

FRCSE INVITATIONAL TRAVELER WORKSHEET

PERSONAL INFORMATION				
1. Last Name*	2. First Name*	3. M.I.	4. Gender* <input type="checkbox"/> F <input type="checkbox"/> M	5. Phone Number*
6. Residence Address*		7. City*	8. State/Country*	9. Zip Code*
10. Mailing Address (if different from Residence) *		11. City*	12. State/Country*	13. Zip Code*
14. E-mail Address*		15. Business Phone Number*		
16. Emergency Contact Name/Relationship*			17. Emergency Contact Number*	
18. Passport Number (If required)		19. Passport Issuing Country	20. Passport Expiration Date	
FINANCIAL INFORMATION				
21. Account Type (EFT/banking) <input type="checkbox"/> Checking <input type="checkbox"/> Savings		22. Account Number	23. Routing Number	
24. Credit Card Type		25. Credit Card Number	26. Credit Card Expiration Date	
GOVERNMENT POINT OF CONTACT				
27. Name		28. Organization		
29. Phone Number		30. Email Address		
Privacy Act Statement AUTHORITY , Title 5 U.S.C., S 4103 & EO937. The information contained in a completed worksheet is sensitive and is subject to the Privacy Act. The regulatory authority which authorizes the solicitation of this information is contained in Appendix E of the Department of Defense (DoD) Joint Travel Regulations (JTR). The requested information above is intended to be used by Defense Travel Administrators (DTAs) in planning and authorizing official TDY travel for DoD. Disclosure of this personal information is voluntary and no adverse action can be taken against individuals for refusing to provide this information. However, failure by an individual to provide required information (fields 1-18) will result in the inability to process travel on behalf of that individual. All efforts should be made to ensure this information is protected. This includes not distributing a completed worksheet, or information from a completed worksheet, via an unencrypted email, regardless if the email is sent over a secure DoD network. 1. DTA should enter relevant information prior to providing to traveler (fields 28-31). 2. Passport information (fields 19-21) is optional. 3. EFT information (fields 22-24) is optional, if the traveler would like to be paid via EFT. This is only available if the traveler can provide a US bank with a valid American Bankers Association (ABA) routing number. If no EFT information is provided, reimbursement will be paid in US Dollars via a paper check to the mailing address provided. 4. If lodging and/or rental car reservations are needed, a personal credit card number (fields 25-27) must be provided. Otherwise, the traveler must obtain these reservations outside of DTS, with the understanding that their reimbursement is limited to the TDY location(s) per diem rates, unless otherwise specified.				
* Required field		Complete all mandatory/required fields and mark unused optional fields with N/A.		