

**ORIGINAL OR CERTIFIED COPY OF TRAVEL ORDERS.**

Please provide statement on a separate plain 8-1/2" x 11" paper. Statement must have TONO and accounting data, must be dated, and have employee's printed full name, original signature and Emplid as well as the printed full name, original signature (in blue ink) of the Authorizing Certifying Official for the member's permanent duty station.

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
(today)

Travel Order Number: \_\_\_\_\_

Accounting Data: \_\_\_\_\_

Dates Of Order: \_\_\_\_\_ to \_\_\_\_\_

Place Ordered From and To: \_\_\_\_\_

I hereby certify that my original TAD/PCS (circle one) travel orders under travel order number \_\_\_\_\_ are lost and/or irretrievable to obtain a certified copy. I will not make another claim against the government under this travel order number unless otherwise authorized through official authority.

I understand that there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729)

Signature: \_\_\_\_\_  
Printed Full Name, Signature & Emplid

Signature: \_\_\_\_\_  
Printed Full Name, Signature & Emplid  
Authorized Certifying Official

The statements must be completed by the traveler and signed **IN BLUE INK** by both the traveler and the Authorizing Official (AO).