

DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard MILITARY/CIVILIAN TEMPORARY DUTY (TDY) TRAVEL ORDER																							
1. Name of Traveler (<i>Last Name, First Name, MI</i>)					2. Employee ID				3. Grade/Rank			4. Current Duty Station				5. Work Phone Number							
6. Departure Date (<i>MM/DD/YYYY</i>)			7. Expected Date of Return to PDS (<i>MM/DD/YYYY</i>)			8. Estimated Days			9. Order Issuing Authority				10. Authorized Dates of LV: _____ to _____				days of Leave _____ to _____						
11. BLANKET ORDERS (<i>Doc type 13 TONO</i>)					Unlimited Open				Limited Open			Repeat Travel											
Period of travel from _____ to _____					(See Block 13A for Geographical location)																		
12. FOR MEDICAL TRAVEL:					Inpatient				Outpatient			Attendant				Escort							
13A. REPORT TO: UNIT/CITY/COUNTY/ STATE/ZIP-CODE/COUNTRY								B. Purpose of TDY (Conference: must have an approved conference attendance worksheet.)								C. Dates of TDY (<i>mm/dd-mm/dd</i>)							
																-							
																-							
																-							
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&E \$ _____ (Lodging Receipts required for reimbursement) QUARTERS GOV'T/GOV'T CONTRACTED No Cost Cost COMMERCIAL Lodging (<i>Gov't Quarters NOT Available</i>) MESSING GOV'T Rate MESS for ALL three meals No Cost Cost Proportional Meal Rate Reduced/No M&E of \$ _____ (For Military: IAW COMDT (CG-1222) memo 4650 of _____) COMMERCIAL RATE (<i>Full Locality Per Diem</i>) EXEMPTION Actual Expenses Authorized (JFTR, par. U4200 & FTR, par. 301-11.300) _____ % per day allowed at _____ for period _____										16. MODE OF TRAVEL (<i>Mode of travel to TDY site and Return</i>) (<i>It is mandatory to arrange Official Travel through the TMC/CTO.</i>) Commercial Carrier (<i>GTCC IBA Use</i>) GOV'T Procured Transportation Ticket (<i>GTCC CBA Use</i>) 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. TRAVEL AT TDY SITE Rental Car (<i>compact</i>) Upgrade Authorized-size _____: (<i>TMC/CTO use is mandatory</i>) Local travel: taxi/bus/metro/other public conveyance (<i>Max 15% Tip</i>)													
										18. AUTHORIZED REIMBURSABLE EXPENSES Registration Fees (<i>if meals are included in the cost-report in Block 19, DD-1351-2</i>) Baggage Fees Communication Services (<i>Official Use</i>) Phone Calls (<i>Official Use</i>) NTE \$ _____ daily Computer Connections (<i>Official Use</i>)													
19. REMARKS/AUTHORIZATIONS/ADDITIONAL INSTRUCTIONS _____ (<i>A receipt is required for any expenses \$75.00 or greater</i>)																							
If Training, Insert Direct Access Course ID: _____ If an entitlement authorized on this order conflicts with the JFTR, the JFTR prevails.																							
20. TRAVEL ADVANCE AUTHORIZATION: Travel advance is authorized in the amount of \$ _____										GTCC holder Not a GTCC holder/Charged to TONO (<i>Attach SF-1038</i>) Not a GTCC holder/Charged to Debit Card (<i>Attach SF-1038</i>)													
21. Coast Guard Travel Order Number (<i>16 digits</i>)										Travel funds are chargeable against: (<i>if travel spans over FY's, provide TONO/Acct. string for both FY's</i>)													
										0 0 0 2 0													
										0 0 0 2 0													
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 (<i>Print Name, Rank, Title</i>) (<i>Certified that funds have been obligated in FPD</i>)																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.																							
Privacy Act Statement																							
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. Principal Purpose(s) – Used to indicate member's intentions during travel. Routine Uses – Same. Disclosure – Disclosure of this information is voluntary, but without disclosure the member's request may not be approved.																							
24. AUTHORIZING/APPROVING OFFICIAL'S (AO) SIGNATURE (<i>Print Name, Rank, Title, Phone #</i>)																Date _____							
25. TRAVELER'S SIGNATURE																Date _____							
26. Use this block to amend the order when not previously authorized after travel has been completed (<i>may be handwritten</i>). Must be signed by Approving Official Only: _____ Date _____																							