

FORM CD-29 (Rev. 08-10)		U.S. DEPARTMENT OF COMMERCE TRAVEL ORDER		1. TYPE OF AUTHORIZATION TEMPORARY DUTY RELOCATION — A signed CD-150, Request for Authorization of Travel and Moving Expenses, must be attached.		2. TRAVEL ORDER NO.		
3A. BUREAU NAME/ORGANIZATIONAL UNIT				3B. PRESENT OFFICIAL STATION				
4A. TRAVELER'S NAME			4B. TRAVELER'S TITLE			4C. SOCIAL SECURITY NO. (Last 4 digits)		
5. PURPOSE AND JUSTIFICATION STATEMENT						6A. TYPE OF TRAVEL CODE		
						6B. PURPOSE OF TRIP CODE		
						6C. BUREAU CODE NO.		
7. ITINERARY								
8. PERIOD OF TRAVEL		8A. BEGIN ON OR ABOUT		8B. END ON OR ABOUT		9. REQUISITION NUMBER		
10A. ACCOUNTING CLASSIFICATION CODE						12. ESTIMATED COST		
FCFY (xxxx)		PROJECT-TASK (xxxxxxx-xxx)		ORGANIZATION (xx-xx-xxxx-xx-xx-xx)		OBJECT CLASS (xx-xx-xx-xx)		
10B. PRINTED NAME, TITLE, ORGANIZATIONAL UNIT & SIGNATURE OF FUNDS CERTIFYING OFFICER						A. TRANSPORTATION (Billed directly to Government)		\$
						B. OTHER TRANSPORTATION INCLUDING POV MILEAGE		\$
11. MODE OF TRANSPORTATION COMMON CARRIER BUS RAIL EXTRA FARE (Justify in Item 15A) AIR-COACH AIR-EXTRA FARE (Attach CD-334) PRIVATELY-OWNED VEHICLE AUTO PLANE RATE PER MILE CENTS (See FTR 301-10.303 OR 302-4.300) DETERMINED MORE ADVANTAGEOUS TO THE GOVERNMENT FOR CONVENIENCE OF TRAVELER (See FTR 301-10.309 AND 301-10.310) RENTED MOTOR VEHICLE (See FTR 301-10.450) OTHER MEANS (Specify in Item 15A)						SUBSISTENCE EXPENSE (Per Diem/Actual)		\$
						OTHER EXPENSES (Item 14)		\$
						TEMPORARY QUARTERS SUBSISTENCE EXPENSE		\$
						RELOCATION EXPENSES (Other than listed above)		\$
COMMON CARRIER REFUNDS When a ticket is exchanged for one of lesser value, the carrier should issue a receipt or a ticket refund application and is required to make refund directly to the appropriate accounting office.		ACCOUNTING OFFICE ADDRESS:				SUB-TOTAL B		\$
						TOTAL A & B		\$
TRAVELER'S POTENTIAL LIABILITY NOTICE — Travelers are accountable for all transportation tickets or other transportation procurement documents received by them in connection with their official travel. If trips are cancelled or itineraries changed after tickets are issued to the traveler, the traveler is liable for the value of the tickets issued until all coupons have been used for official travel purposes or all unused tickets or coupons are properly accounted for.								
13. SUBSISTENCE EXPENSE In accordance with the DOC Travel Handbook or as specifically approved by an authorizing official under unusual circumstances. See FTR 301-11.				RATES AUTHORIZED				
14. OTHER EXPENSES AUTHORIZED MEETING REGISTRATION FEES HIRE OF TAXIS BETWEEN LODGING AND/OR PLACE(S) OF BUSINESS BAGGAGE EXPENSES (Justify in Item 15A) (See FTR 301-12.2) OTHER (Specify and Justify in Item 15C)				15A. SPECIAL PROVISIONS/REMARKS				
				15B. INTERNATIONAL CLEARANCE (To be completed for all International travel authorized by this travel order) Laptop (provided) Blackberry (AutoBerry Pre-travel Scan) OSY Briefing				
				CIO (signature)		DATE (completed)		
Travel voucher must be submitted within 5 days after completion of travel, and travel advance balance must be refunded at that time.								
16. PRINTED NAME & SIGNATURE OF REQUESTING /APPROVING OFFICIAL				TITLE		DATE		
17. PRINTED NAME & SIGNATURE OF AUTHORIZING OFFICER				TITLE		DATE		
18. PRINTED NAME OF TRAVEL ORDER PREPARER				BUSINESS PHONE NUMBER		DATE		
PRIVACY ACT NOTIFICATION The following information is provided in compliance with the Privacy Act of 1974 (5 USC 552a). Solicitation of the information on this form is authorized by 5 USC, Chapter 57 as implemented by the Federal Travel Regulations (41 CFR CHAPTER 300-304), E.O. 11609 of July 22, 1971, and E.O. 11012 of March 27, 1962. The last 4-digits Only of the Social Security Number (SSN) on the CD-29 is mandatory and will be used as an employee identifier. The SSN serves as a primary validation for accountability and payment authorization. Failure to provide the requested information will result in a delay in obtaining a valid Travel Order, Travel Advance and the procurement of common carrier transportation.						CERTIFICATE OF AUTHORIZATION BY DESIGNATED AUTHORIZING OFFICER You are hereby authorized to travel at Government expense under and in accordance with the Federal Travel Regulations. The number of this order must appear on each voucher claiming reimbursement for expenses incurred consequent to this order.		