order certified with next fiscal year funds so they can be manually obligated when the next fiscal year funding is available if travel indeed occurs and funding is provided. A qualifying statement concerning fund availability for the next fiscal year is not required. After the start of the new fiscal year, determine if funds are available and record the obligation (T-1). If funds are not available and travel has not begun, act to have the TDY order revoked (T-1).

Item 20-(Authorizing/Order issuing Official). (May be signed or official seal may be used.) On computer-generated orders, the word "official" may be used in lieu of a seal or signature. The order approving official and fund certifying official should not be the same individual.
*Completing this block is not required if block 18 is signed.

d. Facsimile (faxed)/Emailed Funds Certification. Faxed/mailed funds certification is allowed in accordance with local finance office policy. Specifically, an organization may fax/email a travel order for certification to the activity responsible for the funds (normally the installation Comptroller organization), the funds are then certified and obligation entered. The order is then faxed/mailed back to the organization for publication.

Figure 4.2. Sample (Suggested) Order Back. (Block 16, Remarks Continuation).

1. CHECKLIST FOR VOUCHER SUBMISSION:
- 0 DID YOU SIGN YOUR VOUCHER? DID YOU ATTACH?:
- 0 1 COPY OF ORDERS AND AMENDMENTS (if applicable)?
- 0 AIRLINE ITINERARY/TICKETS?
- 0 LODGING RECEIPTS?
- 0 OTHER RECEIPTS FOR EXPENSES \$75 AND OVER?
- 0 NON-AVAILABILITY NUMBER/STATEMENT FOR GOV'T QUARTERS (as required)?
- 0 MISSED MEALS FORM (AF Form 2282)?
- DID YOU CLAIM?:
- 0 POV MILEAGE/TAXI FARE TO/FROM AIRPORT?
2. Submit travel voucher within 5 workdays after completion of travel; turn in promotional items to Financial Operations Flight.
3. Government procured transportation directed; contact your TMC or Transportation Office as soon as possible.
4. For the traveler's convenience, round trip travel by Privately Owned Vehicle and/or personally-procured commercial transportation is authorized. Per diem will not exceed that paid over a similarly traveled route by common carrier. Excess travel time will be charged as leave. Contact your Financial Operations Flight for specific details about entitlements under this item. "YCA" or policy constructed fare from duty station to (Add location) _____ and return (based on "city-pair fare" or low Y) is \$ _____. Personnel authorized to personally procure commercial transportation are directed to report to TMC or Transportation Office for travel reservation.
5. If traveling to a military installation, contact TMC for assistance with lodging reservations immediately upon receipt of orders. The following direction applies:
- a.) Traveler is directed to use government quarters and government Dining Facility. (Government meal rate payable)
- b.) Traveler is directed to use government quarters and directed to use government Dining Facility for some but not all meals. (Proportional rate is payable).
- c.) Traveler is directed to use available government quarters, but use of government Dining Facility is not directed. Full MI&E is authorized.
6. Changes to meal direction (item 5 above) are allowed after-the-fact by the Orders Approving Official if necessary (refer to AFI 65-103, fig _____.) Circle the correct item and sign by the circle. Note that entitlements may only be increased after-the-fact. For more complex changes involving a number of days, consult AFI 65-103 fig ____ and indicate the changes in the following area: _____ Orders Approving Official signature _____. An AF Form 2282 may also be used/required to indicate adverse effects per AFI 65-114.
7. Special authorization(s) for (Add special authorization (s)) _____ is/are required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment.
8. (Out-of-CONUS travel) DoD Foreign Clearance Guide requirements have been met. Travel clearance document(s) on file in the Aircraft and Personnel Automated Clearance System (APACS). If travel by AMC flight, report to AMC terminal No Later Than 2 1/2 hours before scheduled departure time.
9. Government Travel Charge Card cannot be used to charge expenses unrelated to the official travel such as gifts or Automated

Teller Machine withdrawals. Contact the unit Government Travel Charge Card Area Program Coordinator or Call the "800" number on the reverse of the travel card for further assistance.

- a. Traveler has been offered a Government Travel Charge Card. Travel advance from Financial Operations Flight is not authorized. Use of Automated Teller Machine for cash advance may be necessary.
- b. Traveler has applied for but not received Government Travel Charge Card or

circumstances preclude use of the card. Report to Finance for advance if authorized, (typically) 80% of authorized/allowable expenses.

10. Traveler must use the Government Travel Charge Card to charge major expenses (lodging/billeting, authorized rental vehicles and when authorized to personally procure transportation to/from TDY points). Travelers are encouraged to use the card for other authorized expenses incident to the travel status.

11. (Authority) AFI 36-2110 for military members and the JTR for civilians.

4.3. Blanket Travel Orders. Blanket Travel Orders may be published for individuals who anticipate 12 or more trips per fiscal year, within certain geographical limits, to perform regularly assigned duties. Maximum use of the DTS for TDY orders shall be the first option when evaluating whether a manual Blanket Travel Order (outside of the DTS) is absolutely necessary. Blanket Travel Orders will not be issued based solely on an individual's grade or position (**T-1**). Frequency of travel is the determining factor. Blanket Travel Orders continue in effect until expiration or rescission. Blanket Travel Orders are only effective during one fiscal year and will not be used for any one trip in excess of 179 days (**T-1**). If trip goes over into a new fiscal year, publish a second order to cover that period. If Blanket Travel Orders are required for the same travelers in the next fiscal year, publish new orders. The Fund Certifying Official must sign the request for orders, indicating funds are available and accounting classification is accurate (**T-1**). See [Figure 4.3](#) for sample.

4.3.1. Authority for Publication. Blanket Travel Orders may be approved by the Chief Of Staff, Headquarters United States Air Force, and the commander of a major command (MAJCOM), field operating agency, or a direct reporting unit dependent upon level of traveler. These commanders may further delegate approval authority to reasonable, appropriate lower levels. This may be done by supplementing this regulation (**T-1**).

4.3.2. Order Content. Blanket Travel Orders require the same data as other TDY orders (see [Figure 4.1](#) and [Figure 4.2](#)), except the geographical area of travel must be specified (**T-1**). State effective and expiration dates. In addition, government meals are directed until adjusted upward, as necessary, by the Orders Approving Official after the TDY on the voucher. Add the following statement, "Accept no promotional items, for example, gifts, bonus tickets, etc." See [Figure 3.3.](#) for sample information for the reverse of a Blanket Travel Order.

4.3.2.1. Example of a Composed Blanket Travel Order: TSGT JEFFREY BRYANT, 123-45-6789, this Headquarters, will proceed at such times as may be necessary during the period 1 Oct 17 to 30 Sept 18, both dates inclusive, from Washington D.C. to any point within continental limits of the United States on TDY in connection with duty as Manager of Aviation Resource Management; and upon completion of each mission will return to Washington D.C.. (Speech or Presentation). Since per diem is based on the availability of

billeting and dining facility, when TDY to military installations contact the servicing TMC to have reservations made if they are available. Government meals are directed. Accept no promotional items, for example, gifts, bonus tickets, etc. (Cite the proper accounting classification and customer identification code), items 1 and 2b through 5 on reverse apply. Authority AFI 36-2110.

4.3.3. Endorsement to Blanket TDY orders. Special authorizations ([paragraph 4.2](#)) requiring written justification will not be included in the basic order (**T-1**). These authorizations, when required for a specific trip, must be added by endorsement to the original order and signed by the Orders Approving Official (**T-1**). Maintain and dispose of any written justification. In addition, air movement designators, port reporting instructions, excess baggage, foreign flag carrier certificates, ordinary leave, and overseas area clearance may be added by endorsement. When circumstances of a specific trip require the traveler to obtain a travel advance payment, the blanket travel order must be endorsed with the appropriate travel advance payment statement prescribed by [Figure 4.1](#), Item 16-y and signed by the Orders Approving Official (**T-1**).

4.3.4. Blanket Travel Order Review. The installation finance office must review Blanket Travel Orders annually, normally when organizations are preparing new orders for the fiscal year (**T-1**). Also, the Financial Operations Flight must ensure Blanket Travel Order criteria are met and make a recommendation through the appropriate chain of command to the Orders Approving Official for approval/disapproval of the Blanket Travel Order (**T-1**). Additionally, Headquarters and Financial Managers will make Blanket Travel Orders an item of interest during Staff Assistance Visits and inspections (**T-1**).

4.3.5. Blanket Travel Order Travel Advance. Cash advance requirements while in a travel status will be met by using Automated Teller Machines. Finance offices will only issue travel advance payments when circumstances of a specific trip (e.g., security, fraud, etc.) negate the use of the Government Travel Charge Card (**T-1**). In this instance, the Blanket Travel Order must be endorsed with the appropriate travel advance payment statement prescribed by [Figure 4.1](#), Item 16-y (**T-1**).

Figure 4.3. Sample Blanket Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)		
REQUEST FOR OFFICIAL TRAVEL												
2. NAME (Last, First, Middle Initial)				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING				
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER (Include Area Code)			
8. TYPE OF AUTHORIZATION			9. TDY PURPOSE (See JTR, Appendix H)			10a. APPROX. NO. OF TDY DAYS (including travel time)			10b. PROCEED DATE (YYYYMMDD)			
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED												
12. TRANSPORTATION MODE												
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one)		
										RATE PER MILE: _____		
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT		
MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR												
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.						b. OTHER RATE OF PER DIEM (Specify)						
14. ESTIMATED COST										15. ADVANCE AUTHORIZED		
a. PER DIEM			b. TRAVEL			c. OTHER			d. TOTAL			\$
\$			\$			\$			\$			\$
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)												
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)						18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)						
AUTHORIZATION												
19. ACCOUNTING CITATION												
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)									21. DATE ISSUED (YYYYMMDD)			
									22. TRAVEL AUTHORIZATION NUMBER			

Instructions for Blanket Travel Orders

Blanket orders differ from other orders because they can be used multiple times for an extended period. They are intended for people whose official duties require frequent travel with little advance notice. Below are some differences from routine orders.

Item 9. Purpose for which this order was approved. If the traveler goes on TDY for a purpose other than indicated, a separate one-time routine order must be accomplished in the DTS (**T-1**). For example, “Colonel Seymour is selected to sit on a promotion board at Randolph AFB.” Since this travel does not relate to normal Air Combat Command activities, a separate order must be prepared. When selecting the type and category of travel, select the ones that best fit the majority of the trips likely to be taken.

Item 10a. This item is left blank.

Item 10b. Instead of a single date like on a routine TDY order, put in the ‘not earlier than’ and the ‘not later than’ dates. This represents the period the order can be used. As in routine orders, a 7 day window before and after the proceed On/About date applies. The order can be good for any period of time; for example, a month, a quarter, etc., as long as the date and travel do not run into the next/prior fiscal year.

Item 11. Variations are never allowed on a blanket order. In the “TO” portion of the itinerary specify the geographic limitations where travel is authorized (**T-1**).

Item 12. Usually this item will be blank unless only one mode will satisfy all trips to be taken. Never mark the block for more advantageous to the government as it would be a special authorization and must be added by endorsement after travel is over by the Orders Approving Official (**T-1**).

Item 16. In general, except for the first statement in this order, put in the same information as in routine orders. One difference is that if the traveler has been authorized to personally procure transportation or will use a Privately Owned Vehicle as not more advantageous to the government, the cost provided by the Transportation Office/TMC for commercial transportation has to be added by endorsement. Billeting and meals may vary since the traveler may go to other than military installations conducting varying missions. Include the meal statement contained in Figure 4.1 in item 16a (all three options). The traveler will inform the Orders Approving Official which item applied after-the-fact and the Orders Approving Official will circle and sign the correct choice before the traveler files the travel voucher (**T-1**).

SUGGESTED REVERSE OF BLANKET TRAVEL ORDER

***NOTE:** Only items indicated in remarks (item 16) of the order apply.

1. Before traveling, comply with the DoD Foreign Clearance Guide for clearance, passport, and immunization requirements, and Aircraft and Personnel Automated Clearance System number requirement.

2. Member is cleared for access to classified material up to and including (a) SECRET (b) TOP SECRET.
3. Within overseas area of TDY, travel by military and commercial aircraft, commercial rail, and bus is authorized.
4. Before traveling Outside the Contiguous United States by AMC-scheduled aircraft, include in these orders a statement that the member will report to Aerial Port of Embarkation No Later than 2 1/2 hours before scheduled departure time, flight number, and departure time assigned by the Transportation Office (T-1). The local priority issuing agency (based on Transportation setup) provides return information.
5. Each of the following is authorized when this order is endorsed for a specific trip by an authorized official, making the specific authorization(s) applicable:
Travel by privately owned conveyance authorized. This mode of transportation is determined more advantageous to the government.
Hire of special conveyance (as specified in the endorsement) for use within area of TDY station is determined more advantageous to the government.
6. The following statement will be used when order is endorsed for a specific trip by an authorized official after it has been approved by the Secretary of the Air Force: "Travel is authorized by First Class (or Business, as applicable) commercial air during the period (dates) per approval of Secretary of the Air Force (date approved)."
7. Meal Statements:
 - All government meals are available and directed.
 - Partial government meals are available and directed.
 - Government meals are not available or directed (T-1).

4.4. Repeat TDY Orders. Use of this document is very rare as maximum use of the DTS is required, and the DTS does not support this type of travel order. Simply use a routine TDY Order each time it is needed within the DTS, when available. Repeat TDY orders allow any number of separate round trips from the Permanent Duty Station (to and from), or between specified locations. Each journey may require stopover for duty at one or more places before returning to the Permanent Duty Station. Travel must not be solely between place of duty and lodging/home (T-1).

4.4.1. Normally, government meals are directed until adjusted by the Orders Approving Official after the TDY. For Outside the Contiguous United States TDY locations, per JTR 020304, regardless of the location at which the member is lodged, the \$3.50 Incidental Expense rate must be stated on the travel order for it to be paid (T-1). The \$3.50 Incidental Expense rate does not apply on any day the member is traveling to/from the TDY location. Even when lodged on an Outside the Contiguous United States Military installation, the order must state the \$3.50 Incidental Expense rate is applicable, or the locality incidental rate is paid (T-1). If multiple TDY locations are included on the order, include a statement for each location (T-1).

4.4.2. Special Instructions. "Specified locations" means the TDY locations must be listed in the order (T-1). Do not authorize variations in itinerary in repeated orders. If the number of trips for a period will be exceeded, amend the repeated order or publish separate orders for the excess trips. Repeated TDY orders continue in effect until expiration or rescission. Repeated TDY orders are only effective during one fiscal year and will not be used for any one trip in excess of 179 days. If a trip goes into a new fiscal year, publish a second order to cover that portion which is in the new fiscal year. Orders may be endorsed as described in [paragraph 4.5](#) If repeated orders are required for the same personnel in the next fiscal year, publish new orders. The fund certifying official must initial the request for orders, indicating funds are available and the accounting classification code is accurate (T-1). No funding codes are used on repeated transportation authorizations even when they are for space-required, nonreimbursable travel.

4.4.3. Authority for Publication. Repeat TDY orders may be published by any commander authorized to publish travel orders. These orders require the same general information prescribed in [Figure 4.1](#) In addition, include the effective and expiration dates of the order and specify the number of round trip journeys that may be taken. See [Figure 4.4](#) for a sample repeated travel order.

Figure 4.4. Sample Repeat Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>						1. DATE OF REQUEST (YYYYMMDD)
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial)		3. SOCIAL SECURITY NUMBER		4. POSITION TITLE AND GRADE/RATING		
5. LOCATION OF PERMANENT DUTY STATION (PDS)			6. ORGANIZATIONAL ELEMENT		7. DUTY PHONE NUMBER <i>(Include Area Code)</i>	
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE <i>(See JTR, Appendix 14)</i>		10a. APPROX. NO. OF TDY DAYS <i>(including travel time)</i>		10b. PROCEED DATE (YYYYMMDD)
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED						
12. TRANSPORTATION MODE						
a. COMMERCIAL				b. GOVERNMENT		c. LOCAL TRANSPORTATION
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
				LOAN RENTAL	TAXI	OTHER
						PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____ <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.		b. OTHER RATE OF PER DIEM (Specify)				
14. ESTIMATED COST						15. ADVANCE AUTHORIZED
a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$		d. TOTAL \$
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>						
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>				18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>		
AUTHORIZATION						
19. ACCOUNTING CITATION						
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>					21. DATE ISSUED (YYYYMMDD)	
22. TRAVEL AUTHORIZATION NUMBER						

INSTRUCTIONS FOR PREPARING A REPEAT TRAVEL ORDER

Follow general guidance in **Figure 4.1**, with these exceptions:

Item 8. Enter capital letters "REPEATED".

Item 10a. Leave blank

Item 10b. Indicate inclusive dates as shown.

Item 11. Itinerary:

a. (Variation Authorized). Do not authorize variations.

b. (Itinerary-To). Enter the word "TO". Show only specific locations where TDY will be performed on each and every trip. Include the Zip Code and address to assist with determining the official distance when needed **(T-1)**.

Item 14. Estimate based on number of trips authorized.

Item 16. Include: "Traveler is authorized to perform (number) round trips each (week, month, year, or during period indicated in item 10b)." Include the required statements for any routine TDY order that apply, including meal direction **(T-1)**.

4.5. Endorsed Orders. Except as provided in **paragraph 4.3.3** for Blanket Travel Orders, do not endorse blanket or repeated travel orders for other purposes **(T-1)**. For example: to direct further travel, authorize additional funds expenditure, or to change strength accountability.

4.5.1. Who may endorse. Orders must be endorsed by the Orders Approving Official who issued the original order, or a lower echelon when authorized by a higher headquarters (for example, OSI district offices) **(T-1)**. Commanders of aeromedical staging units may endorse patient travel orders when the change is directed by the Armed Services Medical Regulating Officer. Copies of the endorsement must be furnished to the order originator, organization of original destination, and gaining medical facility **(T-1)**.

4.5.2. How to endorse. Endorse composed orders below the body or on the reverse if space is not available. Do form orders on the composed orders below the body or on the reverse if space is not available. Do form orders on the reverse if possible or use a separate page. When an endorsement is typed on the reverse or on a separate page, identify the order being endorsed as shown in the example below and address it to the traveler **(T-1)**.

4.5.3. Endorsement distribution. Distribute three copies of a Blanket Travel Order to the traveler and one copy to the Orders Approving Official **(T-1)**.

4.5.4. Example: Special Order TA-179, 437 ABG, Charleston AFB, SC, 01 Jun 16

4.5.4.1. Endorsement to Orders:

4.5.4.1.1. "TO: COL JIM SISSON, 123-46-6789

4.5.4.1.2. Travel is authorized by First Class (or Business, as applicable) commercial air during the period 12 through 20 July 17 per approval of Secretary of the Air Force, 31 May 17. 4.5.4. Justification for determining this special authorization is maintained at 437 MAW/DO.

4.5.4.1.3. FOR THE COMMANDER

4.5.4.1.4. ROSS A. DAVIS, Major, USAF

4.5.4.1.5. Exec. Dir of Plans

4.5.4.1.6. DCS, Operations"

Figure 4.5. Sample Permissive Travel Order.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME (Last, First, Middle Initial)				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING			
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>		
8. TYPE OF AUTHORIZATION		9. TDY PURPOSE <i>(See JTR, Appendix H)</i>				10a. APPROX. NO. OF TDY DAYS <i>(including travel time)</i>			10b. PROCEED DATE (YYYYMMDD)		
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR						b. OTHER RATE OF PER DIEM (Specify)					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$		d. TOTAL \$		\$		\$	
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>											
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>								21. DATE ISSUED (YYYYMMDD)			
22. TRAVEL AUTHORIZATION NUMBER											

INSTRUCTIONS FOR PREPARING A PERMISSIVE TDY ORDER

Follow the general guidance in **Figure 4.1.** with these exceptions (T-0):

Item 8. Enter in capital letters "PERMISSIVE" (T-1). This term can also be used for civilian employees traveling at no expense to the government (see paragraph 4.6.2.)

Item 9. Do not enter the type or category of travel (T-1).

Item 10a. Show specific number of days including travel time and cross out "approximate" (T-1).

Item 11. Do not authorize variations (T-1).

Items 12 through 15. Leave blank (T-1).

Item 16:

a. Authority. Enter AFI 36-3003 for military; AFI 36-815, *Absence and Leave* Chapter 8, includes provisions for authorizing excused absences for which an employee is considered to be in a duty status (T-1).

b. Permissive TDY. Include the following statements: "Submit a no pay travel voucher within 5 workdays after completion of travel. Travel permitted by this order does not entitle traveler to expenses of travel or per diem. Individual is on authorized absence from duty and eligible for military furlough fare discounts. Absence excess to number of days authorized is chargeable as leave." (T-1)

c. House Hunting Trip. Add: "Report to the Base Housing Management Office servicing your new Permanent Duty Station before entering into any rental, lease, or purchase agreement for off-base housing." (T-1)

Item 19. (ACCOUNTING CITATIONS). Do not include an accounting citation on Permissive TDY orders. Place the distribution in the remaining space in this block (T-1).

4.6. Permissive or No Expense to Government Orders. Permissive orders allow members to be away from their Permanent Duty Station without being charged leave. There is no reimbursement for travel. Permissive travel for military members will be done on an AF Form 988, *Leave Request/Authorization* (T-1). However, in some cases, a DD Form 1610 or a composed order is used. To determine if a travel order is required to be issued see AFI 36-3003.

4.6.1. Permissive Orders - Military Personnel. Authority AFI 36-3003 (JTR 020315-K & DoD Financial Management Regulation, Vol 9). Military personnel traveling on Permissive TDY orders are permitted space available travel on Department of Defense-owned or controlled aircraft. **NOTE:** Permissive TDY for house-hunting terminates upon acceptance of housing, and further absence from duty is charged as leave.

4.6.2. Travel at No Expense to Government-Civilian Personnel. Authority JTR 020315-K & DoD Financial Management Regulation, Vol 9. When an employee agrees to pay his or her own expense, if travel at government expense is not authorized, for attendance at a meeting of a technical, professional, scientific, or other similar organization and it has been determined the employee will be in a duty status, issue a Permissive TDY order (T-1). The order must state travel is at the employee's request (T-1). AFI 36-815 Chapter 8, includes provisions for authorizing excused absences for which the employee is considered to be in a duty status.

4.6.3. When Order Not Used. The traveler's supervisor or competent authority must verify the traveler's signed statement that travel was not performed (T-1). Send the statement and a copy of the order to the servicing finance office. There is no need to revoke the order since funds are not involved.

4.6.4. Travel by Privately Owned Vehicle. This mode may be authorized as a convenience to the traveler if it will not increase the total cost to the government. An example would be a member traveling to a Permissive TDY station (in a non-pay travel status) during a time in which he or she would not usually be scheduled for duty.

4.6.5. Return to Duty. For members without orders, the Transportation Office may issue transportation to active duty members without funds on ordinary leave, Absent Without Leave (AWOL), deserters, and absentees, to return to their Permanent Duty Station. The Transportation Office instructs the member to go to the base Military Personnel Section/Element for orders. Also, there is a requirement for members on leave, Absent Without Leave, deserters, and absentees to obtain a DD Form 460, *Provisional Pass*, from the Security Forces before orders can be issued. The servicing Military Personnel Section/Element must issue orders containing appropriations cited by the Headquarters, Air Force Personnel Center. (AFI 24-602, Vol 1, *Passenger Movement*) (T-1)

4.7. North Atlantic Treaty Organization (NATO) Travel Orders. To meet the intent of the guidance provided in the "DoD Foreign Clearance Guide, NATO" orders are to be used only for military personnel movement, their personal baggage, individual weapons, and official documents. Use North Atlantic Treaty Organization Order sample provided in the applicable DoD Foreign Clearance Guide country page or AF Form 1631, *NATO Travel Order* (T-1). The following instructions carry out 'NATO Standardization Agreement 2026':

4.7.1. Requirement. All military personnel, (except U.S. Defense Attaché Service personnel entering or exiting the country in which the embassy they are assigned to is located), must have (in addition to Permanent Change of Station or TDY orders) a NATO Order or an AF Form 1631 (Figure 4.6) when traveling from one North Atlantic Treaty Organization country to any other North Atlantic Treaty Organization country(ies). North Atlantic Treaty Organization countries are listed in the DoD Foreign Clearance Guide, Foreign Clearance Manual Table C2.T1 available at: <https://www.fcg.pentagon.mil/static/FCMBasicDocument.pdf#pagemode=bookmarks> (T-1)

4.7.2. Special Instructions. The North Atlantic Treaty Organization travel order must be printed in English and French. Include additional languages if required under national agreements (T-1). The Installation Personnel Readiness or Unit Deployment Manager can determine which languages may be required based on country agreements and itinerary.

4.7.2.1. The North Atlantic Treaty Organization travel order should be used for both individual and group travel. If more than one person is traveling, list them by rank, name, Department of Defense Identification Number, and unit on the face or reverse of the order or on a separate sheet of paper (with referenced Order Number and Orders Approving Official signature to ensure auditability) (T-1).

4.7.2.2. The North Atlantic Treaty Organization travel order is numbered with the same number as the individual's basic travel order – i.e., DD Form 1610 or AF Form 899, *Request and Authorization for Permanent Change Of Station - Military* (if a DTS order, then write the corresponding “TANUM” on the North Atlantic Treaty Organization travel order) (T-1). Give at least one copy to the traveler (T-1). No need to make more copies for file, record, or other purposes, unless the Major Command requires it.

4.7.2.3. Complete paragraphs 1 and 2 of these orders (T-1). Only use paragraphs 3 and 4 when necessary (T-1).

4.7.2.4. Reproduce and fill them in as required (T-1).

4.7.2.5. When frequent travel is required, publish the North Atlantic Treaty Organization travel order for a period corresponding to a basic blanket or repeat order (T-1).

4.7.2.6. North Atlantic Treaty Organization orders will be prepared when destination is classified. Destination will not be shown in item #2 of the basic order (T-1).

4.7.2.7. North Atlantic Treaty Organization orders must contain an original signature of either the issuing authority or other relevant authority certifying that a photocopy is a true copy. To avoid questions as to whether a signature is original or not, the signature must be in BLUE ink (T-1).

4.8. Partnership for Peace (PFP) Countries. For travel to, from, or between ‘Partnership for Peace’ countries, Air Force members are required to possess a DD Form 1610 or AF Form 899 and a valid identification card (T-1). Consult DoD Foreign Clearance Guide Section I of the applicable country for any additional travel documentation requirements. These countries are listed in the ‘DoD Foreign Clearance Guide - Foreign Clearance Manual’ volume Table C2.T2. North Atlantic Treaty Organization Agreement provisions for personal baggage, individual weapons, and official documents also apply.

Figure 4.6. Sample North Atlantic Treaty Organization Travel Order.

NATO TRAVEL ORDER/ORDRE DE MISSION OTAN

COUNTRY OF ORIGIN: _____ ORDER NUMBER: _____
 PAYS DE PROVENANCE: _____ NUMÉRO DE SÉRIE: _____

1. The bearer (and group as shown hereon or attached hereto)
 Le porteur (et personnel porté ci-dessus ou sur la liste jointe)

Grade or rank/Grade, Name/Nom, and Social Security Number/No Mtc

2. Will travel from _____ to _____
 Iraira mouvement de _____ à _____

via _____ Date of Departure/Date du départ
 via _____

Expected date of return _____
 Date probable de retour _____

3. Authority (is) (is not) granted to possess and carry arms.
 Autorisation de posséder et porter des armes (accordée) (non accordée).

4. The person named in paragraph 1 is authorized to carry _____
 La personne indiquée au paragraphe 1 est autorisée à porter _____

sealed despatches, containing only official documents, numbered _____
 plis scellés, ne contenant que des documents officiels, numérotés _____

5. I hereby certify that this individual group (are) member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.
 Je soussigné certifie que la personne visée appartient à une armée telle que définie dans l'Accord OTAN sur le statut des Forces armées et que ce déplacement est officiel selon les termes de cet Accord.

6. This travel order is to be produced to civil and military authorities on request.
 Cet ordre de mission devra être présenté sur demande des autorités civiles et militaires.

OFFICER AUTHORIZING MOVEMENT _____ DATE OF ISSUE _____
 OFFICIER AUTORISANT LE MOUVEMENT _____ DATE DE L'AUTORISATION _____

AF IMT 1631, 19860801, V3 NATO TRAVEL ORDER

Chapter 5

GENERAL GUIDANCE

5.1. Separate Orders Involving Travel. When a single Responsibility Center/Cost Center number applies to a group of individuals traveling on TDY, include the number in the accounting classification. If a single Responsibility Center/Cost Center number does not apply, prepare a separate order for each person, or place the number after each name, for example: "MSgt MADISON LEE, 012-34-5678 RC/CC 100314". Indicate the omission of the Responsibility Center/Cost Center in the accounting classification by using brackets, for example, "57*3400 30* 4312 (XXXXXX) 409 503700" and include a statement in the body of the composed orders, or in the "Remarks" item of form orders "Responsibility Center/Cost Center number is indicated after each traveler's name." (T-1)

5.2. Special Authorizations. A special authorization is something that adds to the cost of normal travel and is only requested when needed to accomplish the mission. Dual lodging specifics are explained below.

5.2.1. Dual Lodging. May only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day(s).

5.2.1.1. Except as provided in JTR Table 2-16 & 020303, dual lodging must be approved by an amended order or by the Orders Approving Official on the travel voucher (T-1).

5.2.1.2. Any period of dual lodging reimbursement is limited to a maximum of 7 consecutive days, with extensions beyond 7 consecutive days only if approved by the Secretarial Process (IAW the JTR).

5.2.1.3. After-the-fact, the Orders Approving Official can authorize up to 7 days via amended order or travel voucher approval so long as the Orders Approving Official determines that the traveler acted reasonably and prudently and addresses the following factors: 1) Was dual lodging for traveler's convenience? 2) Was it practical to check out of the lodging at the original location to avoid incurring the dual lodging? 3) What was the economic impact of the arrangement? 4) What facts support a finding that dual lodging was required due to unexpected circumstances? 5) Were the circumstances beyond the member's control and if so, how/why?

5.2.1.4. When dual lodging is for a period of more than 7 days, or when the Orders Approving Official did not complete the process required in 5.2.1.3 for the 1-7 day period, the Secretarial Process must "approve" the dual lodging period, addressing the above-listed factors (T-1).

5.2.2. Other special authorizations. When travel cannot be made by normal transportation modes, or when special authorizations are required to carry out travel, comply with the restrictions in the following paragraphs (T-1).

5.2.2.1. Statement for orders. To indicate special authorizations desired and that a cost analysis has been accomplished, the following statement must be included in the "remarks" section of the order: "Special authorization(s) for (rental cars, use of privately owned conveyance, excess baggage, etc.) is/are required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment." **(T-1)** The Orders Approving Official or commander's signature in the Approving Official section of the order indicates actual approval of the special authorization.

5.2.2.2. Justifications. Pursuant to the JTR, justifications for special authorizations must be based on advantage to the government. Convenience to the traveler is never a reason for approving a special authorization. Factors to be considered in determining if special authorizations are an advantage to the government include but are not limited to:

5.2.2.2.1. Requirements of the mission assignment.

5.2.2.2.2. Availability of all types of transportation modes and effect on productive time related to the travel time involved.

5.2.2.2.3. Need to transport additional baggage, tools, or equipment.

5.2.2.2.4. Location of places of TDY/worksite in relation to location of lodging and meal facilities and availability of transportation between these points.

5.2.2.2.5. Total cost to the government (includes per diem, lost work time, salary of civilian employees, and actual transportation).

5.2.2.2.6. Duty locality in relation to traffic conditions, routing, and weather.

5.2.2.2.7. Overall cost advantage when there are accompanying official passengers under official travel orders in the same privately owned vehicle.

5.2.2.2.8. Documentation (letters, messages, etc.) used to justify a special authorization is considered background material and will be maintained to support authorizations in the event of any audits or reviews **(T-1)**. Examples include, but are not limited to, worksheets to support Privately Owned Vehicle more advantageous to the Government, as well as other special authorizations where reimbursement or approval is based on comparisons. **NOTE:** Per JTR 020210 & Table 2-10, Privately Owned Vehicle use on TDY is to the government's advantage for TDY to locations within 800 miles (round-trip) of the Permanent Duty Station as determined from the Defense Table of Official Distances. There is no requirement for any cost comparison.

5.2.2.2.9. If a special authorization does not apply to all travelers, the order must state to whom it applies (i.e., specific traveler is to have rental vehicle during TDY and thus associated costs are specific to them) **(T-1)**.

5.3. Nonuse of Government Facilities.

5.3.1. Supplements. AFIMSC/MAJCOM supplements to this AFI may include specific circumstances where commanders may issue specific adverse effect statements covering duty requirements that do not permit use of government facilities for specific Temporary Duties.

5.3.2. Nonuse of Government Facilities. Before orders are published, the traveler or project officer must request and obtain approval for nonuse of government facilities if lodging is available on the TDY installation (if it is already known per AFMAN 34-102c). Use a completed and signed AF Form 2282, *Statement of Adverse Effect - Use of Government Facilities*, to document meals that were missed that would have otherwise been available in government dining facilities (or provided), and file with the travel voucher **(T-1)**.

5.3.3. Authorizing Officials. Also known as the Orders Approving Official for regular TDY. If known in advance of the TDY, such authorization will be included in the TDY order using the statement in **5.3.5 (T-1)**. In the event of Contingency or Joint Task Force Operations, Combatant Command/Joint Task Force Commander makes the determination and control all approvals for nonuse of government facilities (either increased per diem rates or properly signed AF Form 2282 as required in AFI 65-114 and JTR 020304).

5.3.4. Statement of Adverse Effect -- Nonuse of Government Facilities. If a traveler finds government dining facilities (or provided meals) cannot be used without adversely affecting the mission, the Orders Approving Official signs the DD Form 1351-2 approving the change if appropriate **(T-1)**. For simple changes in meal direction (**Figure 3.1**) the approval is done on the order back. For exercises, the exercise commander (or equivalent, such as team leader) provides a memorandum to the Orders Approving Official indicating circumstances prohibiting use of government facilities/meals. If appropriate, the Orders Approving Official signs the DD Form 1351-2 approving the change. For Financial Operations Flight documentation requirements as a basis for payment of increased per diem, retain this supporting documentation with the travel voucher. AF Form 2282 is used to document meals that were missed that would have otherwise been available in government dining facilities (or provided), file these with the travel voucher **(T-1)**.

5.3.5. Nonuse statement. If it is known in advance that use of government quarters would adversely affect mission performance, use the following statement in the TDY order: "Use of government quarters will adversely affect (the mission) (performance of duties) (at), or (for the period)." If unique or specialized billeting requirements exist, orders (in advance) or amendments (afterward as necessary) will include a statement to that effect **(T-1)**.

5.3.6. Air Education & Training Command and Air Force Institute of Technology fund citations. Air Education & Training Command and Air Force Institute of Technology authorize other organizations to cite their funds in orders (usually via email correspondence or via "x-Org" function in the DTS). This covers only normal allowances. If special authorizations are needed, the Orders Approving Official must get approval before putting them in the order in accordance with the Education and Training Course Announcements (or must be unit-funded) **(T-1)**.

5.4. Special Conveyances.

5.4.1. Rental vehicle. When a motor vehicle is rented for the exclusive use of one or more travelers, it is a special conveyance. Select the rental service permitting the mission to be carried out at lowest overall cost. Transportation Offices or the TMC make arrangements for travelers. See AFI 24-602, Vol 1 for procedures.

5.4.2. Statements for Authorizing Special Authorizations in Orders. Special authorizations must be authorized in the TDY order **(T-1)**. Following are examples of statements used:

5.4.2.1. "Hire of special conveyance for use within area of TDY station authorized as more advantageous to the government."

5.4.2.2. "Hire of special conveyance authorized as more advantageous to the government." Use this statement when use is not restricted to the area of the TDY station. For example, it is in a remote area where adequate common carrier transportation is not available.

5.4.2.3. When variations in itinerary are authorized or there is more than one TDY point, indicate the actual location (or locations) where special conveyance will be used/authorized **(T-1)**. For example, "Hire of special conveyance within area of (location of TDY) authorized as more advantageous to the government."

5.4.2.4. The Orders Approving Official will ensure traveler is briefed on specific guidance concerning rental vehicles **(T-1)**.

5.4.3. Fly-It-Yourself Aircraft. Fly-it-yourself aircraft must be authorized in orders as a special conveyance **(T-1)**. Persons who use fly-it-yourself aircraft for personal convenience need not have special conveyance authorized in orders.

5.4.3.1. In orders for fly-it-yourself aircraft if a special conveyance is to be hired, include: "Hire of fly-it-yourself aircraft as a special conveyance authorized between _____ and _____ as more advantageous to the government." **(T-1)**

5.4.4. Privately Owned Conveyance (Including Privately Owned Aircraft) Advantageous to the Government (JTR 020210-B). Use this statement for orders: "Privately Owned Vehicle. This mode has been determined more advantageous. Constructive Travel Worksheet has been accomplished and included." **(T-1)** **NOTE:** Per JTR 020210 & Table 2-10, Privately Owned Vehicle use on TDY is to the government's advantage for TDY to locations within 800 miles (round-trip) of the Permanent Duty Station as determined from Defense Table of Official Distances (for Department of Defense) and from appropriate distance sources for the non-Department of Defense Services. There is no requirement for any cost comparison.

5.4.5. First or Business (Premium) Class Air Accommodations (JTR Appendix I Item 28c-2 & AFI 24-602, Vol 1) (i.e., other than Economy/Coach Fare). Use this statement for orders: "Lt Gen Kaitlyn Shea, Headquarters USAF/XXXX, (authorized/approved) 'other than economy/coach' accommodations use. Full documentation of the (authorization/approval) for 'other than economy/coach' accommodations use is on file in the approving official's office." **(T-1)** **NOTE:** When Premium class evening fares that do not cost more than normal Coach/Economy fares, they do not require a special authorization.

5.4.6. Commercial Air to and From Contiguous United States (AFI 24-602, Vol 1). Use the statement for orders: "Travel authorized by commercial air per approval of _____." **(T-1)**

5.4.7. Travel Within and Around Permanent or TDY Station (sometime called "Vicinity Mileage") (JTR 020601 for Permanent Duty Station and JTR 020212 for TDY). For in/around Permanent Duty Station travel, include the statement on the OF 1164 within the DTS **(T-1)**. If known in advance of TDY travel, use the statement for TDY orders: "Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around a TDY station is authorized." If approved after travel, this must be signed as approved by the Orders Approving Official on the DD Form 1351-2 **(T-1)**.

5.4.8. Excess Accompanied Baggage Allowance Authorization.

5.4.8.1. Excess accompanied baggage transportation (JTR App A "Baggage" definition) costs may be authorized/approved by the Orders Approving Official (JTR). Excess accompanied baggage applies to any bag accompanying the traveler for which the airline charges a fee.

5.4.8.2. When excess accompanied baggage allowance has been authorized, include in travel orders: "Excess baggage of ____ lbs and ____ pieces authorized." (T-1)

5.4.8.3. To authorize excess accompanied baggage for dependents traveling by AMC aircraft, see AFI 24-602, Vol 1 for most current verbiage.

5.4.9. Shipment of Household Goods Under Military TDY Orders. When shipment of Household Goods are authorized in accordance with JTR 020501, the orders must include a statement of authorization, and accounting classification chargeable. The orders must then also include the Standard Document Number and estimate from Transportation Office (T-1).

5.4.10. Personally Procured Transoceanic Travel. *per Per Diem Travel and Transportation Allowance Committee, government transportation is first priority for official travel when available, indicate why 'General Services Agency-Controlled Passenger Policy' is not used and what allows the traveler to bypass government resources. If personal convenience travel is involved in conjunction with official travel, see JTR 020206* if travelers personally arrange and pay for transoceanic travel, they may not be reimbursed unless it is authorized in their orders. A special authorization must be approved in advance (T-1). The "letter request" will first be routed through the servicing Transportation Office (to determine the government cost), then approved by the traveler's squadron commander, then finally granted/authorized by the Military Personnel Section/Element in the order. Approval authority will not be further delegated (T-1). State on the orders: "Traveler authorized to personally procure transoceanic transportation. Use of foreign-flag carriers must be authorized or approved by the Orders Approving Official or it is not reimbursable." (T-1) When government transportation and government procured transportation are not available or when specific authorization/approval has been obtained, the member is authorized the cost of transportation Not To Exceed the government constructed cost (per AFI 24-602, Vol 1). Personally-Procured transoceanic travel cannot be purchased thru the TMC or Transportation Office.

5.5. Variations in Itinerary. This permits omission of travel to a place (or places) stated in a travel order; changes in the order of travel to places shown; and travel to places not shown (itinerary locations or order of events). It is not used in place of adequate advance planning nor is it interpreted as granting blanket travel authorization. It is permitted only when essential to the success of the mission, and does not apply to Proceed or Completion date changes, or special authorizations or conveyance (T-1).

5.5.1. When Variations are not authorized.

5.5.1.1. Do not use variations because of probable flight changes caused by weather, mechanical failure, or requirement to remain overnight at other than duty points (T-1).

5.5.1.2. When purpose of TDY is to attend a technical, scientific or professional meeting (T-1).

5.5.1.3. When purpose of TDY is to attend a school or course of instruction, except when unspecified field trips or flight training outline or Education and Training Course Announcements (**T-1**).

5.5.1.4. On a Permanent Change of Station order, except for TDY enroute, if necessary (**T-1**).

5.5.1.5. In an amendment to an order after travel is completed (see paragraph 5.2.14.1.).
***NOTE:** Variations in overseas travel do not exempt requirements for foreign area travel clearances.

5.6. Classified Orders. Classification can often be avoided with careful wording, especially in duty to be performed. For example, if the purpose is to inspect a piece of classified ordnance, the order may read: "To inspect ordnance material." This statement gives the purpose as official Air Force business, but does not identify the classified equipment being inspected. Also, to avoid classifying an order if TDY is at a classified location, include the name of a nearby location in the itinerary if the rate of per diem is the same and authorize variations in itinerary. When an order must be classified, mark and handle it according to AFI 16-1404. Make extract copies using asterisks in place of the classified data (**T-1**). When presenting orders to unofficial agencies such as rental car companies, hotels, etc., it is permissible to delete or obliterate certain data such as grade, position, title, security clearance, and purpose of travel. Although this data in itself is not classified, it may be sensitive in the wrong hands. ***NOTE:** In using a nearby location, ensure not to inadvertently identify classified data; e.g., the theater of operations, if classified, or other classified or security related data associated with deployment operations. Always check the latest security classification guidance to ensure non-disclosure of classified information when completing the orders.

Chapter 6

CIVILIAN TRAVEL, TRANSPORTATION AUTHORIZATIONS, DEPENDENT TRAVEL, INVITATIONAL TRAVEL, EMERGENCY LEAVE, AND SUBPOENA TRAVEL

6.1. Civilian Travel Orders. DD Form 1610 is used for Department of Defense civilian (non-Permanent Change of Station related) official travel.

6.1.1. In rare cases where it is not practical to use printed forms, manual orders may be composed (referencing JTR Invitational Travel Authorization memo example, for instance). Instructions for completing these forms are on the JTR website, and in [Figure 4.1](#)

6.2. Transportation Authorizations. Transportation authorizations permit travel by military aircraft only in a non-per diem status for: non-Department of Defense personnel to perform official duty for the Air Force; civilian employees of Department of Defense and their dependents, dependents of military personnel family emergency travel when space-required transportation is not authorized; student dependents of military personnel serving in Hawaii and Alaska for travel from aerial port of embarkation to serving sponsor's Permanent Duty Station to the Contiguous United States aerial port of debarkation, and return. Any orders-publishing activity may publish a transportation authorization for space-available travel as outlined in DoDI 4515.13, *Air Transportation Eligibility*. Include the specific paragraph of DoDI 4515.13 under which space-available travel is being performed. When the Air Force Chief of Staff specifically approves travel not authorized by DoDI 4515.13, cite the memo/letter and its date. ***NOTE:** The Contracting Officer may authorize travel authorizations for cost reimbursable travel in conformance with contract provisions. Preparers of travel authorizations must comply with DoDI 4515.13, which states in part "...travel orders must contain a statement that commercial transportation is neither available, readily obtainable, nor satisfactorily capable of meeting the travel requirements, the non-government rate tariff applies, and the name and address of the contractor so Air Mobility Command can bill on a direct billing basis..." (T-1). Travel authorizations will be in letter format as in [paragraphs 6.2.1.10](#) and [6.2.2.1 \(T-1\)](#)..

6.2.1. For Travel within Contiguous United States. Include (T-0):

6.2.1.1. Name and home or business address.

6.2.1.2. Approximate date of departure.

6.2.1.3. Destination (complete itinerary) and place to which return travel is desired, if applicable.

6.2.1.4. Place from which travel is authorized.

6.2.1.5. Purpose of travel.

6.2.1.6. Approximate number of days authorized, including travel time.

6.2.1.7. Authorization for excess baggage, if approved (see [paragraph 5.4.9](#)).

6.2.1.8. Statement: "Travel is necessary in the military service according to (appropriate Air Force directive, letter, or message under which travel is authorized)."

6.2.1.9. State whether reimbursable or nonreimbursable (see DoDI 4515.13 for policy on transportation charges for travel by Air Mobility Command and non-Air Mobility Command aircraft). If reimbursable, and payment is not in cash, include name and address of the organization or individual responsible for reimbursement on a direct billing basis. State whether the US Government or non-US Government rate tariff is applicable, as determined by DoDI 4515.13. When travel is on a space-available basis, state so, and note references that apply.

6.2.1.10. Example: "DR. ROBERT BURKE, Assistant Professor, Physics Department, University of Maryland, College Park MD, is authorized to travel on or about 17 Mar 17 by military aircraft from Washington D.C. to Wright-Patterson AFB OH, for approximately 15 days to repair the Air Force cosmic ray monitor telescope, and upon completion return to Washington D.C.. Authority: DoDI 4515.13. Non-reimbursable traffic."

6.2.2. For Travel to and Within an Overseas Area. The orders do not refer to logistical support, except when authorizations are not adequate, or when specific logistic support is desired by the traveler and approved by the overseas commander. Orders Approving Officials must make sure that travel clearances have been obtained per the DoD Foreign Clearance Guide via the Aircraft and Personnel Automated Clearance System before requesting orders, and that the Aircraft and Personnel Automated Clearance System number is included on the authorization prior to approval. Include (T-0):

6.2.2.1. Information required by [paragraph 6.2.1](#) that applies.

6.2.2.2. Passport number.

6.2.2.3. Statement: "Before traveling, comply with the DoD Foreign Clearance Guide for travel clearances, passports, and immunization requirements. Obtain immunizations at the nearest armed services hospital or dispensary."

6.2.2.4. If travel is on a "space-required" basis by scheduled Air Mobility Command aircraft, include accounting classification, customer identification code, and air movement designator. Further state the air movement designator for return travel will be obtained from the overseas local priority-issuing activity. The fund approving official initials the request for orders, indicating availability of funds and accuracy of accounting classification.

6.2.2.5. When space-available travel by Air Mobility Command aircraft is permitted, include the paragraph in DoDI 4515.13 that applies; or, if travel is an exception to the cited directive, include the approval authority and date.

6.2.2.6. Example: "DR. PAT PATTON, passport number Y487125, Professor of Education, College of Education, Ohio University, Athens OH, is authorized to travel on or about 24 Mar 17 by Air Mobility Command aircraft from Aerial Port of Embarkation, Travis Air Force Base, CA to Yokota Air Base, Japan, under air movement designator SUU OKO-2CT-FZ-03, for approximately 149 days, for the purpose of conducting the Guidance and Counseling Institute offered to Air Force overseas dependent school teachers by Ohio University, and upon completion will return to Travis Air Force Base, CA. Billing for transportation (at the US Government rate tariff) will be forwarded by AMC/FMIA, to Dr. Mike Wertz, Director, Guidance and counseling Institute, College of Education, Ohio

University, Athens OH 45701-3421. Before traveling, comply with the 'DoD Foreign Clearance Guide' for travel clearances, passports, and immunization requirements. Obtain immunizations at the nearest armed services hospital or dispensary. Air movement designator for return travel has been obtained from the local priority issuing activity/Aircraft and Personnel Automated Clearance System. Authority: DoDI 4515.13. Reimbursable traffic. On site presence required to provide oversight and instructional presentations.”

6.2.3. Civilian Emergency Leave, Dependent of Military Member Emergency Leave, and Student Dependent of Military Member Travel. These orders permit travel on a space-available basis only. Eligible dependents are determined as stated in JTR 040201 & Table 4-3. Include (T-0):

6.2.3.1. Unit address. *For dependents, sponsor's unit address and their relationship to sponsor.

6.2.3.2. Date of birth of dependent students.

6.2.3.3. Information required by 6.2.1 and 6.2.2 that applies.

6.2.3.4. Statement: "There is no guarantee of space for travel permitted on a space-available basis. Traveler must be prepared to purchase alternate transportation via commercial means if necessary due to unavailability of space-available."

6.2.3.5. Authorize only normal accompanied baggage allowance up to 70 pounds.

6.2.3.6. For civilian employees, a statement requiring them to file a no pay travel voucher within 5 workdays after return.

6.2.3.7. Authority: Include applicable paragraph(s) in DoDI 4515.13.

6.2.3.8. Example: "Civilian Emergency Leave. MS. ELAINE FOSTER Passport Number Y684727. GS-12, 31 OSS (AMC), Ramstein Air Base Germany, is permitted to proceed on or about 15 Feb 17 via Air Mobility Command aircraft on a space-available basis as Category 1 from Ramstein Air Base Germany to Joint Base-McGuire-Dix-Lakehurst, NJ for approximately 30 days, and return, for the purpose of emergency leave. There is no guarantee of space for travel permitted on a space-available basis. Traveler must be prepared to purchase alternate transportation via commercial means if necessary due to unavailability of space-available. All absence from duty is chargeable as leave. Accomplish necessary immunizations before traveling. Seventy pounds baggage authorized. File a no pay travel voucher within 5 workdays after return. Authority: DoDI 4515.13. **NOTE:** For Air Force employees traveling in emergency leave status, do not use an AF Form 972, *Request for Authorization for Emergency Leave Travel*."

6.2.3.9. Example Dependent Emergency Travel (Contiguous United States to Outside Contiguous United States): "Mrs. Phyllis Anthony Passport Number Y621385, dependent spouse of SSgt Greg Anthony, 999-99-9999, Headquarters Air Force Materiel Command, Wright-Patterson Air Force Base, OH is permitted travel on or about 1 Jul 17 by military aircraft on a space available basis from Dover Air Force Base, DE to Ramstein Air Base, Germany and return. There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to purchase alternate transportation via commercial means if necessary due to unavailability of space-available. Accomplish

necessary immunizations before traveling. Seventy pounds baggage authorized. Authority: DoDI 4515.13.” **NOTE:** For space-required reimbursable travel per DoDI 4515.13, use an AF Form 937, *Request and Authorization for Dependent(s) Travel* (**Figure 4.1**).

6.2.3.10. Example for Student Dependent Travel (Military Dependents). “MISTER JOHNATHON CLINKSCALES, Date of Birth-19 Oct 98; Passport number Y831126, undergraduate student, University of Maryland, College Park MD, dependent of MSgt John Clinkscals, 123-45-6789 Headquarters Pacific Air Forces Command, Hickam Air Force Base, HI, is permitted travel on or about 31 Aug 17 by military aircraft on a space-available basis, from Hickam Air Force Base HI, to Travis Air Force Base, CA. There is no guarantee of space-available basis. Traveler must be prepared to continue via commercial means at personal expense, if necessary. Up to seventy pounds accompanied baggage authorized. Authority: DoDI 4515.13, and AFI 24-602, Vol 1.” **NOTE:** To return at the end of the school year, the Military Personnel Section/Element publishes a separate order (**T-1**). See **Figure 6.2** (AF Form 1045, *Request and Authorization for Student Dependent Travel*) for an alternate form order.

Figure 6.1. Sample AF Form 937.

REQUEST AND AUTHORIZATION FOR DEPENDENT(S) TRAVEL (Applicable for all forms of travel) (This form is subject to the Privacy Act of 1974 - Use Blanket PAS AF Form 11)		
TO: 97 FSS/MPS		FROM: 97 FSS/DPM
		TELEPHONE x2066
The following dependent(s) is/are authorized travel to location indicated:		
D E P E N D E N T (S)	1. DEPENDENT(S) (Last name, First, MI and Passport Number)	2. RELATIONSHIP
	3. DATES OF BIRTH OF CHILDREN	
D A T A	4. PRESENT ADDRESS	5. ANTICIPATED DELAY ORIGINALLY INDICATED
S P O N S O R S	6. SPONSOR (Grade, Last name, First, MI and SSAN)	7. DATE ENTERED OVERSEA AREA
	8. ORGANIZATION AND STATION ADDRESS OR LOCATION TO WHICH TRAVEL IS AUTHORIZED	9. ASSIGNED TO THIS STATION PER PARA DATE
D A T A	10. FUND CITATION	(Insert M, D, H, I, G, F, A, B, C, T, or Y)
T R A V E L D A T A	11.	
12. Travel by Military Aircraft, Commercial Aircraft, Surface Vessel, Rail or Bus Authorized.		
13. REMARKS		
14. DATE		
15. TYPED NAME, GRADE, TITLE AND SIGNATURE OF ISSUING/APPROVING OFFICIAL		16. AUTHORITY
17. DESIGNATION AND LOCATION OF HEADQUARTERS		18. SPECIAL ORDER NO.
		19. DATE
21. DISTRIBUTION		22. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL

INSTRUCTIONS FOR PREPARATION OF AF FORM 937 WHEN USED FOR EMERGENCY LEAVE

Items 2, 3, 6, 12, 14, 17, 18, and 19. Self-explanatory.

Item 1. (Dependent(s) Last Name, First, Middle Initial and, if known, Passport Number). List the names of legal dependents for whom transportation is being authorized. Do not list individuals who do not qualify as dependents for transportation purposes. The JTR definition of “dependent” in App A and for “eligibility” as provided in JTR 040201 should be used to determine dependency eligibility, while command sponsorship status is explained in DoDI 4515.13.

Item 4. Present Address and Telephone Number. Enter address where dependents are located. For emergency leave, include sponsor's unit of assignment, duty telephone, and mailing address; e.g., 7025 Air Postal Sq, PSC Box 2186, APO AE 09021-5360. Kapaun MIL 6085.

Item 5. Leave Blank

Item 7. Date Sponsor Entered Overseas Area. Include this information if known.

Item 8. Location to Which Travel is Authorized. Enter the appropriate Aerial Port of Debarkation. If unknown, enter as appropriate: "CONUS Aerial Port of Debarkation", "Hawaii Aerial Port of Debarkation", "Puerto Rico Aerial Port of Debarkation", etc.

Item 9. Cite the special order assigning the sponsor to the current station, if known.

Item 10. Fund Citation. Include the accounting classification from the local Financial Operations Flight. The designated officer initials to indicate the authenticity and accuracy of the fund citation. Also, include a fund citation for space-required basis per DoDI 4515.13.

Item 11a. Self-explanatory

Item 11b. Self-explanatory.

I

tem 11c. Self-explanatory.

Item 11d. When travel is space-required reimbursable per DoDI 4515.13, after the word “Authorized” type in: “On a space-required reimbursable basis between Aerial Port of Embarkation and Aerial Port of Debarkation and return.”

Item 13. This item is for information for which space is not provided elsewhere (e.g., transportation information). Include actual departure point and place dependents will return (the international airport departed from or the one nearest the sponsor's duty station). As the JTR and AFI 36-3003 defines it (is) (is not) outside the Contiguous United States, required for all emergency leave travel from Contiguous United States to overseas. Cross out the response

that does not apply. If member's domicile is in Contiguous United States, member and dependents may be eligible for space-available or reimbursable space-required travel.

Example 1: (Dependents depart from and return to same location) "Dependent(s) listed above will depart from and return to Frankfurt International Airport, Frankfurt, Germany."

Example 2: (Dependents depart from and return to different locations) "Dependents listed above will depart from Heathrow International Airport, London, England, and return to Frankfurt International Airport, Frankfurt, Germany."

(Return Travel.) Statement on all emergency leave orders: "Contact the Transportation Office at the nearest military installation to make return travel arrangements."

(Travel Voucher.) Statement on all emergency leave orders: "Your sponsor must file a no-pay travel voucher within 5 workdays upon your return to the duty station."

Item 15. When processing these orders, the Military Personnel Section/Element chief has the authority to assign signature responsibilities to staff sergeants and above, or civilians in grade GS-5 or higher.

Item 16. Cite specific paragraph of the JTR (and AFI 24-602, Vol 1, if applicable) under which the travel is authorized.

Item 20. Leave Blank

Item 21. Prescribe locally

Item 22. Leave Blank

Figure 6.2. Sample AF Form 1045.

REQUEST AND AUTHORIZATION FOR STUDENT DEPENDENT TRAVEL <i>(this form is subject to the Privacy Act of 1974, use BlanketPAS-AP Form 11)</i>		
I REQUEST FOR TRAVEL The following dependent is authorized travel to location indicated:		1. DATE OF REQUEST 20190815
DEPENDENT DATA		
2. DEPENDENT (Last name, First, Middle Initial and Passport No.) Howell, Sue Ann YS31126	3. RELATIONSHIP Daughter	4. DATE OF BIRTH 20001108
5. NAME AND LOCATION OF SCHOOL University of Maryland College Park, MD		
6. PRESENT ADDRESS PSC Box 2168 APO AE 09012		7. TRANSPORTATION AUTHORIZED <input checked="" type="checkbox"/> SPACE REQUIRED <input type="checkbox"/> SPACE AVAILABLE
SPONSOR DATA		9. DATE ENTERED OVERSEA AREA 20180130
8. SPONSOR (Grade or Rating, Last name, First, Middle initial, and SSN) GS-14 Howell, John H. 123-45-6789		11. ASSIGNED THIS STATION PER (Assignment Order) HQ ACC, 20 Oct 2017
10. ORGANIZATION AND STATION ADDRESS OR LOCATION HQ USAFE/XPX APO AE 09012		
12. RETURN DATE (if any)		
13. I certify that the above information is true and this is my dependent. I will file a Travel Voucher within ten days after completion of travel.		
A. DATE 20190813	B. SPONSOR'S SIGNATURE	
TRAVEL DATA		
14. ITINERARY AND PROCEED/ARRIVAL DATES FROM: Ramstein AB, GM 20190830 TO: College Park, MD 20190830		
15. REMARKS (Accomplish necessary immunizations before traveling, 66 pounds accompanied baggage authorized) XXXX pounds of unaccompanied baggage authorized. Auth: JTR 020306		
16. APPROVING/VERIFYING OFFICIAL		
A. Information contained above has been verified and is correct.		
B. DATE 20190813	C. TYPED NAME, GRADE AND TITLE James F. Fletcher Chief Civilian Personnel	D. SIGNATURE
III AUTHORIZATION		
17. ACCOUNTING CITATION DEPARTMENT OF THE AIR FORCE Insert appropriate line of accounting		
18. ORDERS AUTHENTICATING OFFICIAL (Title and Signature)		19. DATE ISSUED 20190814
		20. SPECIAL ORDER NUMBER TA-4135

AF IMT 1045, JAN 86, V1

INSTRUCTIONS FOR PREPARATION OF STUDENT DEPENDENT TRAVEL ORDERS

Items 1 through 4, 8 through 11, 13, 19, and 20. Self-explanatory.

Item 5. Name and Location of School. Enter the name of the school, college, or university and the geographical location (city and state) of the campus where the student will be attending classes.

Item 6. Present Address. Address where student may be contacted, including telephone number.

Item 7. Transportation Authorized. Check either space-required or space available in accordance with DoDI 4515.13. Government transportation is first priority if available.

Item 12. Return Date. Only complete this item if the sponsor has an established date to return from overseas. If not, enter "NA."

Item 14. Itinerary and Proceed/Arrival On/About Dates. Enter the routing provided by the Transportation Office to the Contiguous United States Port of Debarkation (for space available) or the school location (for space-required). List in reverse order for return travel.

Item 15. Remarks. If authorized transportation is "space available", include: "There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to purchase alternate transportation via commercial means at if necessary due to unavailability of space-available." Include other pertinent data such as unaccompanied baggage (if any) to be shipped; circuitous routing or special instructions required by a command (authority such as MAJCOM, COCOM and the like as appropriate). Authority: Note references to DoDI 4515.13 and JTR that apply.

Item 16. Approving/Verifying Official. Will be signed by the competent authority in a position to verify the data above (T-1).

Item 17. Accounting Citation. Complete as for any Air Force form order but include a fund cite for space-required transportation only.

Item 18. Leave Blank

6.2.4. Travel Under Environmental and Morale Leave Program for Designated Overseas Areas. These orders permit travel on a space-available basis within an overseas area for Department of Defense employees in a leave status and their authorized dependents; members in an ordinary leave status and their authorized dependents; and other personnel eligible under this program. Orders published for such travel must identify individuals as valid participants in this program according to DoDI 4515.13 (T-1). Include:

6.2.4.1. Name and unit address of sponsor and a statement that dependents are accompanying sponsor on authorized leave, and they are valid participants in the Environmental and Morale Leave program according to DoDI 4515.13.

6.2.4.2. Statement: "Travelers must comply with theater or international restrictions and all directives and requirements pertaining to passports, visas, foreign customs, and immunizations. There is no guarantee of space for travel permitted on a space-available basis. Traveler must be prepared to continue via commercial means at personal expense, if necessary. Accompanied baggage allowance is up to 70 pounds. Authority: DoDI 4515.13."

6.2.4.3. Example: “MAJ DALE STOKES, 001-01-0001, Headquarters 51 ABW (PACAF), APO San Francisco 97570-5000, presently on ordinary leave; and his accompanying authorized dependents, all of whom are valid participants in the Environmental and Morale Leave Program for designated overseas basis per DoDI 4515.13, are permitted to travel on or about 10 Jun 17 by military aircraft on a space available basis from Osan Air Base, Korea to Japan for approximately 30 days and return. Comply with theater or international restrictions and all directives and requirements pertaining to passports, visas, foreign customs, and immunizations. There is no guarantee of space for travel permitted on a space-available basis. Traveler must be prepared to continue via commercial means at personal expense, if space-available is not available. Seventy pounds baggage authorized. Authority: DoDI 4515.13.” **NOTE:** For specific locations, space-required transportation may be authorized. For these locations Operations & Maintenance funds will be added and add the words "or space-required" after "space-available" (T-1).

6.3. Student Dependent Travel of Members and DoD Employees Overseas. Student dependents of members and Department of Defense employees stationed overseas who meet the criteria of DoDI 4515.13, are authorized space-required transportation.

6.3.1. Include the following elements on the AF IMT 1045 (T-0):

6.3.1.1. Name, Date of Birth, relationship to sponsor, and passport number of student.

6.3.1.2. Name and location of institution.

6.3.1.3. Sponsor’s name, grade, Social Security Account Number, and assigned organization.

6.3.1.4. Itinerary.

6.3.1.5. Authority: For military dependents use JTR 5151 and DoDI 4515.13; and for civilian dependents use JTR 050816 and DoDI 4515.13.

6.3.1.6. Estimated completion date of travel. (If more than 1 day).

6.3.1.7. Requirement that the sponsor file a travel voucher within 5 days after travel is completed.

6.3.1.8. Other data as indicated in example below.

6.3.1.8.1. Example: “MS RAVEN HARAWAY, date of birth 19 Oct 96, passport number Y831126, undergraduate student, University of Maryland, College Park MD, dependent daughter of GS-14 DARRELL J. HARAWAY, 987-65-4321, Headquarters USAFE-XPX, APO NY 09012-50001, is permitted travel on or about 31 Aug 17 on a space-required basis, from Ramstein Air Base, Germany to La Plata, Maryland. Accomplish necessary immunizations before traveling. Seventy pounds baggage authorized. Expenses chargeable to: (Accounting Classification and Customer Identification Code). Authority: JTR 050816, and DoDI 4515-13-R. Sponsor will file a no pay travel voucher within 5 days after student travel completion. (Allowance Travel).” ***NOTE:** Students using round trip orders must begin and end their travel during the same Fiscal Year (T-1).

6.4. Invitational Travel Authorizations. Invitational travel authorizations are published for travel of: relatives attending group interments according to AFI 34-501, *Mortuary Affairs Program*; individuals who are not employees of the federal government as described in JTR; Reserve Officers Training Corps cadets participating in authorized base orientation visits who, because of circumstances beyond their control, are not able to return to their institutions by originally authorized modes of military transportation; and Reserve Officer Training Corps graduates or cadets for medical examination before they enter flying training. Any orders publishing agency may publish Invitational Travel Authorizations as described in JTR 030501 & related documents on Defense Travel Management Office website. Organizations below Major Command level must first be delegated this authority by their Major Command (T-1).

6.4.1. For travel within the Contiguous United States, include (T-0):

6.4.1.1. Information required by JTR.

6.4.1.1.1. Special Arrangements for Canadian, British, or Australian exchange officers. According to agreement with the Canadian Government, Canadian exchange officers may travel on routine travel orders (either composed or DD Form 1610). Per diem will be the same as United States Air Force officers.

6.4.1.1.2. For exchange officers, include after name, the country and "exchange officer." Example: "RAF Exchange Officer."

6.4.1.2. Authorization for excess accompanied baggage, if approved (see paragraph 3.2.1.).

6.4.1.3. If per diem is authorized, state "Per diem authorized as prescribed in JTR 0203" or "per diem authorized as prescribed in JTR, chapter 2, except as follows (specify conditions, locality and rate)." Per diem for exchange officers (other than Canadians) is paid by their own government. Include statement in their orders "No per diem authorized."

6.4.1.4. The Fund Certifying Official signs the request for orders, indicating availability of funds and accuracy of accounting classification codes.

6.4.1.5. Security clearance, if required. This is not to be indicated for exchange officers.

6.4.2. Modes of transportation.

6.4.2.1. If travel by common carrier is authorized, and traveler cannot get government issued transportation, include statement: "If transportation is not procured by US Government issued transportation, the servicing installation TMC number is _____ to call and get a ticket per JTR. The invited traveler is limited to city pair fares (JTR 030501.B1) and may only be issued with a Government Travel Charge Card – Centrally Billed Account ticket." (AFI 24-602, Vol 1)

6.4.2.2. When a more costly class of service is authorized, include statement: "Use of first (or business) class air transportation is authorized by the Secretary of the Air Force per (cite reference and date)."

6.4.2.3. If travel by a privately owned vehicle is authorized as more advantageous to the government, include: "Travel by a privately owned vehicle at the current rate is authorized and determined more advantageous to the government." **NOTE:** Per JTR 020210 & Table 2-10, Privately Owned Vehicle use on TDY is to the government's advantage for TDY to locations within 800 miles (round-trip) of the Permanent Duty Station as determined from DTOD (for DoD) and from appropriate distance sources for the non-Department of Defense Services. There is no requirement for any cost comparison.

6.4.2.4. If travel by a privately owned automobile is permitted and this mode of transportation is not more advantageous to the government, include: "Travel by privately owned automobile at the current rate is permitted. Transportation costs, per diem, and travel time are limited to travel by (insert applicable directed mode(s) and cost of such constructed travel only)." (JTR 020210)

6.4.3. Information necessary on orders for proper submission with travel vouchers, as applicable.

6.4.3.1. Statement to be included when travel is performed by common carrier: "Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. These receipts and copies of transportation requests, if used, will be filed with voucher for reimbursement of expense."

6.4.3.2. Statement to be included when it has been determined that travel by privately owned automobile is more advantageous to the government: "Voucher for reimbursement will include statement of travel mileage allowance, ferry fares, bridge, road, and tunnel toll charges, and parking fees ICW with official travel." (JTR 020210 & Table 2-10). Note: Per JTR 020210, Privately Owned Vehicle use on TDY is to the government's advantage for TDY to locations within 800 miles (round-trip) of the Permanent Duty Station as determined from Defense Table of Official Distances (for Department of Defense) and from appropriate distance sources for the non-Department of Defense Services/Agencies. There is no requirement for any cost comparison.

6.4.3.3. Statement to be included for reimbursable expenses: "Obtain valid receipts for other reimbursable expenses if over \$75, to submit with your voucher." (JTR 010301)

6.4.4. Attendance of relatives at group interments. Instructions regarding entitlements to mileage allowance for travel by a privately owned vehicle and round trip transportation between carrier terminals and ineligibility for per diem and reimbursement for ferry fares and toll charges are according to AFI 34-501.

6.4.5. Category and purpose of travel. (as shown in examples below:)

6.4.5.1. Example: “ITA-CONUS. MISS CRYSTAL JONES, 4500 Rock Creek Church Road, Washington DC 20011-4321, is invited to proceed on or about 7 Jan 17 from Washington DC, to Hanscom Air Force Base, MA, Westover Air Reserve Base, MA, and Griffiss Air Reserve Base, NY, for approximately 30 days to assist in establishing service clubs and, upon completion, return to Washington D.C.. (SITE VISIT) Travel by military aircraft or common carrier (air, rail, or bus) authorized. If transportation is not procured by US Government issued transportation, the servicing installation TMC number is _____ to call and get a ticket per the JTR. The invited traveler is limited to city pair fares (JTR 030501.B1) and may only be issued with a Government Travel Charge Card – Centrally Billed Account. Premium class air may only be used if less costly class of service is not available and approved by proper authority (JTR & AFI 24-602, Vol 1). Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. Also obtain receipts for other reimbursable expenses \$75 or more. These receipts and copies of transportation requests, if used, will be filed with your claim voucher for reimbursement of expenses. Per diem is authorized as prescribed in JTR 0203. Travel is necessary in the public service (cite Accounting Classification). Authority: DoDI 4515.13 and (specific reporting instructions or directive memo as applicable). On site presence required to handle specific business functions related to establishing service clubs.”

6.4.5.1.1. Example: “Invitational Travel Authorization-Air Force Reserve, Not on Active Duty: CAPT KATIE WILKINS, 123-45-6789 (USAFR, not on active duty), 144 Hammond St, Omaha NE 68156-2098, is invited to proceed on or about 10 Jun 17 from Omaha NE, to Peterson Air Force Base, CO, for approximately 5 days for the purpose of appearing before a Reserve Officer disposition board in connection with separation proceedings, and, upon completion, return to Omaha NE. (Mission)(Other Travel) Travel by common carrier (air, rail, or bus) is authorized. Travel by military aircraft is directed when available. If transportation is not procured by US Government issued transportation, you will be reimbursed for the actual transportation expense for travel on commercial carriers. Premium class air may only be used if less costly class of service is not available and approved and documented by proper authority (JTR and AFI 24-602, Vol 1). Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. Also obtain receipts for other reimbursable expenses if \$75 or more. These receipts and copies of transportation requests, if used, will be filed with your claim voucher for reimbursement of expenses. No per diem is authorized. Travel is necessary in the public service. Expenses are chargeable to (cite Accounting Classification). Authority: DoDI 4515.13 and (specific reporting instructions or directive memo as applicable). On site presence required to appear before disposition board.”

6.4.6. Travel To and Within an Overseas Area. Orders will not refer to logistical support, except when authorized by directive or specific logistical support is desired by the traveler and approved by the overseas commander (**T-1**).

6.4.6.1. Include the following statement: “Travel clearances have been requested/obtained in accordance with DoD Foreign Clearance Guide requirements via the Aircraft and Personnel Automated Clearance System (APACS). Immunizations will be accomplished per the DoD Foreign Clearance Guide requirements before departure, and may be obtained at the nearest armed services hospital or dispensary. Make application immediately to the clerk of the nearest State or Federal Court for passport, if applicable.” (T-1)

6.4.6.2. If travel is by Air Mobility Command aircraft, include an air movement designator for travel to the overseas area, together with a statement that the air movement designator for return travel will be obtained from the overseas local priority-issuing activity/Aircraft and Personnel Automated Clearance System. Also include the Customer Identification Code and accounting classification with proper certification of fund availability (T-1).

6.4.6.3. Outside the Contiguous United States Incidental Expense Rate Determination. As more completely referenced above in DD Form 1610 instructions ([chapter 4](#)) for Item 16-b and per JTR 020304, the \$3.50 Incidental Expense must be stated on the travel order for it to be paid, except when on TDY to a US installation and lodged in government quarters (T-1).

6.4.7. Travel of Non-Government Employees as Witnesses in Military Cases. Persons who are not government employees may be issued an Invitational Travel Authorization (along with the DD Form 453-1, *Travel Order*) to attend as witnesses per AFI 51-201, *Administration of Military Justice*.

6.4.7.1. JTR provision applies as civilian witnesses are to be treated as government employees for TDY allowances as determined by the Orders Approving Official.

6.4.7.2. When the DTS is used for witness travel ensure the DD Form 453-1 is uploaded as a ‘Substantiating Record’ within the DTS Order. See also AFI 51-201, Chapter 4 & 6 details and Figure 6.4. of this Air Force Instruction for wording on sample Invitational Travel Authorization required by Air Force Judge Advocate to be included in related travel orders.

6.5. Emergency Leave Orders. Use AF Form 972 when authorizing emergency leave for military members on a space-required basis from overseas (foreign countries, Hawaii, Alaska, or US possessions) to the Contiguous United States, from the Contiguous United States to overseas, and between overseas areas. AF Form 972 is not required for emergency leave entirely within the Contiguous United States. Travel time between the Contiguous United States and overseas is not chargeable to leave. (See [Figure 6.3](#))

6.5.1. Special Instructions

6.5.1.1. Employees are entitled to space-available travel only when stationed overseas (DoDI 4515.13).

6.5.1.2. For military dependents use AF Form 972 ([Figure 6.3](#)) when they accompany their sponsor and AF Form 937, *Request and Authorization for Dependent(s) Travel*, ([Figure 6.1](#)) when they travel without their sponsor.

Figure 6.3. Sample AF Form 972.

REQUEST AND AUTHORIZATION FOR EMERGENCY LEAVE TRAVEL				1. DATE OF REQUEST 20 Aug 2019	
PRIVACY ACT STATEMENT					
<p>AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; and Executive Order 9397 (SSN), as amended. PURPOSE: Military personnel records are used at all levels of Air Force personnel management within the agency for actions related to assignment and sustenance. ROUTINE USES: In addition to disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). DoD Blanket Routine Uses apply. DISCLOSURE: Voluntary. However, without member's SSN the request and authorization for emergency leave travel will not be processed.</p>					
I. REQUEST FOR OFFICIAL TRAVEL AND LEAVE					
2. NAME (Last, First, Middle Initial) Fletcher, Robert F.		3. SSN 123-45-6789	4. PAY GRADE E-9	5. ORGN, STATION, AND PHONE NO. HQ USAFE/XPX Ramstein AB GM X4579	
6. LEAVE IN CARE OF (Street, city, state, zip code and phone no.) 1710 Avondale Ave Richmond, VA 23229-4012 777-777-7777	7. AFSC 70299	8. DEROS 15 Jun 2020	9. ETS/DOS 30 Sep 2022	10. NO. DAYS LEAVE	
	A. REQUESTED 30		B. ACCRUED 58	C. ADVANCED	D. EXCESS
			11. DATES A. FROM 25 Aug 2019		
			B. TO 23 Sep 2019		
II. TRANSPORTATION AND TRAVEL					
<p>12. YOU ARE AUTHORIZED TO PROCEED ON OFFICIAL TRAVEL IN CONNECTION WITH EMERGENCY LEAVE AND UPON COMPLETION OF YOUR LEAVE AND TRAVEL WILL RETURN TO HOME STATION (or location designated by additional military orders). YOU ARE DIRECTED TO REPORT TO APOE FOR ONWARD MOVEMENT TO THE AERIAL PORT OR INTERNATIONAL AIRPORT DESIGNATED IN YOUR MTA, DD FORM 1482 (port call). ALL ADDITIONAL TRAVEL IS CHARGEABLE TO LEAVE. AMD: RAM-DOV-2EL-FZ-01. Report to the AMC passenger service counter at Ramstein AB NLT 1 and 1/2 hours before scheduled flight departure to DOVER AFB, DE on 1AQA 0480 departing at 1800 on 25 Aug 2019.</p>					
<p>13. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION Upon arrival in CONUS and before departure on leave contact the AMC passenger reservation center located in the aerial port to obtain a return flight reservation. Dependents listed below are authorized to return separate from the member.</p>					
14. SIGNATURE OF REQUESTER			15. APPROVING OFFICIAL (Title and Signature) Major, USAF Commander		
III. EFFECTIVE DATES OF TRANSPORTATION					
16. DEPARTED UNIT	17. ARRIVED APOD	18. ARRIVED APOE (Return trip)	19. ARRIVED HOME UNIT		
IV. DEPENDENT TRAVEL AUTHORIZATION					
<p>20. <input type="checkbox"/> (Space available or space required cash reimbursable). <input checked="" type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN REMARKS. ENTER NAME, RELATIONSHIP AND PASSPORT NO.</p>					
<p>21. REMARKS (File a no pay travel voucher along with a copy of your MTA or boarding pass within 5 workdays after your return. Submit request for leave extension to your commander thru the American Red Cross. Contact nearest AFB if you need to apply for reassignment or discharge.) Alice G. Fletcher, Spouse Y287541 James F. Fletch, Son Y287546 DOB 10 Feb 2010</p>					
(Ensure blocks 16-19 above are completed)					
V. AUTHORIZATION					
22. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE			23. ACCOUNTING CITATION Insert appropriate accounting classification		
TDN:					
24. DATE ISSUED 22 Aug 2019	25. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION				
26. TRAVEL ORDER NUMBER TC-0125					

INSTRUCTIONS FOR COMPLETION OF AF FORM 972

Items 1 through 6, 14 through 19, 22, and 24 through 26: self-explanatory.

Item 7. Enter Control and Duty Air Force Specialty Codes at time orders are published.

Items 8 through 10. Enter amount of accrued leave, return (Date Eligible for Return from Overseas), and Date of Separation. Leave balances must be verified from member's Leave and Earnings Statement (T-1).

Items 10c and 10d. These blocks must be completed when applicable (T-1).

Item 11. Enter dates of leave authorized based on departure from Aerial Port of Debarkation and return to Aerial Port of Embarkation.

Item 12. When travel is by military controlled aircraft, include air movement designator and statement: "Report to Aerial Port of Embarkation No Later Than 2 1/2 hours before the scheduled flight departure." If member has to travel through the Contiguous United States because of an emergency condition in a foreign country, include statement: "The Contiguous United States Aerial Port of Debarkation will endorse the order indicating flight reservation data for travel to overseas Aerial Port of Debarkation."

Item 13. (Remarks). Copy statement shown in the Figure for travel to Contiguous United States. Also add the following if the member is stationed in or going to Spain: "La persona a quien esta orden pertenzca esta autorizada por las autoridades militares competentes de los Estados Unidos de America para entrar o salir de Espana en mision oficial vestido de civil o militar." This statement will not be translated into English (T-1). Use the other side of the form if necessary. If travel may be by civilian aircraft, add: "Contact the transportation office at the nearest military installation to arrange return flight reservations." When dependents are listed on the order, add: "Dependents listed below authorized to return separately from military member (*if applicable/authorized)."

Item 20. Check only one of the blocks and line out the other. For members stationed in the Contiguous United States who choose to pay for space-required transportation for their dependents, add in item 21: "Sponsor agrees to reimburse the Air Force for travel of family members in accordance with DoDI 4515.13 and AFI 24-602, Vol 1."

Item 21. For leave in the Contiguous United States, copy statement shown in the Figure. Use other side of the form or separate page on plain bond if necessary. For dependent children, include date of birth. Also add distribution in lower right hand corner. Members domicile, as the JTR and AFI 36-3003 defines it, (is)(is not) outside the Contiguous United States, required for all emergency leave travel from the Contiguous United States to overseas. Cross out the response that does not apply, or circle the response that does. If member's domicile is in the Contiguous United States, member and dependents may be eligible for space-available or reimbursable space-required travel.

Item 23. Include accounting citation and Customer Identification Code for all funded travel to ensure proper documentation needed for appropriate charging and use of AMC aircraft as applicable.

STEPHEN R. HERRERA

Acting Assistant Secretary of the Air Force,
Financial Management and Comptroller

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

10 U.S.C., *Armed Forces Comptroller General*

JTR

DoDI 4515.13, *Air Transportation Eligibility*, 22 January 2016

DoDI 5154.31, *Commercial Travel Management*, 16 October 2015

DoD 5500.7-R, *Joint Ethics Regulation*, 01 August 1993

DoD 7000.14-R, *DoD Financial Management Regulation Volume 9, Travel Policy and Procedures*, 01 June 2017

DoD Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>)

Manual for Courts Martial (MCM), 8 December 2016

AFPD 65-1, *Management of Financial Services*, 25 June 2018

AFI 16-1301, *Survival, Evasion, Resistance and Escape (SERE) Program*, 03 August 2017

AFI 16-1404, *Air Force Information Security Program*, 29 May 2015

AFI 24-602, Vol 1, *Passenger Movement*, 28 April 2017

AFI 33-364, *Records Disposition--Procedures and Responsibilities*, 22 December 2006

AFMAN 34-102, *Directory of Government Quarters and Dining Facilities*

AFI 34-501, *Mortuary Affairs Program*, 18 August 2015

AFI 36-815, *Absence and Leave*, 08 July 2015

AFI 36-2649, *Voluntary Education Program*, 01 October 2014

AFI 36-2110, *Total Force Assignments*, 5 October 2018

AFI 36-2134, *Air Force Duty Status Program*, 04 August 2014

AFI 36-3003, *Military Leave Program*, 11 May 2016

AFI 36-3802, *Personnel Readiness Operations*, 23 February 2009

AFI 51-201, *Administration of Military Justice*, 08 December 2017

AFI 51-604, *Appointment to and Assumption of Command*, 11 February 2016

AFI 65-109, *Preparation of AF Form 938*, 01 September 1996

AFI 65-114, *Travel-Policy and Procedures for Financial Operations Flights and Finance Offices-Reserve Component*, 26 August 2005

AFI 65-601, Vol 1, *Budget Guidance and Procedures*, 16 August 2012

Prescribed Forms

AF Form 899, *Request and Authorization for Permanent Change Of Station - Military*

AF Form 937, *Request and Authorization for Dependent(s) Travel*

AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*

AF Form 972, *Request and Authorization for Emergency Leave Travel*

AF Form 973, *Request and Authorization for Changes of Administrative Orders*

AF Form 1045, *Request and Authorization for Student Dependent Travel*

AF Form 1631, *NATO Travel Order*

AF Form 2282, *Statement Of Adverse Effect - Use Of Government Facilities*

Adopted Forms

DD Form 1351-2, *Travel Voucher or Subvoucher*

DD Form 1610, *Request and Authorization for TDY Travel of DoD Personnel*

DD Form 453-1, *Travel Order*

DD Form 460, *Provisional Pass*

Abbreviations and Acronyms

AFAFO—Air Force Accounting and Finance Office

ARROWS—Air Force Reserve Order Writer System

ARROWS-R—Air Force Reserve Order Writer System – Reserve

DTS—Defense Travel System

HAF—Headquarters, United States Air Force

JTR—Joint Travel Regulations

MAJCOM—Major Command

NATO—North Atlantic Treaty Organization

OSI—Office of Special Investigations

TDY—Temporary Duty

TMC—Travel Management Company