

REQUEST FOR ACTUAL EXPENSE AUTHORIZATION (AEA) FOR LODGING

1. TRAVELER NAME:

2. CODE:

3. DATE:

4. SPECIFIC REASON FOR TRAVEL (and why travel cannot be performed on alternate date when accommodations will be available within the allowable lodging per diem):

5. TRIP PURPOSE:

Per Joint Travel Regulations (JTR) Volume II and/or Joint Federal Travel Regulations (JFTR) Volume I Appendix H

6. ITINERARY:

a. TDY Site(s) to be visited requiring AEA:

(Military Base or Organization/City/State/Country)

b. TDY Dates at each site(s) requiring AEA:

c. REASON(S) WHY LOCALITY PER DIEM DOES NOT SUFFICE. What measures have been taken to ensure there are no accommodations within per diem? (If no accommodations are available in DTS within per diem, use the "Request Assistance in Booking Hotel" button in the DTS authorization/order. Provide the appropriate comments to Commercial Travel Office (CTO) requesting assistance in locating accommodations within per diem and within 15 miles of the TDY location. If the CTO locates lodging within per diem they will make the reservations. If CTO is unable to locate accommodations within per diem, CTO will provide the appropriate comments in the DTS authorization/order):

7. WHAT LODGING ACCOMMODATIONS HAVE BEEN MADE AT THE TDY LOCATION (e.g., government quarters or commercial lodging including establishment name, street address, city, state, zip code and phone number)?:

8. EXPENSE INFORMATION:

a. Allowable lodging per diem rate per day: \$ _____

b. Actual cost over and above allowable per diem per day: \$ _____
(if TDY location is OCONUS, include lodging tax per night in the actual cost)

c. Total cost over allowable per diem: \$ _____

9. SUPERVISOR/DIVISION DIRECTOR

a. NAME:

b. INITIALS:

c. CODE:

d. DATE:

10. ADMINISTRATIVE SUPPORT DIVISION (CODE 71300)

Approved

Disapproved

AEA Authorizing Official (code 71300)

If this request is disapproved, employee has the option to refute and discuss with the XO via their chain of command.

ALL blocks are mandatory.

ALL required fields on this form must be completed and those not required indicate N/A.