TRAVEL ROUTE SHEET

DO NOT DETACH FROM OFFICAL CORRESPONDENCE; WRITE/PRINT LEGIBLY OR TYPE.

ORIGINATOR/CODE:

I NDICATE ROUTING PURPOSES BY NUMBER(S)

1. ACTION	3. CONCUR	5. FORWARD	7. PREPARE REPLY	9. REPLY
2. COMMENT	4. FILE	6. INFO	8. RETENTION	10. SIGNATURE

DATE:

CIRCLE ONE: TRAINING TRAVEL / MISSION TRAVEL / LOCAL TRAVEL

REQUEST FOR: _____

(PLEASE PROVIDE FULL NAME & CODE)

Location & Purpose of Travel: _____

Travel Dates: _____

TO CODE	PURPOSE	RELEASED INITIAL	RELEASED DATE	
TRAVELER	**1, 10, 5**			**10 QUESTIONAIRE FORM COMPLETE: YES ☐ NO ☐** . **PRIOR DTS TRAVELER: YES ☐ NO ☐** **CONSTRUCTIVE TRAVELER: YES ☐ NO ☐**
SUPV	**1, 10, 5**			FOR YOUR REVIEW / SIGNATURE
DEPT. HD	**3, 10, 5**			FOR YOUR REVIEW / SIGNATURE
850 TRAINING	**1, 5**			N/A IF MISSION OR LOCAL TRAVEL IS FORM 182 COMPLETE? **YES ☐ NO ☐**
DEPT. ADMIN	**1, 10, 5**			1. CONFIRM ALL INITIALS ON ROUTE SHEET ARE FILLED IN. 2. VERIFY TRAVEL REQUEST FORM IS COMPLETE. 3. CONFIRM SUBSTANTIATING RECORDS ARE ATTACHED. 4. GOVCC CONFIRMED: ☐ **YES** ☐ **NO** (If no, contact C/610.3, Kathy Tada at 315-1850)
822 DEPT. FA				VERIFY FUNDING JON# FUNDING: INDIRECT BLI # OR DIRECT JON/JCN: CHANGES TO ATP: IF TRAINING: ENTER FORM 182 INTO TRMS.
822 TRAVEL	**1, 5**			1. LOG TRAVEL REQUEST. 2. ASSIGN TOA# 3. REVIEW PACKET. 4. FORWARD TO FRONT OFFICE FOR APPROVAL.
800S	**1, 5**			1. LOG TRAVEL REQUEST. 2. IF MILITARY (C/810 ACTION), CHECK SPECIAL REQUEST/AUTHORIZATION FORM (NAVPERS 1336/3).
801	**10, 5**			FOR XO REVIEW / SIGNATURE
822 ODTA	**1, 5**			REVIEW/UPDATE TRAVELER'S PROFILE IN DTS.
822 TRAVEL COORD.	**1, 5**			1. CONFIRM TRAVELER PROFILE HAS TSA TRAVELER NUMBER. 2. PREPARE DTS TRAVEL ORDER. DATE: 3. CONSTRUCTIVE TRAVEL WORKSHEET COMPLETE DATE: 4. DATE OF VOUCHER APPOINTMENT. 5. SEND TRAVEL ORDERS TO TRAVELER. DATE: 6. ENTER 1610 INTO TRMS. DATE 7. IF 800 FUNDED, RETURN TO 822.
822 TRAVEL OFFICE	**1, 4**			ADD TO TRAVEL REPORT AND FILE FOLDER.

Per Department Heads email, C/1100, dated: 8/16/2012

In accordance with NAVSEA guidance on travel to conferences, training, and meetings, Code 100 has established strict requirements for approval to attend and to expend travel funds.

The Comptroller will not process travel orders for attendance to any conference, training, or meeting without the approval of IMF CO. All requests must be endorsed or sent via the respective Department Head, Acting Department Head, or Deputy. To support approval the following information is required:

1. List of name(s) of attendees (IMF employees only).

2. Name or description of conference, training or meeting.

3. Location: city, state,

4. Government or Commercial Facility and name of facility (i.e. Hilton Hotel)

5. Dates of conference, training or meeting?

6. Purpose of conference, training, or meeting?

7. How will attendance benefit the PSNS&IMF mission?

8. Does this conference, training or meeting satisfy a qualification requirement or is it otherwise mandatory? List requirement.

9. What is the impact if approval is denied.

10. Include Department Head Certification statement that you have identified the minimum number of personnel to attend this conference, training, or meeting and that attendance significantly advances the PSNS&IMF mission below: