

REQUEST FOR GOVERNMENT AIR TRANSPORTATION

NAVMC 11330 (5-95) (EF)

SN: 0109-LF-067-0400

FROM:

DATE

TO: COMMANDANT OF THE MARINE CORPS (ASM-4)

REF: (A) DepSecDef Memorandum dtd 9 May 1995

(B) MCO 4631.10

TOTAL NO. OF
PASSENGERS

SENIOR PASSENGER NAME

RANK/GRADE

DEPARTMENT/AGENCY

PURPOSE CODE

TRAVEL IS: FUNDED

NOT FUNDED

REQD. USE

OTHER OFFICIAL TRAVEL

SPECIFIC PURPOSE OF TRAVEL/REASON COMMERCIAL AIR CANNOT BE USED:

COST COMPARISON - - - COMMERCIAL (INCLUDING AIRFARE, TAXI, BUS, ETC.)

COST OF MILAIR

ITINERARY: (USE LOCAL TIMES. PROVIDE EITHER HARD DEPARTURE TIME OR HARD ARRIVAL TIME, NOT BOTH)

DEPARTURE	DEPT TIME/DATE	DESTINATION	ARRV TIME/DATE

CARGO WEIGHT

DIMENSIONS OF LARGEST ITEM

 x x

TOTAL CUFT

POINTS OF CONTACT

RANK

NAME

OFFICE

PHONE

REQUEST Coordinator:

DEPT Coordinator:

ARRV Coordinator:

- I REALIZE A HIGHER PRIORITY COMMITMENT COULD CAUSE A LAST MINUTE MODIFICATION/CANCELLATION OF THIS REQUEST.
- REQUESTS FROM ANY TRAVELER THAT INCLUDES MILAIR TRAVEL FOR PERSONAL REASONS OR UNOFFICAL TRAVEL MUST INCLUDE THE FOLLOWING:
 - AMOUNT REQUIRED TO BE REIMBURSED TO THE GOVERNMENT (COACH CLASS FARE)
 - A STATEMENT OF INTENT TO REIMBURSE THE GOVERNMENT FOR THE AMOUNT ABOVE.
- THIS TRAVEL MEETS THE CRITERIA OF THE DEPUTY SECRETARY OF DEFENSE MEMORANDUM DATED 9 MAY 1995.
- I HEREBY CERTIFY THAT USE OF MILAIR IS A VALID REQUIREMENT AND EXPENDITURE OF ASSOCIATED COSTS IS NECESSARY.

SENIOR OFFICIAL TRAVELER

SIGNATURE

DATE