TEMPORARY TRAVEL ORDER REQUEST
NAVMC HQ 856 (REV. 7-00) (EF)

NAME *(Last, First, Middle Initial)*	SOCIAL SECURITY NUMBER	POSITION TITLE	RATING

OFFICIAL DUTY STATION

ORGANIZATIONAL ELEMENT	PHONE NO.	SECURITY CLEARANCE	FY	MILITARY/CIVILIAN

PURPOSE CODE	Standard Document Number (Generated by SABRS)	TYPE OF ORDERS
		TAD

APPROXIMATE DAYS TAD/TDY	PROCEED ON OR ABOUT	DOC TC: ITINERARY VARIATION AUTHORIZED

DEPART FROM: HQMC, Washington, DC 20380-1775	TERMINATE AT; HQMC, Washington, DC 20380

STOPPING AT:

☐ GOVERNMENT TRAVEL CARD HOLDER
☐ FREQUENT TRAVELER
☐ EXEMPT FROM USE OF GTC   REASON _____

MODE OF TRANSPORTATION

COMMERCIAL				GOVERNMENT		POV AUTH		OVERSEAS
RAIL	AIR	BUS	OTHER	AIR	VEHICLE	SHIP	CONST	MORE ADVANTAGEOUS	BY TRAN OFF PER DIEM

OTHER RATE OF PER DIEM	PER DIEM	GOV-TRANSPORTATION	OTHER TRAVEL	MISCELLANEOUS

ADVANCE	REMARKS:	ADDITIONAL REMARKS:

FINANCIAL INFORMATION

AAC	FA	WC	FC	OCSOC	CAC	BRC	LOCAL USE	RON	RBC
M00080				21X0	1RC0				

MULTI-YEAR	MULTI-SPONSOR	REQUESTOR'S CODE	APPROVER'S CODE	OTHER SPONSOR DOC NO.
☐	☐	AA	AA	

MULTI-YEAR   ENTER AMOUNTS FOR CURRENT YEAR

PER DIEM	GOVT. TRANSPORTATION	OTHER TRAVEL	MISCELLANEOUS

ENTER AMOUNTS FOR CURRENT YEAR + 1

PER DIEM	GOVT. TRANSPORTATION	OTHER TRAVEL	MISCELLANEOUS

MULTI-SPONSOR   ENTER SPONSOR APPROPRIATION DATA FOR CURRENT YEAR

APPROPRIATION DATA:

PER DIEM	GOVT. TRANSPORTATION	OTHER TRAVEL	MISCELLANEOUS

ENTER AMOUNTS FOR CURRENT YEAR + 1

APPROPRIATION DATA:

PER DIEM	GOVT. TRANSPORTATION	OTHER TRAVEL	MISCELLANEOUS

** PROVIDE DOCUMENTATION FOR APPROPRIATION DATA (msg, ltr., etc.)

REQUESTOR NAME: *(Title and Signature)*	DATE	APPROVER NAME *(Title and Signature)*	DATE