TRAVEL ORDER REQUEST

NNSY 4650/11 (REV 03/05)

POST REPAIR TRIALS, OVERSEAS AND CONUS TRAVEL

		Amendment Number	NEED ORDERS BY (date) :	DATE OF REQUEST:	Code 902 (900 travel requests only)
Request ☐					
Amendment ☐					

FROM: CODE	TO: Code 610.4	Preparer Name		Point of Contact Name	
	Fax 396-2452	Preparer Phone		Point of Contact Phone	

NOTE: Indicate Y (Yes) in Cash Advance Request Column (AR) below for a cash disbursing advance for all NON-CARDHOLDERS and ONLY for NON-FREQUENT TRAVELERS. (100% advance authorized for M&IE and 80% advance authorized for lodging and rental car). Travel Office must get this request a week before start of TDY to ensure timely deposit of your travel advance. Enter N (no) for all cardholders.

PURPOSE:

DESTINATION (STATION/ACTIVITY CITY, STATE		ACTUAL DATES/TIMES OF TDY:	
DEPARTURE DATE:	PLACE OF DEPARTURE:	ESTIMATED RETURN DATE:	ESTIMATED DAYS INCLUDING TRAVEL

MODE OF TRAVEL ☐ AIR ☐ GOV'T VESSEL ☐ PRIVATE VEHICLE ☐ GOV'T VEHICLE ☐ RAIL ☐ BUS ☐ OTHER **SEE REMARKS**

NAME: LAST FIRST MI	A R	ID CHECK NUMBER	SSN	Rank/ Title / Rate/ Grade	SC	JOB ORDER NUMBER / KOP	Place of Birth (C900 only) / Date of Birth (C900 only)	FOR TOCO USE ONLY

REMARKS:

RENTAL CAR ASSIGNMENT ☐ Indicate Driver(s) and Size of vehicle.

All non-renters will be designated Alternate Drivers unless otherwise specified

EXCESS BAGGAGE (Weight and number of pieces)

AUTHORIZED APPROVING OFFICIAL (Print Name and Phone Number)

AUTHORIZED APPROVING OFFICIAL (Signature)

PRIVACY ACT STATEMENT (5U.S.C. 552a) AUTHORITY 5 U.S.C. 5701, 5702, AND E.O. 9397. PRINCIPAL PURPOSE(S): Used for reviewing, approving, and accounting for official travel. ROUTINE USE(S): None. DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.