

MILITARY TEMPORARY DUTY (TDY) OR CIVILIAN TEMPORARY DUTY (TD) TRAVEL ORDERS

Employee ID No. _____

1. Name of Traveler (Last Name, First Name, MI)		2. Grade/Rank	3. Current Duty Station:	4. Work Phone Number:
5. Departure Date:	6. Expected Date of Return to PDS:	7. Estimated Days:	8. Order Issuing Authority:	9. Authorized days of Leave to Dates of LV: _____ to _____

10. **BLANKET ORDERS FOR REPEAT TRAVEL** (Doc type 13 TONO) (NOTE: A copy of this blanket order must be attached to each submission of DD-1351-2)
Period of travel from _____ to _____ (See Block 12 for Geographical location)

11. **FOR MEDICAL TRAVEL:** Inpatient Outpatient Attendant Escort

12. A. REPORT TO: UNIT / CITY / COUNTY / STATE / COUNTRY	B. Purpose of TDY:	C. Dates of TDY:	D. Authorized Variations
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

13. **Remain Over Night (RON)** awaiting transportation may be authorized for _____ night(s) at (locality) _____

14. **CURRENT MESSING ENTITLEMENT AT PERMANENT DUTY STATION:** (Choose only one) ESM/EUM ENL BAS ENL REG BAS

15. PER DIEM (Vertical text on left)

Max Locality Per Diem Rate: Lodging \$ _____ M&IE \$ _____
(Lodging Receipts required for reimbursement)

QUARTERS

GOVERNMENT Use Directed (fee reimbursable)

COMMERCIAL Lodging (Gov't Quarters NOT Available)

MESSING

GOVERNMENT Rate (Military Only)

Mess is Directed for ALL three meals

Proportional Rate

Reduced per diem of \$ _____ (IAW COMDT (G-WPM-2) LTR 4600 of _____)

COMMERCIAL Rate (Full Locality Per Diem)

Reduced per diem of \$ _____ (Civilian Only)

NO PER DIEM Authorized (Civilian Only)

Exemption: Actual Expense Authorized (REF U4210-A, JFTR)
The Amount \$ _____ per day allowed at _____ for period _____

16. **MODE OF TRAVEL:** (Mode of travel to TDY site and RETURN) (Arrange Official travel from either a CTO, in-house tvl office or TMC, U3120, JFTR)

Commercial Carrier (At own expense subject to reimbursement)

GOV'T Procured Transportation Tickets (GTA)

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 (compact) Upgrade Authorized - size _____

Local travel: taxi / bus / metro / other public conveyance

18. **AUTHORIZED REIMBURSABLE EXPENSES:**

Registration Fees (if meals are included - report in Block 19, DD-1351-2)

Conference Cost (per U2550, JFTR & 301-74.2, FTR)

Excess baggage.

Official Communication Service fees (phone, fax, data service, etc.)

Personal Telephone Calls NTE \$ _____ daily.

Civilian Travelers Only: One telephone call authorized per day NTE \$ 5 (INCONUS) \$10 (OCONUS)

19. **REMARKS / AUTHORIZATIONS / ADDITIONAL INSTRUCTIONS:** _____ (A receipt is required for any expenses \$75.00 or greater)

If Training, Insert CGHRMS Course ID: _____

20. **TRAVEL ADVANCE AUTHORIZATION:** GOV'T Travel Charge Card holder

Travel advance is authorized in the amount of \$ _____ Not a GOV'T Travel Charge Card holder / Charged to TONO (Attach SF-1038)

21. Coast Guard Travel Order Number (16 digits)										Travel funds are chargeable against: (if travel spans over FY's, provide tonono/Acct. string for both FY's)									
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0000000000000000										2 0 0 0									
Doc Type	Fiscal Year	Site Code	C	R	Prog Element	Document Sequence	Suffix	Agy Cod	Reg Dist	Appn Code	Lim Code	Allot Fund	Allot lev	Program Element	Cost Center	Object Class	Estimated Cost		

21a. Date	Signature (Approving Official)	21b. Date	Signature (Fund Certification)
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22. If Using Other Gov't Agency Funds, Contact FINCEN (OGQ) and Insert Reimbursable Agreement Number (RAN): _____

Except as noted the approved TDY is authorized and directed. Proceed and report to the places and in the order listed in block 12 above. Deviations should not be made to visit places or areas not listed in block 12 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.

23. AUTHORIZING OFFICIAL SIGNATURE (Name, Rank, Title)	AO's Phone Number	24. TRAVELERS SIGNATURE	Date
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25. 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: _____