Instructions for Completing the Travel Order Form (CD-29)

Block 1 -   Type of Authorization

Check appropriate block for temporary duty (includes TDY and long-term) or relocation.

Block 2 -   Travel Order Number

Fill in travel document number from the series of numbers assigned to your bureau. For relocation, leave this space blank. It will be filled in by the NIST Travel Office.

Block 3A -   Bureau Name/Organizational Unit

Fill in name or initials of bureau. Regional office or other organizational information may be included.

Block 3B -   Present Official Station

City and state of present duty station of traveler.

Block 4A -   Traveler's Name

First and last name of traveler.

Block 4B -   Traveler's Title

Official position held by the traveler. If the traveler is not an employee, the word "invitational" should be used.

Block 4C -   Social Security Number

Social security number of traveler (Last 4 digits only)

Block 5   -   Purpose and Justification Statement

Provide a complete description of why the travel is taking place and/or what the traveler expects to accomplish while on travel. This also serves as an area to explain how the travel supports the mission of the organization.

Block 6A -   Type of Travel Code

Fill in appropriate code number according to the following list:

        1 - Domestic
        2 - Foreign
        3 - Relocation/House hunting
        4 - Relocation/Other

Block 6B -   Purpose of Trip Code

Fill in appropriate code number according to the following list:

1 – Employee Emergency
2 – Mission (Operational)
3 – Special Agency Mission
4 – Conference – Other than Training
5 – Training
6 – Relocation

Block 6C -   Bureau Code Number

Fill in appropriate code according to the following list:

14 – National Oceanic & Atmospheric Administration (NOAA)
51 – Office of the Secretary (OS)
52 – Economic Development Administration (EDA)
53 – Bureau of Economic Analysis (BEA)
55 – International Trade Administration (ITA)
56 – Patent and Trademark Office (PTO)
57 – National Institute of Standards and Technology (NIST)
59 – Minority Business Development Agency (MBDA)
61 – National Telecommunications and Information Administration (NTIA)
62 – National Technical Information Service (NTIS)
63 – CENSUS
64 – Office of the Inspector General (OIG)
65 – Economic and Statistics Administration (ESA)
67 – Bureau of Industry and Security (BIS)

Block 7 -   Itinerary

List all points where official duty is being performed.

Block 8A -   Begin on or About

List departure date.

Block 8B -   End on or About

List return date.

Block 9 -   Requisition Number

Bureau internal tracking number. MUST be present if advance is authorized.

Block 10A -   Accounting Classification Code

Fill in all sections with complete accounting information. Object class may be left blank.

Block 10B -   Printed Name, Title, Organizational Unit & Signature of Funds Certifying Officer

Fill in Printed Name, Title, Organizational Unit & Signature of Funds Certifying Officer.

The Funds Certifying Officer's signature validates that funds are available and exist in the account when certification is made. The Travel Order serves to obligate those funds for this purpose when recorded in the accounting system.

Block 11 -   Mode of Transportation

Check each applicable block and fill in appropriate mileage rate if privately owned vehicle (POV) is used. Mileage rates are subject to change. Check with the Travel Office for the current rate.

Block 12 -   Estimated Cost

A -   Transportation – This space should only be used for the cost of tickets purchased on the Centrally Billed Account (tickets purchased through the Travel Management Center).

B -   Other Transportation – Cost of any (POV) mileage.

B -   Subsistence Expense – Cost of meals, incidental expenses, and lodging (NOT including lodging tax).

B -   Other Expenses – Any expenses not listed above, including lodging tax.

B -   Temporary Quarters – Applies to relocation orders only.

B -   Relocation Expenses – Other expenses related to relocation not listed above.

Fill in the appropriate totals.

Accounting Office Address for BEA, EDA, ESA, ITA, MBDA, NTIA, NTIS, and OS:

National Institute of Standards and Technology/Travel
100 Bureau Drive, MS 1622
Gaithersburg, MD 20899-1622

Accounting Office Address for Census:

     U.S. Census Bureau
     Finance Division
     4600 Silver Hill Road
     Room 2K416
     Washington, DC 20223

Accounting Office Address for NOAA and BIS:

     Eastern Operations Branch (EOB)
     Eastern Operations Branch
     Attn: <Insert Document Type>
     20020 Century Blvd
     Germantown, MD 20874

     Western Operations Branch (WOB)
     Western Operations Branch – Bldg 1
     7600 Sand Point Way NE
     Seattle, WA 98115-6349

Accounting Office Address for PTO:

     U.S. PTO
     Mail Stop 17
     P.O. Box 1450
     Alexandria, VA 22313

Block 13 -   Rates Authorized

     Fill in current lodging and per diem rates.

Block 14 -   Other Expenses Authorized

     Check each appropriate box for this trip. "Other" should be checked if additional
     information is to be listed in block 15A.

Block 15A -   Special Provisions/Remarks

     Fill in other expenses authorized e.g., parking, lodging taxes, telephone and internet fees.

Block 15B -   International Clearance

     All blocks in this section must be completed for all international travel if the traveler
     takes IT equipment (e.g., laptop, BlackBerry, PDA, etc.) with him/her on travel. If the
     traveler does not take any IT equipment, s/he is required to check the block, "OSY

Briefing," as affirmation that s/he has completed the briefing; and, enter the date completed. For further instructions, please refer to Travel Policy Bulletin #08, FY08 at http://www.osec.doc.gov/oas/travel/tbulletins/TravelBulletin008-08.pdf

Block 16 -   Printed Name & Signature of Requesting /Approving Official

Fill in Printed Name & Signature of Requesting /Approving Official.

Block 17 -   Printed Name & Signature of Authorizing Officer

Fill in Printed Name & Signature of Authorizing Officer.

Block 18 -   Printed Name of Travel Preparer

Fill in Printed Name of Travel Preparer.