

**REQUEST FOR SPECIAL TRAVEL**

**INSTRUCTIONS:**

1. Type or print clearly. 2. Send approved original form to the office preparing the AD-202, Travel Authorization. 3. File with AD-202.

NAME OF EMPLOYEE

TITLE

DUTY STATION

DATE(S) OF OFFICIAL TRAVEL

ITINERARY

**In conjunction with my official travel, I plan to:**

**COMBINE BUSINESS AND PERSONAL TRAVEL (No leave involved)**      Dates: \_\_\_\_\_ to \_\_\_\_\_

**TAKE ANNUAL LEAVE DURING MY OFFICIAL TRIP. A COPY OF MY APPROVED LEAVE SLIP, SF-71 IS ATTACHED.**

**DEVIATE FROM THE NORMAL MODE OF TRANSPORTATION OR ITINERARY FOR MY PERSONAL CONVENIENCE (Including non-work days)**

EXPLANATION

**CERTIFICATION**

I certify that my personal plans did not influence the creation of this official trip.

I understand that from \_\_\_\_\_ Date to \_\_\_\_\_ Date I will not be paid per diem by the government.

Because I choose to use my personally owned car rather than travel by airplane, my reimbursement will be limited to \$ \_\_\_\_\_.

SIGNATURE OF EMPLOYEE

DATE SIGNED

**APPROVED**  
 **DISAPPROVED**

SIGNATURE OF APPROVING OFFICIAL

DATE SIGNED

REMARKS