

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard MILITARY/CIVILIAN TEMPORARY DUTY (TDY) TRAVEL ORDER																																																																																																																																																																																			
1. Name of Traveler (Last Name, First Name, MI)				2. Employee ID				3. Grade/Rank		4. Current Duty Station				5. Work Phone Number																																																																																																																																																																					
6. Departure Date (MM/DD/YYYY)				7. Expected Date of Return to PDS (MM/DD/YYYY)				8. Estimated Days		9. Order Issuing Authority				10. Authorized days of Leave Dates of LV: to																																																																																																																																																																					
11. <b>BLANKET ORDERS</b> (Doc type 13 TONO)      Unlimited Open      Limited Open      Repeat Travel Period of travel from to (See Block 13A for Geographical location)																																																																																																																																																																																			
12. <b>FOR MEDICAL TRAVEL:</b> Inpatient      Outpatient      Attendant      Escort																																																																																																																																																																																			
13A. <b>REPORT TO:</b> UNIT/CITY/COUNTY/ STATE/ZIP-CODE/COUNTRY								B. Purpose of TDY (Conference: must have an approved conference attendance worksheet.)								C. Dates of TDY (mm/dd-mm/dd)																																																																																																																																																																			
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14. Remain Over Night (RON) awaiting transportation may be authorized for night(s) at (locality)																																																																																																																																																																																			
15. PER DIEM Military: JFTR, par. U4100/Civilian: FTR, par. 301-11 Max Locality Per Diem Rate: Lodging \$ M&IE \$ (Lodging Receipts required for reimbursement) QUARTERS GOV'T/GOV'T CONTRACTED      No Cost      Cost COMMERCIAL Lodging (Gov't Quarters NOT Available) MESSING GOV'T Rate MESS for ALL three meals      No Cost      Cost Proportional Meal Rate Reduced/No M&IE of \$ (For Military: IAW COMDT (CG-1222) memo 4650 of ) COMMERCIAL RATE (Full Locality Per Diem) EXEMPTION      Actual Expenses Authorized (JFTR, par. U4200 & FTR, par. 301-11.300) % per day allowed at for period										16. <b>MODE OF TRAVEL</b> (Mode of travel to TDY site and Return) (It is mandatory to arrange Official Travel through the TMC/CTO). Commercial Carrier (GTCC IBA Use) GOV'T Procured Transportation Ticket (GTCC CBA Use) GOV'T Owned Conveyance      Auto      Vessel      Plane Privately Owned Conveyance (POC):      Car      Airplane      Motorcycle POC is more advantageous to the Gov't POC is authorized not to exceed the cost of a GTR \$  17. <b>TRAVEL AT TDY SITE</b> Rental Car (compact)      Upgrade Authorized-size : (TMC/CTO use is mandatory) Local travel: taxi/bus/metro/other public conveyance (Max 15% Tip)  18. <b>AUTHORIZED REIMBURSABLE EXPENSES</b> Registration Fees (if meals are included in the cost-report in Block 19, DD-1351-2) Baggage Fees Communication Services (Official Use) Phone Calls (Official Use) NTE \$ daily Computer Connections (Official Use)																																																																																																																																																																									
19. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS (A receipt is required for any expenses \$75.00 or greater)																																																																																																																																																																																			
If Training, Insert Direct Access Course ID:      If an entitlement authorized on this order conflicts with the JFTR, the JFTR prevails.																																																																																																																																																																																			
20. <b>TRAVEL ADVANCE AUTHORIZATION:</b> GTCC holder Travel advance is authorized in the amount of \$      Not a GTCC holder/Charged to TONO (Attach SF-1038) Not a GTCC holder/Charged to Debit Card (Attach SF-1038)																																																																																																																																																																																			
21. Coast Guard Travel Order Number (16 digits)										Travel funds are chargeable against: (if travel spans over FY's, provide TONO/Acct. string for both FY's)																																																																																																																																																																									
Doc Type										Fiscal Year										Site Code										C O										R D										Prog Element										Document Sequence										Suffix										Agy Code										Reg Dist										Appn Code										Lim Code										Allot Fund										Allot Lev										Program Element										Cost Center										Object Class										Estimated Cost									
22. FUNDS APPROVING OFFICIAL'S SIGNATURE (Print Name, Rank, Title) (Certified that funds have been obligated in FPD)																				Date																																																																																																																																																															
23. If using Other Gov't Agency Funds Contact FINCEN (OGQ) and Insert Reimbursable Agreement Number (RAN):																																																																																																																																																																																			
Proceed and report to the places and in the order listed in block 13A above. Deviations should not be made to visit places or areas not listed in block 13A above, without prior written or verbal orders from proper authority. Upon completion of the TDY directed, return to this command and resume your regular duties.																																																																																																																																																																																			
<b>Privacy Act Statement</b> In accordance with 5 USC Section 522a(e)(3), the following information is provided to you when supplying personal information to the U.S. Coast Guard – 10 USC Section 2771. <b>Principal Purpose(s)</b> – Used to indicate member's intentions during travel. <b>Routine Uses</b> – Same. <b>Disclosure</b> – Disclosure of this information is voluntary, but without disclosure the member's request may not be approved.																																																																																																																																																																																			
24. AUTHORIZING/APPROVING OFFICIAL'S (AO) SIGNATURE (Print Name, Rank, Title, Phone #)																		Date																																																																																																																																																																	
25. TRAVELER'S SIGNATURE																		Date																																																																																																																																																																	
26. Use this block to amend the order when not previously authorized after travel has been completed (may be handwritten).																																																																																																																																																																																			
Must be signed by Approving Official Only:      Date																																																																																																																																																																																			