Reset Form

REQUEST FORM FOR MCCS TAD ORDERS

PRIVACY ACT STATEMENT

AUTHORITY, the information contained on this form is maintained under the systems of records notice T7334 (Defense Travel System) 5 U.S.C. §§ 5701-5757, Travel, Transportation, and Subsistence; 10 U.S.C. § 135, Under Secretary of Defense (Comptroller); 10 U.S.C. § 136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. § 3013, Secretary of the Army; 10 U.S.C. § 5013, Secretary of the Navy; 10 U.S.C. § 8013, Secretary of the Air Force; DoD Financial Management Regulation 7000.14-R, Vol. 9, Travel Policies and Procedures; and E.O. 9397 (SSN) published September 8, 2004, 69 FR 54272. The information contained within is FOR OFFICIAL USE ONLY and may not be disclosed without the consent of the records subject, except under routine use. PURPOSE of this information is to provide a DoD-wide travel management process which will cover all official travel, from pre-travel arrangements to post-travel payments, to include the processing of official travel requests for DoD personnel, and other individuals who travel pursuant to DoD travel orders; to provide for the reimbursement of travel expenses incurred by individuals while traveling on official business; and to create a tracking system whereby DoD can monitor the authorization, obligation, and payment for such travel. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, 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) as follows: to Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at government expense on official business. DISCLOSURE MANDATORY.

NAME: LAST	FIRST	MIDDLE INITIAL
RANK (IF MILITARY)	GRADE	JOB TITLE
LAST 4 OF SSN	MOS (IF MILITARY)	UNIT
MCCS DIVISION	DATE LEAVING	DATE RETURNING
DESTINATION: FROM	TO	
TRANSPORTATION: GOV'T ☐ COMMERCIAL AIRLINE ☐	POV ☐ RENTAL CAR ☐ PASSENGER ☐	
PURPOSE OF TAD:		
POINT OF CONTACT:	PHONE:	
AIRLINE RESERVATIONS TO BE MADE BY: HUMAN RESOURCES ☐ REQUESTING DIVISION ☐ IF MADE BY REQUESTING DIVISION, PROVIDE COST OF AIRLINE TICKET $ AIRLINE SEATING: AISLE ☐ WINDOW ☐		
IF ANNUAL LEAVE WILL BE USED IN CONJUNCTION WITH TAD, ADVISE NUMBER OF DAYS		
ANNUAL LEAVE DATES:		
IS RENTAL CAR AUTHORIZED? ☐ YES ☐ NO	IF YES, HOW MANY DAYS REQUIRED	
ARE TAXI FEES REQUIRED? ☐ YES ☐ NO	IF YES, HOW MANY DAYS REQUIRED	
REGISTRATION FEE (IF REQUIRED) TO BE MADE BY: HUMAN RESOURCES ☐ REQUESTING DIVISION ☐ IF MADE BY REQUESTING DIVISION, PROVIDE COST OF REGISTRATION $ ADVISE IF ANY MEALS ARE PROVIDED IN FEE. PLEASE PROVIDE DOCUMENTATION.		
LODGING REQUIRED:	BOQ ☐	HOTEL ☐
HAS LODGING BEEN CONFIRMED: ☐ YES ☐ NO	IF YES, CONFIRMATION #	
IF YES, PROVIDE ROOM RATE $ IF NO, WILL HUMAN RESOURCES ☐ REQUESTING DIVISION ☐ HANDLE ARRANGEMENTS?		
NOTE: FUNDS FOR LODGING AND PER DIEM ARE PER THE JOINT TRAVEL REGULATIONS. REQUESTERS FOR ACTUAL EXPENSE REIMBURSEMENT SHOULD BE INITIATED THROUGH THE APPROPRIATE DIVISION HEAD IN ADVANCE OF THE TRAVEL, UNDER SEPERATE CORRESPONDENCE AND APPROVED BY THE AC/S OR DEPUTY AC/S, MCCS.		
COST CENTER #:	ACCOUNT #:	
HEADQUARTERS REIMBURSABLE YES ☐ NO ☐		

* LIST ALL ADDITIONAL PERSONNEL ATTENDING ON BACK OF THIS FORM

SIGNATURE OF APPROVING OFFICIAL