

# TDY TRAVEL ADVANCE FORM

**Instructions:** Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: *Travel advance is authorized and traveler does not have a government charge card.* If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a Government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 10062). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on *Invitational Travel Orders*, you are authorized a travel advance. The amount of the advance must be *approved* by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. IAW DOD FMR Vol. 9, Chapter 5, par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

## TRAVELER INFORMATION:

1. TRAVELER NAME (Last, First, MI)	2. SSN	3. GRADE/RANK	8. MAILING ADDRESS		
4. DAYTIME NUMBER	5. E-MAIL ADDRESS		MAILING ADDRESS - LINE 2		
6. SUPERVISOR/UA'S NAME		7. SUPERVISOR PHONE NUMBER	CITY	STATE	ZIP CODE

## TRAVELER LODGING INFORMATION:

9. What will the traveler be paying for lodging per night (not including taxes)?	10. How many nights will the traveler require lodging?
11. Will the traveler have multiple TDY points? If yes, how many nights will the traveler stay at each area? List the TDY points and the nightly cost of lodging at each TDY point:	

12.a. Will meals be provided for you at no cost? <input type="checkbox"/> YES <input type="checkbox"/> NO	12.b. Will you be required to pay the surcharge rate for meals at a government dining facility? <input type="checkbox"/> YES <input type="checkbox"/> NO
13.a. Will you be required to pay for a registration/conference fee? <input type="checkbox"/> YES <input type="checkbox"/> NO  If yes, how much? <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>	13.b. Will any of the meals be included in the cost of the conference fee? <input type="checkbox"/> YES <input type="checkbox"/> NO  If yes, how many? <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>
14. Will you be taking leave before, during, or after your TDY? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, what dates will you be on leave? <span style="border: 1px solid black; display: inline-block; width: 200px; height: 20px; vertical-align: middle;"></span>

## RENTAL CAR INFORMATION (if applicable)

15. Is a rental car authorized on the orders? <input type="checkbox"/> YES <input type="checkbox"/> NO  If yes, please include Rental Car daily rate? <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span>	16. Will the traveler be driving a privately owned vehicle (POV) to the TDY point? <input type="checkbox"/> YES <input type="checkbox"/> NO
<i>The traveler is required to make the arrangements through a government travel office (CTO).</i>	<i>If yes, the traveler may be limited to the cost of round trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".</i>

## DIRECT DEPOSIT IS THE MANDATORY METHOD OF PAYMENT FOR ADVANCES

17. TRAVELER INFORMATION (PLEASE PRINT CLEARLY)	SELECT ONE: <input type="checkbox"/> SAVINGS ACCOUNT <input type="checkbox"/> CHECKING ACCOUNT
9 Digit Bank Routing Number:	Checking or Savings Account Number

Signature

Date