

REQUEST FOR SPECIAL TRAVEL

INSTRUCTIONS:

1. Type or print clearly. 2. Send approved original form to the office preparing the AD-202, Travel Authorization. 3. File with AD-202.

NAME OF EMPLOYEE

TITLE

DUTY STATION

DATE(S) OF OFFICIAL TRAVEL

ITINERARY

In conjunction with my official travel, I plan to:

- COMBINE BUSINESS AND PERSONAL TRAVEL (No leave involved)** Dates: _____ to _____
- TAKE ANNUAL LEAVE DURING MY OFFICIAL TRIP. A COPY OF MY APPROVED LEAVE SLIP, SF-71 IS ATTACHED.**
- DEVIATE FROM THE NORMAL MODE OF TRANSPORTATION OR ITINERARY FOR MY PERSONAL CONVENIENCE (Including non-work days)**

EXPLANATION

CERTIFICATION

I certify that my personal plans did not influence the creation of this official trip.

I understand that from _____ Date to _____ Date I will not be paid per diem by the government.

Because I choose to use my personally owned car rather than travel by airplane, my reimbursement will be limited to \$ _____.

SIGNATURE OF EMPLOYEE

DATE SIGNED

- APPROVED**
 DISAPPROVED

SIGNATURE OF APPROVING OFFICIAL

DATE SIGNED

REMARKS