

# TDY TRAVEL REQUEST WORKSHEET

|             |                                 |                     |
|-------------|---------------------------------|---------------------|
| EMPLOYEE ID | Name ( <i>Last, First, MI</i> ) |                     |
| GRADE/RATE  | DIV/BRANCH                      | OFFICE PHONE NUMBER |

**PURPOSE:** To request TDY Travel Orders and desired advances. If you have any questions, **CONTACT YOUR UNIT ADMIN OFFICE.**

**PRIVACY ACT STATEMENT:** IAW 5 USC Sec. 522a(e)(3), the following is provided when supplying personal information to the U.S. Coast Guard:

- ◆ **Authority** - 10 USC Section 2771.
- ◆ **Principal Purpose** - Used to indicate member's intentions during TDY travel.
- ◆ **Routine Uses** - Same.
- ◆ **Disclosure** - Disclosure of this information is voluntary, but without disclosure member may not receive advances.

**\*\*\*\*\*ATTACH A COPY OF AUTHORITY FOR TDY\*\*\*\*\***

**ATTN:** TDY for Advanced or Specialized Training requires that a member meet the obligated service requirement as expressed by Section 2.B.1.a.(4) of the Training & Education Manual (COMDTINST M1500.10(series)).

Do you meet the obligated service requirements for these orders? (*Check One*)     YES     NO

Enter Travel Order Number (TONO) and accounting data:

Tono: \_\_\_\_\_ Est Cost (see reverse for calculations): \_\_\_\_\_

Acct data:     /     /     /     /     /     /     /     /

Project Number: \_\_\_\_\_

DEPARTURE DATE:                  RETURN DATE:                  EST. DAYS ABSENT:

DESTINATION:

PURPOSE OF TDY (specify type of training or meeting):

I request leave.

Date to begin LV

Enter LV amount

| LEAVE ADDRESS | PHONE# |
|---------------|--------|
|               |        |

**Traveler's Mode of Transportation:**

- GOVERNMENT CONVEYANCE
- PRIVATELY OWNED VEHICLE (POV)    ADVANTAGEOUS TO GOVT -     \*YES     \*NO (\*) See page 3
- COMMERCIAL AIR
- GOVERNMENT PROCURED TRANSPORTATION
- RENTAL CAR

CG PSC-2070 (REV. 8/08) - TDY TRAVEL REQUEST WORKSHEET (Reverse)

| <b>REQUEST FOR ADVANCES</b>                                    | <b>YES</b>               | <b>NO</b>                |
|--|--------------------------|--------------------------|
| DO YOU HAVE A GOVERNMENT CHARGE CARD?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| HAVE YOU VERIFIED THAT YOUR CREDIT LIMIT IS \$2500.00?         | <input type="checkbox"/> | <input type="checkbox"/> |
| IS GOVERNMENT QUARTERS USE DIRECTED?                           | <input type="checkbox"/> | <input type="checkbox"/> |
| IS GOVERNMENT MESSING USE DIRECTED?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| WOULD YOU LIKE ADVANCE PER DIEM?<br>(IF YES, AMOUNT \$ _____ ) | <input type="checkbox"/> | <input type="checkbox"/> |

MEMBER'S COMMENTS:

|      |                    |
|------|--------------------|
| DATE | MEMBER'S SIGNATURE |
|------|--------------------|

SUPERVISOR'S COMMENTS:

|      |   |
|------|---|
| DATE | SUPERVISOR'S SIGNATURE (Does member meet weight requirements IAW COMDTINST M1020.8(Series)<br><input type="checkbox"/> Yes <input type="checkbox"/> No (if no, refer to COMDTINST M1020.8 for guidance) |
|------|---|

|      |   |
|------|---|
| DATE | SIGNATURE OF FUNDS APPROVING OFFICIAL (if applicable) |
|------|---|

|      |                                |
|------|--------------------------------|
| DATE | APPROVING OFFICIAL'S SIGNATURE |
|------|--------------------------------|

**Cost Calculations**

|                                |                                      |                                     |
|--------------------------------|--------------------------------------|-------------------------------------|
| a. Cost of Lodging per Day     | b. Number of Days of Lodging         | c. Total Cost of Lodging (a)(b)     |
| d. Cost of M&IE Rate per Day   | e. Number of Days of M&IE            | f. Total Cost of M&IE (d)(e)        |
| g. Cost of Airline Ticket      | h. Cost of Airline Service Fee       | i. Total Cost of Ticket & Fee (g+h) |
| j. Cost of POV (.585 per mile) | k. Cost of Rental Car                | l. Registration Fee                 |
| m. Other Cost                  | Total Cost of TDY<br>(c+f+i+j+k+l+m) |                                     |

Orders completed. Date \_\_\_\_\_

Leave (if requested) recorded on CG-2519. Date \_\_\_\_\_

Initials: \_\_\_\_\_

## How to calculate "Cost of GTR"

When a member is authorized to travel on TDY using a Privately Owned Conveyance (POC) not to exceed (NTE) the cost of government procured transportation/GTR, the orders must state: "**POC travel NTE the constructed cost of the GTR \$XXX.XX;**" with the actual dollar amount replacing the "X's". To calculate this amount, you must add together:

1. the government airfare rate ([You can lookup the contract carrier "city pair rates" at http://apps.fss.gsa.gov/citypairs/search/](http://apps.fss.gsa.gov/citypairs/search/))
2. any taxi fares and tips that would be appropriate to and from the airport and/or lodging accommodations, mileage and tolls that would be appropriate to and from the airport,
3. airfare service fees,
4. 75% of the M&IE per diem for two travel days,
5. and the cost for a rental vehicle **if one would had been authorized.**

To determine which will be paid, add together total mileage multiplied by the current TDY mileage rate, tolls, total per diem for travel days (75% for first and last day and full per diem for each additional day of driving travel), and lodging costs (not to exceed max. lodging rate for that area) during travel if required to stop in route. The member will be entitled to the lesser of these amounts. Travel days and reimbursement WILL NOT exceed GTR limits. If there are extenuating circumstances, i.e. member is transporting unit equipment or flying to multiple destinations where the costs to the government would be much higher, then POV may be determined to be advantageous, in which case the orders need to specify and provide reason for decision. For more information, please refer to the following [JFTR paragraphs: U3305-A1; U3305; U3325; U3310; U4330; U4326-B3; U4326-A2; U4145-B; and U4147-3.](#)