

Civilian Human Resources Agency NE/Europe Region Europe Travel Orders



Current as of 3 June 2016

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Overview

This document is provided as a training tool and reference guide for OCONUS customers serviced by CHRA-NE/E.

In 2014, the Civilian Human Resources Agency (CHRA) received a legal opinion that the CPAC preparation and authentication of travel orders was, in part, a violation of DoD policy found in the Joint Travel Regulation (JTR). Specifically, the CPAC practice of authenticating (signing) travel orders is inconsistent with the verbiage in the JTR. Based on this opinion, CHRA-HQs directed CHRA staff to cease the authentication of travel orders and prepare to transition this function back to the Commands. In order to facilitate this transition, a comprehensive collection of information readily found in the JTR was assembled to organizations in the systematic, structured preparation of travel orders.

Information contained in this document represents current regulatory guidance and business practices, but will be superseded by changes to the JTR as well as the implementation of internal organizational practices and policies. Implementation and adherence to this document is not mandated by CHRA-NE/E, but should be used as a training aid in conjunction with the official regulatory guidance found in the list of references. In the event of conflicting information, the JTR and other official guidance should be followed. Please direct any questions to your servicing CPAC.

The Joint Travel Regulation (JTR) addresses allowances paid/reimbursed by the government. The latest version of the document can be found here:
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

***An employee cannot be directed to perform official travel at personal expense. Limited travel funds are not a basis for denying official reimbursement or reducing allowances.

Note: There may be circumstance when the Federal Travel Regulation (FTR) authorizes a discretionary travel and transportation allowance, but the JTR does not address the allowance. A discretionary FTR authority that is not addressed in the JTR is not implemented within the Department of Defense.

THROUGHOUT THIS DOCUMENT AT THE END OF EACH SECTION ARE SAMPLE DOCUMENTS, SAMPLE LETTERS/MEMORANDUMS AND TABLES TO ASSIST IN THE PREPARATION OF TRAVEL ORDERS, ALSO, PLEASE REFER TO APPENDIX A-C FOR BLANK DOCUMENTS, SAMPLES OF ORDERS NOT COVERED IN THE MAIN BODY OF THIS GUIDE, AND TRAVEL ORDER REMARKS AND COMMON TYPES OF TRAVEL ALLOWANCE TO FURTHER ASSIST IN TRAVEL ORDER PREPARATION.

Defense Travel System

The Defense Travel System (DTS) is a travel management system that enables DoD travelers to create authorizations (TDY travel orders), prepare reservations, receive approvals, generate travel vouchers, and receive a split reimbursement between their bank account and the Government Travel Charge Card (GTCC) vendor. Travelers using DTS can check for current airline, hotel, and rental car availability, as well as check current per diem rates

for travel locations online. The user can prepare his own documents, or, with the proper permission, documents for others.

Most types of travel orders can be generated in the Defense Travel System (DTS) and should be utilized to properly manage travel plans and expenses. A prerequisite for creating travel orders in DTS is that the traveler must have a user profile in the DTS system. New employees will be unable to create a profile in DTS, therefore the designated organizational employee, with authority to create travel orders must prepare a hard copy travel order. Current Federal employees who are first time users, will be prompted to activate their account. Instructions for first time users can be found at <https://www.defensetravel.osd.mil/>

DTS training (i.e. web-based/eLearning) is available on the Defense Travel Management Office website.

DTS log on: <http://www.defensetravel.osd.mil/dts/site/index.jsp>

DTS training can be found at <http://www.defensetravel.dod.mil/site/eLearning.cfm>

Permanent Duty Travel Eligibility Table

Explanation of available overseas allowances based on Permanent Duty Travel

Ch 5: Permanent Duty Travel

5500-5522

Part B: Employees Only/Sec 1: General

4. References to the FTR are included for research purposes.

C. Table 1: Eligibility Table:

TABLE 1 ELIGIBILITY TABLE										
Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.										
Movement Situation	Agreement Required	Employee & Dependent Transp	Employee Per Diem	Dependent Per Diem	HHT Per Diem & Transp	TOSE	MEA	Sell & Buy Residence Lease Termination	HHG SH	NTS of HHG
First PDS Travel Appointees & Student Trainees in CONUS	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
First PDS Travel to OCONUS PDS <u>NOTES 8, 9, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	No	No	No	No	No	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between CONUS PDSs <u>NOTE 1</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	Yes Advance Per Diem & PCS MALT	Yes Advance	Yes No Advance	Yes No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From OCONUS PDS to CONUS PDS <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	Yes Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	<u>NOTES 5 & 7</u>
PCS From CONUS PDS to OCONUS PDSs <u>Footnotes 1, 8, & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No <u>NOTE 11</u>	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>
PCS Between OCONUS PDSs <u>NOTES 1 & 10</u>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <u>NOTE 2</u> Advance	Yes No Advance	No <u>NOTE 3</u> No Advance	Yes <u>NOTE 4</u> Advance	Yes <u>NOTE 7</u>

Table 1: Eligibility Table Footnotes:

- 1 -- Movement of dependents and/or HHG to/from a training location is not a PCS when authorized under par. 4955 instead of per diem or an AEA for the employee while at the training site.
- 2 -- Allowed when the new PDS is in a CONUS/non-foreign OCONUS area.
- 3 -- Allowed when old/new PDSs are both in CONUS and/or non-foreign OCONUS areas. Also allowed when, instead of being returned to the former non-foreign OCONUS area PDS, an employee is transferred, in the Gov't's interest, to a different non-foreign OCONUS area PDS than the PDS from which transferred when assigned to the foreign country PDS (par. 5908-D).
- 4 -- Advance allowed if not shipped via a Gov't-arranged move.
- 5 -- Allowed only when PCS is to a designated isolated CONUS PDS.
- 6 -- RESERVED.
- 7 -- The Gov't must arrange the NTS.
- 8 -- FTA (Pre-departure Subsistence Expense – incurred only in CONUS or non-foreign OCONUS area). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.
- 9 -- FTA (Miscellaneous Expense). For FTA guidance, refer to DSSR, section 240 as stated in par. 1260.
- 10 -- FTA/HSTA (Lease Penalty Expense). For FTA/HSTA guidance, refer to DSSR, sections 240 and 250, respectively, as stated in par. 1260.
- 11 -- HHT may be authorized incident to a PCS when the old and new PDS are both in CONUS and/or nonforeign OCONUS areas.

SECTION 1: PERMANENT CHANGE OF STATION

A permanent change of Station (PCS) move occurs when an employee is required to relocate to a new location and the move is in the interest of the government.

A. PCS Incoming

How to Complete:

Step 1: Organization makes Selection.

Step 2: CPAC makes tentative offer and sends/provides the required eligibility documentation to tentative employee (i.e. Request for Orders (RFO); see Appendix A; LQA questionnaire; DA-5863; DD Form 1617 etc.)

Step 3: Check to see if Family Members are also traveling. If children are to be included, check the dates of birth. Any that are over 21 are not eligible to be included on the orders unless they are medically incapable of looking after themselves. Complete Section L on the RFO.

Step 4: CPAC determines employee's eligibility to receive travel orders via Request for Orders document and provides eligibility information to organizational travel orders POC. Organization creates orders.

NOTE: JTR, Chapter 5 Section 3 - Child's Age and Travel Eligibility. A dependent child's eligibility (see App A1 for definition of dependent) for travel allowances depends on the child's age on the date the employee reports for duty at the new PDS (B-160928, 28 March 1969 and B-166208, 1 April 1969). **Example:** A child 20 years and 11 months old when the employee reports to a new PDS is eligible for travel to that new PDS, even if travel is delayed until the child is age 22 years and 11 months.
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

Step 5: Request For Orders (RFO) can then be sent to the Resource Management Office (RMO) for the fund cites.

Step 6: When you receive the fund cites the Travel Order Authorization (DD Form 1614) can be prepared. Complete the Orders as per one of the examples below.

*****NOTE - IF THIS IS THE EMPLOYEE/SELECTEE'S FIRST DUTY STATION THE CPAC WILL PROVIDE COPIES OF THE ORDER TO THE EMPLOYEE/SELECTEE.**

Step 7: Check that all the information is correct. After review have it signed by the appropriate authority.

*****Note-** Please see Appendix C for Travel Order Remarks and for Common Types of Travel Allowances in preparing PCS travel orders

Step 8: Forward a copy of the completed Travel Orders to the employee along with any supporting documentation. Keep a copy for your files. Remember to keep the Travel Orders, a copy of the Transportation Agreement, a copy of the RFO and a copy of the Fund Cite documents together. Send a copies of all documentation to the CPAC.



Example Documents: PCS Incoming w/Family Members
PCS Incoming Unaccompanied
Travel Orders 1st Duty Station w/Family Members
Travel orders 1st Duty Station Unaccompanied

References: Joint Travel Regulations (JTR), Chapter 5, Part B)
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

PCS Incoming w/Family Members-DD Form 1614

PCS Incoming w/Family

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY					
SECTION I - REQUEST FOR OFFICIAL TRAVEL					
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)		3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE POSITION TITLE		5. GRADE OR RATING GS-XX	6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.) K		
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE USAG DIRECTORATE DIVISION CITY, STATE ZIP			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION USAG DIRECTORATE DIVISION CITY, GERMANY, APO AE ZIP		
9. REPORTING DATE AT NEW DUTY STATION					
10. TRAVEL PURPOSE <input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		11. TRAVEL TYPE <input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ IAWJTR		12. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		15a. HOUSEHOLD GOODS (HHG) SHIPMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL) b. NET WEIGHT AUTHORIZED 18,000lbs	
16. OTHER AUTHORIZED EXPENSES <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input checked="" type="checkbox"/> NONTEMPORARY STORAGE OF HHG RELOCATION SERVICES PROPERTY MANAGEMENT SERVICES REAL ESTATE EXPENSES		UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input checked="" type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input checked="" type="checkbox"/> OCONUS <input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$		17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input checked="" type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address) ADDRESS CITY, STATE ZIP			b. TO (New PDS) CITY, GERMANY		
19. DEPENDENTS a. NAME (Last, First, Middle Initial) LAST, FIRST MI //NOTHING FOLLOWS// b. RELATIONSHIP SPOUSE c. DATE OF BIRTH (YYYYMMDD)					
20. ESTIMATED COST a. PER DIEM \$ b. TRAVEL \$ c. OTHER \$ d. TOTAL \$ 0.00				21. TRAVEL AGREEMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION PLEASE SEE REVERSE					
23. APPROVING OFFICIAL a. TITLE			b. SIGNATURE		
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE		b. SIGNATURE		c. ORGANIZATION ADDRESS	
25. TRAVEL AUTHORIZATION NUMBER #####				26. DATE ISSUED (YYYYMMDD)	

DD FORM 1614, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

PCS Incoming w/Family

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via fax (216)367-3422, 3423 or 3424, DSN Fax: 580-7833 or emailed to: DRO-216-367-3422@DFAS.MIL or mailed to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441
For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3
Website for DFAS: <http://www.dfas.mil/ncstravel.html>

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: PCS: LAST NAME, FIRST NAME, MIDDLE INITIAL, SSN: XXX-XX-XXX, DOB: XX MTH XXXX

Payroll Fund Cite:

PCS Fund Cite:

PER DIEM

FICA COST

MISC. EXP.

CIC:

CENTRAL Fund Cite:

HHG:

POV:

Non Temp Storage:

Excess baggage fees are authorized for reimbursement not to exceed one excess bag per authorized traveler. Baggage must meet airline policy requirements. Oversize or overweight baggage fees are not reimbursable.

All travel, including that for family members and transportation of household goods (HHG) will be accomplished as soon as possible but will not exceed 1 year from the effective date of the employee's transfer or appointment date.

Transportation tickets are purchased using Centrally-Billed-Account (CBA) Official passport is required. Departure o/a ## Month ####

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs. Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12.

Temp Storage of HHG's NTE 90 days is authorized. Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent duty station.

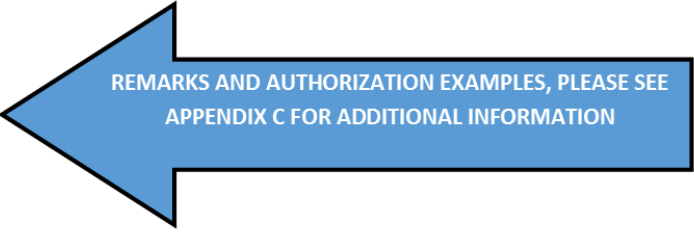
Go to <http://www.move.mil/home.htm> or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle. No rental car is authorized. Advance Pay up to six pay periods base pay authorized.

Shipment of Privately Owned Firearms into Germany is restrictive for civilians and must be IAW USAREUR REG. 190-6. A civilian must possess a German Weapons Registration Card (WBK) before they can request shipment of firearms to Germany. Firearms that are not registered with WBK are prohibited and individuals are subject to prosecution by German authorities. Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization. GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used.

The Foreign Transfer Allowance (FTA), Pre-departure Subsistence Expense Portion (DSSR, Section 242.3) authorized for quarters occupied temporarily (up to 10 days) before departure from current US post of assignment.

Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 90 days after first arrival at the new post.

If conflict exists with the JTR, the JTR prevails. NOTHING FOLLOWS XXX



DD FORM 1614 (BACK), MAY 2003

Reset

PCS Incoming Unaccompanied-DD Form 1614

PCS Incoming Unaccompanied

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL					
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)		3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE POSITION TITLE		5. GRADE OR RATING GS-XX	6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.) K		
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE HQ AFB CITY, STATE ZIP			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION HQS, COMMAND OFFICE OFFICE GERMANY, APO AE ZIP		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) #####					
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE		12. PER DIEM FOR EMPLOYEE	
<input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ LAWJTR		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) YES <input checked="" type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE		15a. HOUSEHOLD GOODS (HHG) SHIPMENT	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL) b. NET WEIGHT AUTHORIZED 18,000lbs	
16. OTHER AUTHORIZED EXPENSES		17. DEPENDENT TRAVEL			
<input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input checked="" type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input checked="" type="checkbox"/> RELOCATION INCOME TAX <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input checked="" type="checkbox"/> OCONUS <input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$		<input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input checked="" type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address)		b. TO (New FDS)			
N/A		N/A			
19. DEPENDENTS					
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH (YYYYMMDD)	
N/A					
20. ESTIMATED COST				21. TRANSPORTATION AGREEMENT SIGNED (X one)	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD) #####	
\$	\$	\$	\$ 0.00		
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION PLEASE SEE REVERSE					
23. APPROVING OFFICIAL			b. SIGNATURE		
a. TITLE					
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE		c. ORGANIZATION ADDRESS	
a. TITLE					
25. TRAVEL AUTHORIZATION NUMBER #####			26. DATE ISSUED (YYYYMMDD)		

NOT AUTHORIZED

PLEASE CHECK BOX 17

FOLLOW EXAMPLE IN BOXES 18 & 19

DD FORM 1614, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 8.0

PCS Incoming Unaccompanied

PRIVACY STATEMENT

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas-civrelo-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441
For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3, Website for DFAS: <http://www.dfas.mil/civilianemployees/travelpay/civrelo.html>

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: PCS, LAST NAME, FIRST NAME, MIDDLE INITIAL, SSN: ###-##-####, DOB: ## MTH ####

AIR FARE / PER DIEM:

HHG:

NON-TEMP STORAGE:

POV SHIPMENT:

MISCELLANEOUS EXPENSES:

RITA COST:

FICA COST:

FTA COST:

TQSA:

A line of account for Advance Pay will be processed separately on a SF1190 from CPAC.



All travel, including that for family members and transportation of household goods (HHG) will be accomplished as soon as possible but will not exceed 1 year from the effective date of the employee's transfer or appointment date. Transportation tickets are purchased using Centrally-Billed-Account (CBA). Passport is required.

Departure o/a ## Month ####.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs. Unaccompanied baggage authorized is limited to 350lbs net weight for employee. Temp Storage of HHG's NTE 90 days is authorized. Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to <http://www.move.mil/home.htm> or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle. Advance Pay up to six pay periods base pay authorized.

No rental car is authorized.

Shipment of Privately Owned Firearms into Germany is restrictive for civilians and must be IAW USAREUR REG. 190-6. A civilian must possess a German Weapons Registration Card (WBK) before they can request shipment of firearms to Germany. Firearms that are not registered with WBK are prohibited and individuals are subject to prosecution by German authorities.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used. The Foreign Transfer Allowance (FTA), Pre-departure Subsistence Expense Portion (DSSR, Section 242.3) authorized for quarters occupied temporarily (up to 10 days) before departure from current US post of assignment.

Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 90 days after first arrival at the new post.

If order conflicts with the JTR, the JTR prevails. NOTHING FOLLOWS. XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

FIRST DUTY STATION- PCS Incoming w/Family Members-DD Form 1614

Travel Orders 1st Duty Station w/Family Members

SECTION I - REQUEST FOR OFFICIAL TRAVEL			
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle Initial)	
4. NEW POSITION TITLE POSITION TITLE		6. GRADE (See Instructions for BLIS of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)	
8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION Command		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION Command	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) #####		9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) #####	
10. TRAVEL PURPOSE <input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input checked="" type="checkbox"/> OTHER First duty Station Travel		11. TRANSPORTATION MODE <input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL <input checked="" type="checkbox"/> POC <input checked="" type="checkbox"/> RAIL <input checked="" type="checkbox"/> AIR	
13a. ROUND TRIP TRAVEL FOR HOUSEHOLD GOODS (HHG) SHIPMENT HUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	
16. NUMBER OF DAYS (Including travel)		17. NET WEIGHT AUTHORIZED (18,000lbs)	
16. OTHER AUTHORIZED EXPENSES <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input checked="" type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		17. DEPENDENT TRAVEL <input checked="" type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	
19. DEPENDENT TRAVEL FROM (Home Address) City, State		19. DEPENDENT TRAVEL TO (New PDS) City, Germany	
19. DEPENDENTS a. NAME (Last, First, Middle Initial) Name, First MI Name, First MI Name, First MI Nothing follows!!!		c. DATE OF BIRTH (YYYYMMDD) spouse son son	
20. ESTIMATED COST a. PER DIEM b. TRAVEL c. OTHER d. TOTAL		21. TRANSPORTATION AGREEMENT SIGNED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION Please see reverse!			
23. APPROVING OFFICIAL a. TITLE		b. SIGNATURE	
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE		b. SIGNATURE	c. ORGANIZATION ADDRESS
25. TRAVEL AUTHORIZATION NUMBER #####		26. DATE ISSUED (YYYYMMDD)	

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FIRST DUTY STATION- PCS Incoming Unaccompanied-DD Form 1614

Travel Orders 1st Duty Station Unaccompanied

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (PCS) TRAVEL			
1. DATE (YYYYMMDD)		7. NAME (Last, First, Middle)	
4. NEW POSITION TITLE		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION	
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE	
16. OTHER AUTHORIZED EXPENSES		17. DEPENDENT TRAVEL	
19. DEPENDENTS		20. ESTIMATED COST	
22. ACCOUNTING CITATION		23. APPROVING OFFICIAL	
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		25. TRAVEL AUTHORIZATION NUMBER	
26. DATE ISSUED (YYYYMMDD)		21. TRANSPORTATION AGREEMENT SIGNED (X one)	

PLEASE NOTATE IF THIS IS FIRST DUTY STATION

PLEASE CHECK BOX 17

FOLLOW EXAMPLE IN BOX 19

B. PCS OUTGOING

Use these instructions for employees who are selected for vacancies where Permanent Change of Station (PCS) costs are authorized, and/or employee has found his/her own position, has return rights or placed through the Priority Placement Program (PPP). Employees who are selected for vacancies where PCS costs are authorized may be entitled to a PCS move.

How to complete:

Step 1: Gaining Organization contacts employee and sends an RFO (see Appendix A) to the CPAC.

Step 2: CPAC determines employee's eligibility to receive travel orders via travel order checklist and provides eligibility information (checklist) to organizational travel orders POC. Organization or employee generate Request for Orders.

Step 3: If this is a Priority Placement Program (PPP) placement, the Human Resources Specialist at your servicing Civilian Personnel Advisory Center (CPAC) will inform you. You will prepare Travel Orders to send the employee to the new duty station. TOSE and Miscellaneous Expense is an entitlement provided under PPP and fund cite is provided by the gaining organization.

Step 4: If the employee is exercising Return Rights, and has a transportation agreement you must prepare the orders sending the employee back to the previous organization. Verify the employee has completed the transportation obligation and the Return Rights have been coordinated with the employee's CONUS organization.

Step 5: If the employee has found a new position in CONUS on their own and the gaining organization authorizes PCS Travel, the gaining organization should prepare the Travel Orders (although they may request that you to prepare the Travel Orders as a courtesy). If the gaining organization is not authorizing PCS travel, check if the employee has Transportation Eligibility (see eligibility checklist). If the employee came to Europe on Travel Orders the employee is entitled to transportation back to their point of origin (i.e. where they were hired from, otherwise, add the new duty station as an alternate destination).

Step 6: Check Section D of the Request for Orders (RFO). If incomplete, add the new duty station information.

Step 7: Send the RFO to the Resource Management Office (RMO) for the fund cite.

Step 8: When you receive the fund cite(s) you can prepare the Travel Orders. (See below for examples of PCS orders for the Employee that has is traveling with family members and the other example is unaccompanied.)

Step 9: Keep a copy of the RFO, Travel Orders and Transportation Agreement for your file and provide a copy to the CPAC. CPAC will provide information to the LQA cell in order to terminate benefits in a timely manner. Ensure the RMO has all travel related documents.

Step 11: Make sure copies of the Travel Orders, Transportation Agreement, the RFO and a copy of the Fund Cite document are on file.

Example Documents: PCS Outgoing w/ Family Members
 PCS Outgoing Unaccompanied

References:

PCS Eligibility Table

Joint Travel Regulations (JTR), Chapter 5, Part B)

<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

PCS Outgoing w/Family Members-DD Form 1614

PCS Outgoing w/Family Members

SECTION I - REQUEST FOR OFFICIAL TRAVEL					
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)		3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE POSITION TITLE		5. GRADE OR RATING GS-XX		6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.) K	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE COMMAND DIVISION, EUROPE BR CITY, GERMANY APO AE ZIP			8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION COMMAND OFFICE FORT, GA		
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)					
10. TRAVEL PURPOSE <input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		11. TRANSPORTATION MODE <input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> PRIVATE <input type="checkbox"/> RENTAL <input type="checkbox"/> TAXI <input type="checkbox"/> OTHER \$ LAWJTR		12. PER DIEM FOR EMPLOYEE 12a. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 12b. PER DIEM FOR DEPENDENT(S) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		15a. HOUSEHOLD GOODS (HHG) SHIPMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL) b. NET WEIGHT AUTHORIZED 18,000lbs	
16. OTHER AUTHORIZED EXPENSES <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		17. UNEXPIRED LEASE <input checked="" type="checkbox"/> RELOCATION INCOME TAX <input checked="" type="checkbox"/> POV SHIPMENT <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$		17. DEPENDENT TRAVEL <input checked="" type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address) CITY, GERMANY			18b. TO (New PDS) FORT, GA		
19. DEPENDENTS a. NAME (Last, First, Middle Initial) c. DATE OF BIRTH (YYYYMMDD)					
LASTNAME, FIRST MI		SPOUSE		19800101	
LAST, FIRST MI		SON		20000101	
LAST, FIRST MI		DAUGHTER		20120101	
LAST, FIRST MI		DAUGHTER		20140101	
20. ESTIMATED COST a. PER DIEM \$		b. TRAVEL \$		c. OTHER \$	
				d. TOTAL \$ 0.00	
				21. TRANSPORTATION AGREEMENT SIGNED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL					
22. ACCOUNTING CITATION PLEASE SEE REVERSE					
23. APPROVING OFFICIAL a. TITLE			b. SIGNATURE		
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE		b. SIGNATURE		c. ORGANIZATION ADDRESS	
25. TRAVEL AUTHORIZATION NUMBER #####				26. DATE ISSUED (YYYYMMDD)	

DD FORM 1614, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

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PCS Outgoing w/Family Members

AUTHORITY: 5 U.S.C. §§57, 5702; and E.O. 12958 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas-civrel-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441
For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3
Website for DFAS: <http://www.dfas.mil/civilianemployees/travelnav/civrel.html>

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: PCS: LASTNAME, FIRST MI, SSN: ###-##-#### DOB: ## MTH ####

All travel, including that for family members and transportation of household goods (HHG) will be accomplished as soon as possible but will not exceed 1 year from the effective date of the employee's transfer or appointment date.

Transportation tickets are purchased using Centrally-Billed-Account (CBA).

Gaining Organization may provide Fund Citation for TQSE and Miscellaneous Expenses.

Departure o/a ## Month ####.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs.

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12. Temp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to <http://www.move.mil/home.htm> or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

No rental car is authorized.

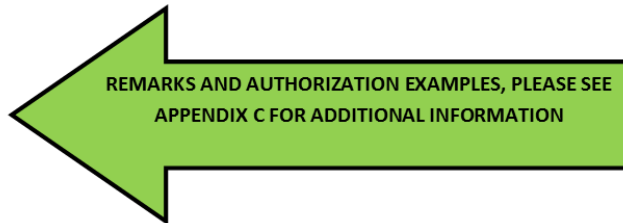
Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used.

Outgoing Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 30 days before departure of current overseas post.

If order conflicts with the JTR, the JTR prevails.

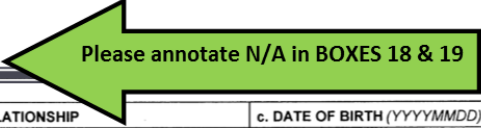
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DD FORM 1614 (BACK), MAY 2003

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PCS Outgoing Unaccompanied-DD Form 1614

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL			
(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)			
SECTION I - OFFICIAL TRAVEL			
1. DUTY STATION (YYYYMMDD)		2. NEW POSITION TITLE	
3. DUTY STATION (YYYYMMDD)		4. NEW POSITION TITLE	
5. GRADE OR RATING		6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) REPORTING DATE			
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE	
<input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input checked="" type="checkbox"/> GOVERNMENT <input type="checkbox"/> POC <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> RAIL <input checked="" type="checkbox"/> AIR MILEAGE RATE: \$ _____	
12a. PER DIEM FOR EMPLOYEE		12b. PER DIEM FOR DEPENDENT(S)	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	
15a. HOUSEHOLD GOODS (HHG) SHIPMENT		15b. NET WEIGHT AUTHORIZED	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL)		18,000 LBS	
16. OTHER AUTHORIZED EXPENSES		17. DEPENDENT TRAVEL	
<input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input checked="" type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input checked="" type="checkbox"/> POV SHIPMENT <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____	
18a. DEPENDENT TRAVEL FROM (Home Address)		18b. TO (New PDS)	
N/A		N/A	
			
19. DEPENDENTS			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)
20. ESTIMATED COST			
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
\$ _____	\$ _____	\$ _____	\$ _____
21. TRANSPORTATION AGREEMENT SIGNED (X one)			required
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			DATE SIGNED (YYYYMMDD)
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION			
SEE BLOCK #28			
23. APPROVING OFFICIAL		b. SIGNATURE	
a. TITLE NAME			
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE	c. ORGANIZATION ADDRESS
a. TITLE			
25. TRAVEL AUTHORIZATION NUMBER		26. DATE ISSUED (YYYYMMDD)	

PCS Outgoing Unaccompanied

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas-civrel-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441
For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3
Website for DFAS: <http://www.dfas.mil/civilianemployees/travelnav/civrelv.html>

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: PCS: LASTNAME, FIRST MI, SSN: ###-##-#### DOB: ## MTH ####

All travel, including that for family members and transportation of household goods (HHG) will be accomplished as soon as possible but will not exceed 1 year from the effective date of the employee's transfer or appointment date.

Transportation tickets are purchased using Centrally-Billed-Account (CBA).

Gaining Organization may provide Fund Citation for TQSE and Miscellaneous Expenses.

Departure o/a ## Month #####

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs.

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12. Temp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to <http://www.move.mil/home.htm> or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

No rental car is authorized.

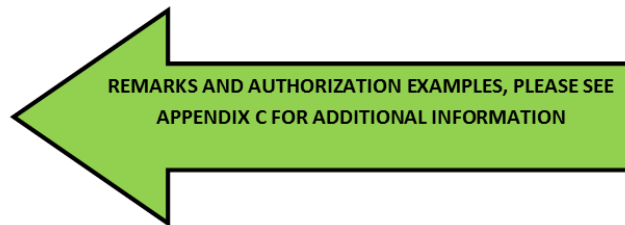
Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used.

Outgoing Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 30 days before departure of current overseas post.

If order conflicts with the JTR, the JTR prevails.

NOTHING FOLLOWSXXXXXXXXXXXXXXXXXXXX



DD FORM 1614 (BACK), MAY 2003

Reset

SECTION II: OTHER TRAVEL

As mentioned in the Defense Travel System (DTS) section, most travel orders can be generated in DTS, including the types of travel situations included in this section. The intention is to provide general information and guidance for the most common types of travel in the European Theater. It is not meant to be all inclusive of every type of travel situation that may warrant the issuance of travel orders. The Joint Travel Regulations should be consulted for supplementary types of travel information and guidance.

A. Renewal Agreement Travel (RAT)

Definition: An employee and eligible accompanying dependents may receive travel and transportation allowances for returning home between OCONUS tours of duty.

When orders are applicable: Eligible employees and dependents are authorized transportation (including to/from common carrier terminals) to the employee's actual residence at the time of the assignment to the OCONUS PDS. RAT provides one round trip to CONUS for eligible employees and their dependents. To be eligible for these allowances prior to departure from the OCONUS PDS, an employee must:

- ✓ Possess an initial Transportation Agreement and have satisfactorily completed the prescribed tour of duty.
- ✓ Have entered into a new written agreement for another tour of duty at the OCONUS PDS (i.e. been extended for 24 months).
- ✓ Have a DEROS of at least one year after date of projected return from RAT.

How to complete: The agreement covers cost incident to travel to the employee's actual residence or alternate location and return.

Step 1: Receipt of RFO for RAT from employee. Send employee RFO to the CPAC. CPAC will determine employee's eligibility to receive travel orders and the RAT window. See NOTE below

Step 2: CPAC will verify the following:

- a. Transportation Eligibility. Check RFO documentation to ensure RAT request returns employee to Home of Record (HOR).
- b. Employee has received a new 24 months tour extension.
- c. Determine date if any, employee previously took RAT.

Step 3: Make sure that the RFO has the Actual Place of Hire as that is where we owe the employee Travel Orders to, however the employee can request one alternate destination, but are responsible for any additional costs.

Step 4: Complete the Transportation Agreement (TA) and Statement of Understanding (see Appendix B, RAT SOU sample/example) and send to the employee to sign and return. (Employee must return TA to you prior to issuance of travel orders to the employee).

Step 5: Upon receipt of the fund cite, prepare the Travel Orders. Complete the Orders as per the example attached. (One of the examples is for an Employee traveling with family; the other example is unaccompanied).

Step 7: Verify all information on the RFO is correct, then sign.

Step 8: Send travel orders to the employee and a copy to the CPAC. Make sure that you have the signed TA back first.

Note: Renewal Agreement Travel Noncumulative: RAT entitlement is for use between consecutive periods of continuous overseas employment and may be performed between the date of completion of one agreement and before serving another tour of duty pursuant to a written agreement. Entitlement to renewal agreement travel is not cumulative from one period of service to another if not used. RAT must be performed during the window of eligibility as indicated below:

a. Initial tour (normally 36 mo.): Initial tour has an 18-month window to perform RAT. The window is 6 months prior to initial tour completion and not later than 12 months before completion of tour provided the employee has agreed to a renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.

b. Renewal tour (normally 24 mo.): Renewal tour has a 14-month window to perform RAT. The window is 2 months prior to completion of the renewal tour and not later than 12 months before completion of tour provided the employee has agreed to another renewal agreement tour (normally 24 mo.). In no instance will RAT be authorized if you have less than 12 months remaining on a tour.

Warnings: *Statement of Understanding must be completed for all employees who are taking RAT travel.*

For Additional Information Regarding RAT, Please Visit:

https://wu.acpol.army.mil/eur/overseas/employee_handbook/guide_conus/rat.htm

Example Documents: RAT Travel Orders w/ Family Members
 RAT Travel Orders Unaccompanied
 RAT initial Window 36 Month Example
 RAT Statement of Understanding

References: JTR, Chapter 5, Part B, Section 11, Subsection c
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

DD Form 1614 RAT Travel Orders w/Family Members

Renewal Agreement Travel (RAT)
 w/Family Members

REQUEST AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TOS) TRAVEL			
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle) LAST, FIRST, MIDDLE	
4. NEW POSITION TITLE		3. SOCIAL SECURITY NUMBER	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE COMMAND DIVISION CITY, COUNTRY APO AE 09140		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION ACTUAL RESIDENCE AT TIME OF HIRE: *ALT DEST.: AND RETURN	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)			
10. TRAVEL PURPOSE <input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input checked="" type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		11. TRANSPORTATION MODE MILEAGE RATE: \$ IAW JTR <input checked="" type="checkbox"/> AIR 17a. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		14a. TEMPORARY QUARTERS SUBSISTENCE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO HOUSEHOLD GOODS (HHG) SHIPMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (Including travel)		b. NUMBER OF DAYS AUTHORIZED	
16. OTHER AUTHORIZED EXPENSES <input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		17. DEPENDENT TRAVEL <input checked="" type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address) HOME ADDRESS		b. TO (New PDS) ACTUAL RESIDENCE: *ALT DEST.: AND RETURN	
19. DEPENDENTS a. NAME (Last, First, Middle Initial) LAST, FIRST, MI LAST, FIRST, MI ///NOTHING FOLLOWS///			
20. ESTIMATED COST a. PER DIEM \$ b. TRAVEL \$ c. OTHER \$ d. TOTAL \$ 0.00		21. TRANSPORTATION AGREEMENT SIGNED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD) 20160205	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION Airfare: Per diem: Unacc. Baggage: CIC:			
23. APPROVING OFFICIAL a. TITLE		b. SIGNATURE	
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE		b. SIGNATURE	c. ORGANIZATION ADDRESS
25. TRAVEL AUTHORIZATION NUMBER		26. DATE ISSUED (YYYYMMDD)	

PLEASE NOTE

PLEASE, CHECK RENEWAL AGREEMENT

PLEASE, FILL BOX 12 A (YES) & B (NO)

CHECK APPLICABLE BOX

COMPLETE BOXES 18 A & B AND 19 A, B & C

DD FORM 1614, MAY 2003

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DD Form 1614 RAT Travel Orders Unaccompanied

Renewal Agreement Travel (RAT)
 Unaccompanied

REQUEST AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TOS) TRAVEL			
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle Initial)	
4. NEW POSITION TITLE		3. SOCIAL SECURITY NUMBER	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE USAG DIRECTORATE DIVISION CITY, GERMANY, APO AE ZIP		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION ACTUAL RESIDENCE AT TIME OF HIRE *ALT.DEST.: AND RETURN	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)			
10. TRAVEL PURPOSE <input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input checked="" type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		11. TRANSPORTATION MODE MILEAGE RATE: <input checked="" type="checkbox"/> AIR \$ IAW JTR	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		12a. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
14a. TEMPORARY QUARTERS SUBSISTENCE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		14b. HOUSEHOLD GOODS (HHG) SHIPMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)	
16. OTHER AUTHORIZED EXPENSES <input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input checked="" type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address) N/A		18b. TO (New PDS)	
19. DEPENDENTS a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH (YYYYMMDD) N/A			
20. ESTIMATED COST a. PER DIEM b. TRAVEL c. OTHER d. TOTAL \$ \$ \$ \$ 0.00		21. TRANSPORTATION AGREEMENT SIGNED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD) 20151016	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION			
23. APPROVING OFFICIAL a. TITLE		b. SIGNATURE	
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE		b. SIGNATURE	c. ORGANIZATION ADDRESS
25. TRAVEL AUTHORIZATION NUMBER		26. DATE ISSUED (YYYYMMDD)	

PLEASE NOTE

PLEASE, CHECK RENEWAL AGREEMENT

PLEASE, FILL BOX 12 A (YES) & B (NO)

CHECK APPLICABLE BOX

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RAT Initial Window 36 Month Example

HEIDELBERG CPAC RAT TRAVEL WINDOW - SAMPLE

Name Employee: **ENTER NAME** **HOR: San Antonio, TX**
first duty day in overseas **5-Feb-12** **(initial 36 month tour**

Remark: precondition, employee is eligible and everything is normal.
 Check, if travel and return dates were so far within the regular window.

INITIAL TOUR & TOUR EXTENSIONS WINDOW BEGIN END Travel Ret

36 month	5-Feb-12	4-Feb-15
24 month	4-Feb-15	3-Feb-17
24 month	3-Feb-17	3-Feb-19
24 month	3-Feb-19	3-Feb-21
24 month	3-Feb-21	3-Feb-23
24 month	3-Feb-23	3-Feb-25
24 month	3-Feb-25	3-Feb-27
24 month	3-Feb-27	3-Feb-29
24 month	3-Feb-29	3-Feb-31

Window Trip # 1	5-Aug-14	4-Feb-16
Window Trip # 2	4-Dec-16	3-Feb-18
Window Trip # 3	5-Dec-18	4-Feb-20
Window Trip # 4	5-Dec-20	3-Feb-22
Window Trip # 5	5-Dec-22	4-Feb-24
Window Trip # 6	5-Dec-24	3-Feb-26
Window Trip # 7	5-Dec-26	4-Feb-28
Window Trip # 8	5-Dec-28	3-Feb-30

RAT Statement of Understanding Example

STATEMENT OF UNDERSTANDING

I understand that this travel order is issued to provide Government-paid transportation to CONUS for myself and dependents under renewal agreement travel. I understand that if I myself do not travel, I will be indebted for the costs that are occurred for my dependents travel. I will provide a copy of my airline ticket within one month after traveling to the Heidelberg Civilian Personnel Advisory Center for proof.

REGULATION

JTR C5518 TRAVEL IN FAMILY UNITS NOT REQUIRED. “An employee may travel alone or with a dependent(s). A dependent may travel unaccompanied, but cannot perform round trip travel under renewal travel agreement authority if the employee does not, at some point, perform authorized RAT. An unaccompanied dependent must not be allowed delayed use of renewal agreement authority (i.e., start RAT) beyond 6 months after the date the employee begins travel, except for teachers IAW par. C5542.”

Signature

Date

B. Early Return of Dependents

An organization may authorize a dependent(s) early return to the United States from a foreign OCONUS PDS to the employee's actual residence or an alternate location before the tour completion. If dependents travel before the employee is eligible for return travel and for reasons not in the Government's best interest, the dependents' travel and transportation expenses are the employee's financial responsibility subject to reimbursement once the OCONUS tour is completed.

Orders are applicable for Early Return of dependents and may be authorized for the following reasons:

1. When a minimum service period is completed or
2. The OCONUS Command determines that it is in the Government's best interest for compelling personal reasons (Memorandum authorization is required).

Examples: physical/mental health, immediate family member death, authority imposed obligations, and other similar circumstances when the employee has no control.

Important Eligibility Information: Check that the employee has Transportation Eligibility and that the dependents were on the original orders or have authorization for Travel at Government expense. If you can verify that the dependents came to Europe on Travel Orders and meet the eligibility requirements then they can return to CONUS early. Ensure that the RFO has the Actual Place of Hire as that is where the dependents are authorized Travel Orders to. The employee may request an alternate destination for the dependents, but will be responsible for any additional costs.

Example Documents: Early Return of Dependents

Reference: JTR, Chapter 5, Part B3c.

DD Form 1614 Early Return of Dependents

Early Return of Dependents

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL			
4. NEW POSITION TITLE		5. GRADE OR RATING	6. RETIREMENT CODE <small>(Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)</small>
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION	
EMPLOYEE'S ORGANIZATION		HOME OF RECORD ADDRESS	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) EARLY RTN OF DEP			
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE	12. PER DIEM FOR EMPLOYEE
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input checked="" type="checkbox"/> OTHER		<input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ 1AWJTR <input checked="" type="checkbox"/> POC <input checked="" type="checkbox"/> RAIL <input checked="" type="checkbox"/> AIR	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
13a. ROUND TRIP TRAVEL FOR HUNTING		14. HOUSEHOLD GOODS (HHG) SHIPMENT	15a. HOUSEHOLD GOODS (HHG) SHIPMENT
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL) b. NET WEIGHT AUTHORIZED 18,000LBS
16. OTHER AUTHORIZED EXPENSES		17. DEPENDENT TRAVEL	18. DEPENDENT TRAVEL FROM (Home Address)
<input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$	<input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input checked="" type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
19. DEPENDENTS		21. TRANSPORTATION AGREEMENT SIGNED (X one)	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)
20. ESTIMATED COST		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
a. PER DIEM		b. TRAVEL	c. OTHER
d. TOTAL			
\$ 0.00			
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION			
SEE BLOCK #28			
23. APPROVING OFFICIAL		b. SIGNATURE	
a. TITLE			
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE	c. ORGANIZATION ADDRESS
a. TITLE			
25. TRAVEL AUTHORIZATION NUMBER		26. DATE ISSUED (YYYYMMDD)	

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Early Return of Dependents

PRIVACY AND STATEMENT
(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. 555701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail: DRO-216-367-3422@dfas.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0.

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations.//
- (2) Dependent(s) will depart *** o/a *** to ***.//
- (3) HHG Shipment pick up from *** to ***.//
- (4) A maximum weight of 70Lbs for each piece of luggage is authorized on U.S. flag couriers. Employee must contact the CTO office or the Airline company to know the specific luggage weight authorized for the flight. Any additional cost due to an overweight of the baggage will be paid by the employee
- (5) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (6) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (7) 90 days temporary storage of HHG authorized.//
- (8) If travel commences or concludes 7 (seven) calendar days before or beyond the dates on the orders, the employee is required to contact the Civilian Personnel Advisory Center (CPAC) to amend the order.//
- (9) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee.//
Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (10) Advance pay not authorized.//
- (11) Government Credit Card usage is NOT authorized.//
- (12) Rental cars NOT authorized.//
- (13) Employee will submit SF-1190 to change family status on overseas allowances for LQA and Post Allowance.//
- (14) Purchase of Transportation Tickets is from a Central Billing Account (CBA), fund cite provided.//
- (15) Written notification by the employee to the CPAC is required if these travel orders are not being used.//

///NOTHING ELSE FOLLOWS///

REMARKS AND AUTHORIZATION EXAMPLES. PLEASE,
SEE APPENDIX C FOR ADDITIONAL INFORMATION.

DD FORM 1614 (DACH), MAY 2000

C. Dependent Student Travel

Definition: This allowance is paid as a reimbursable allowance for one round trip ticket per year between the United States and the overseas post of duty for the dependent child of a DoD employee, when the dependent child receives either secondary school (e.g., high school) education, post-secondary vocational or technical education, or undergraduate college education in the United States. Employees who are eligible for a Living Quarters Allowance (LQA) are eligible for the student educational travel allowance. This is a taxable allowance. Further information on the education travel allowance is found in Section 280 of the DSSR.

Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are in DoDI 1400.25 Volume 1250 "Overseas Allowances and Differentials".

DoDI 1400.25 Volume 1250.4.b authorizes educational travel, prescribed in DSSR Section 280, for a dependent student of a DoD civilian employee assigned in a foreign area for travel to and from a school offering a full time course of secondary (in lieu of an education allowance), or post-secondary education.

Types of Student Travel:

- ✓ Student of a Military U.S. School
- ✓ Student of Civilian U.S. School
- ✓ Student Spec DoDEA Evaluation
- ✓ Student DoDEA Academy C & C

****Note:** *Student of Military, U.S. School and Student of Civilian, U.S. School are used by dependents of military and civilian members who are stationed OCONUS, when they are traveling to or from a school in the continental United States.*

Student, Special DoDEA Evaluation is used by students of Department of Defense Educational Activity schools who are traveling to obtain a medical examination.

Student, DoDEA Academic C & C is used by students of DoDEA schools who are traveling for academic competitions or events.

In accordance with the DSSR employees who meet the following criteria are eligible for student travel:

1. The sponsor must be eligible and/or receiving LQA and
2. The student must be a legal dependent under 23 years of age and

3. The sponsor must provide documented proof of student's full time enrollment in a qualifying educational program.

Under Student Travel the Government will pay for ONE ROUND TRIP in a 12 Month period for eligible students.

The date of the first trip (or leg) of the first educational travel marks the ANNIVERSARY DATE for purposes of determining the 12 months period, during which only one round trip can be taken.

ANNIVERSARY DATE once established does not change. (See DSSR for guidance on establishing the Anniversary Date). Subsequent round trips cannot begin until the anniversary date, except as per DSSR 283.1 which states: a 30-day period prior to the anniversary date may be allowed on an individual case-by-case basis to be reimbursed when the child actually becomes eligible.

Prior to creating Student Travel Order in DTS (for U.S. Civilian dependents ONLY), you must:

1. When employee requests student travel the organization will send all required documentation/information to the CPAC. The CPAC will determine the student's eligibility to receive travel orders via the checklist.

2. Eligibility determination returned to organization. Organization/employee create travel order in DTS. There are two types of student travel in DTS (Student DODEA Student Activity Travel and Dependent Student Travel). Select the correct student type.

The Joint Travel Regulations Chapter 7, Part C, Section 1 (7150-7155) define them as the following:

- i. DODEA STUDENT ACTIVITY TRAVEL (i.e. Student DODEA Activity Travel)*

The DODEA statutory charter (20 USC §§921-932), authorizes travel for a DODEA student to academic competitions and co-curricular activities.

The Director, DODEA, or designee determines appropriate activities.

The responsible DODEA activity determines the most appropriate method and DODEA appropriations to authorize transportation for a student in support of co-curricular activities. Per Diem Not Authorized. Payment of per diem, reimbursement for meals and/or lodging for a student, or incidental expenses associated with TDY must not be authorized (Joint Travel Regulations, Chapter 7, Part C, Section 1).

ii. DEPENDENT STUDENT TRAVEL

A member permanently stationed OCONUS, who is authorized to have a dependent reside at/in the PDS vicinity or the home port of an OCONUS ship, and whose minor dependent attends a:

a. Dormitory school operated by the DoD or selected for the student by the cognizant DoDEA Regional Director, or

b. School in the U.S. to obtain a formal education that is accredited by a State, regional or nationally recognized accrediting agency/association recognized by SECDEF, is authorized transportation of the minor dependent between such school and the place of residence.

3. Attach the letter of acceptance (for new students) or verification of enrollment from an accredited university or college, including 2-year junior or community college, which offers academic courses leading to a degree (See student enrollment sample below). If the verification of enrollment is not received prior to the travel you may provide the sponsor with a statement of understanding informing the sponsor that if documentation is not received within 60 days, the dependents travel orders will be cancelled and the sponsor will be indebted for the costs (see sample SOU below)

Example Documents: Statement of Understanding Sample letter
 Student Enrollment Sample Letter
 Authorization for Education Travel
 Educational Travel Eligibility Worksheet

References: DoDI 1400.25 Volume 1250 and 1250.4.b DSSR Section 280

Statement of Understanding Sample Letter



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G1
CIVILIAN HUMAN RESOURCES AGENCY
HEIDELBERG HUMAN RESOURCES OFFICE
UNIT 29351, BOX 180
APO AE 09014-0180

PECP-EUR-I

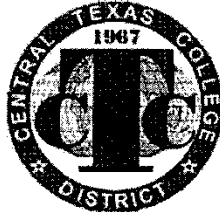
STATEMENT OF UNDERSTANDING

I understand that this travel order is issued to provide Government-paid transportation to CONUS/OCONUS for my dependent son/daughter for the purpose of attending college/university. I understand that documentation from the school is required to verify dependent's student status. If documentation from the school is not presented to the Heidelberg Civilian Personnel Office within two months of my dependent's travel, these orders will be cancelled and I will be indebted for the cost of such money.

Date

Signature

Student Enrollment Sample Letter



Central Texas College
Office of the Registrar
PO Box 1800
Killeen, Texas 76540-1800

REFERENCE:

To Whom It May Concern:

This letter is to verify that _____ is enrolled at Central Texas College for the Spring 2012 semester. Mr. _____ is a full time student and is expected to graduate in 2014.

If you have any questions, please contact me directly at 254-526-_____ or the Systems Registrar at ext. _____.

Sincerely,

Systems Registrar's Office
_____@ctcd.edu
Telephone: 254-526-_____
Fax: 254-526-_____

Authorization for Education Travel



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-1
CIVILIAN HUMAN RESOURCES AGENCY
EUROPE REGION, BENELUX CPAC
UNIT 21419
APO AE 09708

PECH-EUR-F

LOCP#

Date

MEMORANDUM FOR TRANSPORTATION OFFICE

SUBJECT: Authorization for Education Travel

1. The traveler listed below is authorized to proceed from the place indicated to destination in accordance with DSSR 280.

STUDENT NAME:	DESTINATION:	NAME OF SPONSOR:
DOB:		SSN:
PP#		GRADE:
FROM:	TRAVEL DATE:	DUTY LOCATION:

FUND CITATION:

Purchase of transportation tickets in from (CBA/IBA).

This order **begins/completes** the annual round trip for student travel pertaining to the above student.

ANNIVERSARY DATE:

If the student is not officially enrolled in the school, or leaves school before the expiration of the term, the sponsor will notify the CPAC of the circumstances so that orders can be cancelled. Sponsors may be liable for repayment of travel costs in these situations.

REMARKS:

- (1) Authorized unaccompanied baggage shipment of 350 lbs. net weight. Transportation must be made by the least costly mode that meets the student's needs.
- (2) Student family member may store up to 350 lbs. net weight of unaccompanied baggage commercially within the school's vicinity, **INSTEAD** of transporting the items back to the sponsor's duty location. The employee is financially responsible for any overweight unaccompanied baggage storage costs during educational travel.
- (3) Travel and transportation must be via US flag carriers.
- (4) Free checkable baggage is determined by individual carriers.
- (5) Household good shipment not authorized.

FOR THE APPOINTING OFFICER:

DISTRIBUTION: Original to Master File and copy to Employee, Funding Organization and Sponsor's OPF

Educational Travel Eligibility Worksheet

Educational Travel Eligibility Worksheet

Employee Name: _____ SSN: _____
Organization/duty location: _____
Does employee meet the DSSR 031.1 eligibility? YES: _____ NO: _____
Verification of Dependency Yes ___ No _____

Student Name: _____ Anniversary Date¹: _____

Employee's DEROS: _____
Student's Graduation: _____
Student's 23rd Birth Date: _____

Name & Location of College/university attending (undergraduate): _____

Student Travel Record

<u>Round</u>	<u>Date travel 1²</u>	<u>Date travel 2³</u>
<u>Trip</u>		
1.	_____ (S/letter)_____	_____ (S/letter)_____
2.	_____ (S/letter)_____	_____ (S/letter)_____
3.	_____ (S/letter)_____	_____ (S/letter)_____
4.	_____ (S/letter)_____	_____ (S/letter)_____
5.	_____ (S/letter)_____	_____ (S/letter)_____
6.	_____ (S/letter)_____	_____ (S/letter)_____
7.	_____ (S/letter)_____	_____ (S/letter)_____
8.	_____ (S/letter)_____	_____ (S/letter)_____

Education Travel entitlements expired due to:
1. Reaching 23rd birthday _____ 2. Graduation _____ 3. Employee's DEROS _____

Specialist name, signature and date

¹ The Anniversary Date is the date established when the child first uses Educational Travel. Once the Anniversary Date is established, all future travel begins on or after this date.

² Only one round trip travel per year is authorized. Trips are not accumulative.

³ The student may use the return portion of the Educational Travel at anytime during the year PRIOR TO the next eligibility date and must still be a bona fide student.

D. Emergency Travel and Transportation Due to Illness, Injury or Personal Emergency

Emergency Visitation Travel (EVT) is to allow an eligible employee (and accompanying family members) assigned at a foreign PDS to travel at Government expense to the CONUS, non-foreign OCONUS area, or another location in certain family emergencies. EVT is not a discretionary allowance, except that the Approving Official (AO) must confirm the need for EVT. Ordinarily, only one family member is authorized travel at Government expense. In exceptional circumstances, the AO may authorize/approve the travel of additional family members. EVT is not permitted for travel wholly within the foreign area of assignment. An employee away from the PDS, on leave, or TDY in a CONUS/non-foreign OCONUS location, is not eligible for EVT. EVT allowances for an employee on leave in a foreign area, or an eligible family member in a foreign area away from the employee's PDS, are limited to the cost of EVT allowances from the PDS. Air transportation costs only (no per diem, excess baggage/ unaccompanied baggage charge or ground transportation between the PDS/home/destination and airport) are authorized if space-required Government air transportation is not reasonably available. For additional information on allowable transportation expenses, air accommodations, definitions, and eligibility, see; JTR, Chapter 7, Part M.

There are two options that civilian employees may explore when they have a family emergency that requires them to travel to the United States or other locations. The two most common are Emergency Visitation Travel (EVT) and Emergency Travel (ET). The CPAC will determine the employee's eligibility to receive travel orders via the travel eligibility checklist for both EVT and ET. The criteria for both are outlined below.

EMERGENCY VISITATION TRAVEL (EVT)

The employee must have a transportation agreement in effect to be eligible for EVT. EVT is authorized in circumstances involving:

- ✓ A serious illness or injury of an immediate family member
- ✓ Death of an immediate family member
- ✓ Special family circumstances.

Certification of a Transportation Agreement (DD 1617) is a requirement

When orders are applicable: EVT allows an eligible employee and/or a family members of the employee to travel at Gov't expense to CONUS, non-foreign OCONUS area, or another location in certain family emergency situations. An "eligible employee" is an employee who is a U.S. citizen assigned at a PDS in a foreign area,

who has a service agreement that provides for return travel to the employee's actual residence and any eligible Family Member if the Family Member is part of the employee's household at the OCONUS PDS (see JTR, Chapter 7, Section 3 for a complete list).

When orders are not applicable:

1. EVT is not permitted for travel within the foreign area assignment; or
2. An employee is away from the foreign OCONUS PDS:
 - i. On leave in a CONUS/non-foreign OCONUS location, or
 - ii. TDY in a CONUS/non-foreign OCONUS location is not eligible for EVT.

EVT is authorized in the following circumstances:

1. Medical - A member of the employee's or the employee's spouse's or domestic partner's immediate family is seriously ill or injured and faces imminent death
2. Death - A member of the employee's or the employee's spouse's or domestic partner's immediate family has died or the eligible family member must accompany the remains of the employee or of an eligible family member resident at the employee's PDS in a foreign area who dies in a foreign area to the place of interment.
3. Incapacitated Parent - A parent of the employee or the employee's spouse or domestic partner becomes incapacitated and travel is necessary to arrange for the parent's medical treatment or otherwise help assess the parent's need for a new living situation or other form of care.
4. Unusual Personal Hardship - An employee or employee's spouse or domestic partner requires emergency family visitation in certain exceptional circumstances involving unusual personal hardship other than those listed in the JTR (see JTR Chapter 7 Part A, pars. 7020-B5a, 7020-B5b, 7020-B5c. Also see par. 7020-S).

Ordinarily, only one family member may travel at Government expense on EVT, however, there are exceptions (see JTR Chapter 37, Part A, Section 7020 E (2)).

Warning: Issuing Activities must verify that an emergency exists before authorizing emergency travel. Officials with authority to issue an emergency travel authorization may use any suitable verification they consider valid. Verification

may be from the Red Cross, an attending physician, or other source acceptable to the travel-authorizing official. Travel need not be delayed pending receipt of a Red Cross message.

EMERGENCY VISITATION TRAVEL at a GLANCE (EVT eligibility TABLE JTR Chapter 7, PART A, Sec 3 (EVT Table))

<p><u>Medical</u> (Serious Illness or injury) See pars. 7020- B5a& 7020-O</p>	<p>Employee, or Eligible Spouse</p>	<p>To visit immediate family member seriously ill or injured, near death</p>	<p>Authorized by Ch 7, Part A3</p>	<p>Provide required medical contact information. Submission of repayment acknowledgement if traveling in advance of authorization.</p>	<p>Employees and their spouses are limited to one round trip for each serious illness or injury of each immediate family member.</p>
<p><u>Immediate Family Member Death</u> See pars. 7020- B5b & 7020-P</p>	<p>Employee or Eligible Spouse</p>	<p>Attend interment of immediate family member (includes siblings).</p>	<p>Authorized by Ch 7, Part A3</p>	<p>Identify deceased family member not more than 30 calendar days after travel completion. Submission of repayment acknowledgement.</p>	<p>One round trip may be taken in case of death of any immediate family member. Travel must begin as soon as possible following death notification.</p>
<p><u>Employee/Family Member Death</u> Employee/family member dies outside CONUS/non- foreign OCONUS area. See pars. 7020-B5b & 7020-P.</p>	<p>Employee; and Eligible family member(s)</p>	<p>Attend interment of employee or eligible family member who dies outside CONUS or non-foreign OCONUS area.</p>	<p>AO must authorize/ approve number of travelers</p>	<p>Request AO approval Submission of repayment acknowledgement.</p>	<p>One round trip to the place of interment is allowable for eligible family members resident at the employee's PDS.</p>
<p><u>Incapacitated Parent</u> See pars. 7020- B5c & 7020-R</p>	<p>Employee or Eligible Spouse</p>	<p>Assist parent suffering recent health breakdown that threatens continued independent living.</p>	<p>Authorized by Ch 7, Part A3</p>	<p>Submission of self-certification acceptable to the AO¹. Submission of repayment acknowledgement if appropriate.</p>	<p>NTE two round trips over the lifetime of each eligible individual (the employee and the employee's spouse).</p>
<p><u>Unusual Personal Hardship</u> See pars. 7020- B5d & 7020-S.</p>	<p>Employee or Eligible Spouse</p>	<p>Exceptional circumstances warrant travel otherwise precluded by EVT limitations.</p>	<p>Authorized by the individual delegated authority for that purpose under criteria established by the DoD Component concerned.</p>	<p>Submission of any available documentation related to request. Submission of repayment acknowledgement.</p>	<p>Decided on a case by case basis.</p>

EMERGENCY TRAVEL

Definition: Eligible employees and their dependents are authorized either category 1 space-available or space-required round-trip transportation between overseas and CONUS aerial ports and between overseas aerial ports. Transportation within CONUS is not authorized. Passengers are not authorized travel on AMC aircraft from the manifested destination of the aircraft to their final destination. Transportation is authorized only on DOD-owned or -controlled aircraft. Employees will not be reimbursed for any space-available fee or the cost of space-required transportation.

Eligibility:

- ✓ U.S. citizen civilian appropriated fund (AF) employees of the DOD and their dependents who are stationed overseas.
- ✓ U.S. citizen civilian non-appropriated fund (NAF) employees recruited from CONUS, Alaska, or Hawaii for overseas and their dependents.

AF and NAF employees must have:

- i. bona fide emergency in CONUS is authorized transportation from Europe to CONUS and return. All transportation within CONUS will be at the employee's expense.*
- ii. bona fide emergency in another overseas area may be authorized transportation from Europe to CONUS and from CONUS to the overseas area and return. Employees must present a Red Cross Case Number and/or supervisor's verification before orders can be issued.*

1. Transportation - The emergency transportation entitlement is for transoceanic travel on DOD-owned or -operated aircraft. Employees may request free space-available transportation or elect space-required travel by reimbursing the Government for the cost of travel for themselves or their dependents.

- i.** Travelers will report to the Army liaison counter or passenger liaison office at the military air terminal.
- ii.** If space-required, reimbursable travel is elected, liaison personnel will direct the traveler to the appropriate Air Force personnel for payment according to the applicable Air Mobility Command (AMC) tariff.

2. Funds - Travelers should have enough funds to pay the entire round-trip cost of travel by regular commercial means in case space is not available on an AMC flight.

3. Documentation- Travelers must have a valid passport, copies of their emergency travel authorization, and an immunization record if immunizations are required for entry into the country of their destination or duty station. For non- U.S.-citizen dependents, valid U.S. entry visas or permits may be required.

4. Billeting- Transient billets may not be available at the points of departure or arrival. Travelers should have enough money to pay for civilian accommodations.

5. Flight Information - Travelers should contact the AMC to determine availability and location of flights, baggage limitations, and sign-up and reporting requirements. The AMC website includes a list of terminals and telephone numbers and a Space Available Travel Request form. The website is at: <http://www.amc.af.mil/amctravel/>

For travel from Europe to the continental United States (CONUS), report to Ramstein Airbase (AB), Germany. Reservations are not accepted for space-available travel. Assignment of seats is on a first-in, first-out basis.

6. Contact with Employing Activity - After they arrive at the emergency destination, employees should contact their supervisor to provide their anticipated date of return. This contact is particularly important if a delay is encountered that will prevent return on the originally scheduled date.

Information that is needed in order to prepare/complete the Emergency Travel Orders:

Step-by-Step Instructions

Step 1: Employee contacts organization in reference to the Emergency Travel Orders.

Step 2: Organization checks that the employee has a verifiable emergency. Provide the employee with a copy of the blank "Information sheet" (see example below), which is needed in order to complete the Emergency Travel Orders.

Step 3: If everything is in order, type up the memo (see example below). Keep copies for the organizational files.

Step 4: Sign and date the memo. Provide a copy to the employee.

Step 5: Organization/employee prepare orders in DTS. Make a copy of the orders.

Step 6: File a copy of the Travel Order, memorandum and information sheet.

Warning: Issuing activities will verify that an emergency exists before authorizing emergency travel. Officials with authority to issue an emergency travel authorization may use any suitable verification they consider valid. Verification may be from the Red Cross, an attending physician, or other source acceptable to the travel-authorizing official. Travel need not be delayed pending receipt of a Red Cross message.

***** NOTE:** Each emergency leave traveler is authorized commercial air between authorized locations if space-required Government transportation is not reasonably available.

Reference:

For information regarding EVT and ET, see the JTR, Chapter 7 Part A, Section A3 DoD 4515.13-R
<http://www.military.com/Resources/Resources/Rest%20and%20Relaxation/dod451513r.html>

Army in Europe regulation 690-11-1, 22 November 2005

EMERGENCY TRAVEL ORDERS WORKSHEET

Name of Employee: _____

SSN: _____ **Passport #:** _____ **Civilian Grade:** _____

Organization Address:

Name, Relationship, SSN, and Passport ## of all family members accompanying the Employee on Travel:

Reason for Emergency:

Source of Verification or message (i.e. Red Cross Case Number, Memo from Supervisor, etc.):

SAMPLE TRAVEL AUTHORIZATION MEMORANDUM

(ISSUING AUTHORITY LETTERHEAD)

(Office Symbol or Authorization Number) (*Date*)

SUBJECT: Emergency Leave Travel Authorization

Name of employee or sponsor:

Grade:

Organization:

Duty station:

Names of dependents:

The above-named employee and dependents are authorized round-trip transportation between overseas and continental United States aerial ports on Government-owned or -operated aircraft on a category 1 space-available or reimbursable space-required basis by reason of the emergency stated below. Transportation within the continental United States is only to the manifested destination of the aircraft.

This authorization is invalid if travel to the emergency destination does not begin within 15 days after the date of issue. Return travel under this authorization must begin no more than 90 days after travel to the emergency destination.

Authority: DOD 4515.13-R

Reason for emergency and source of verification:

Signature Block of Issuing Official

For inquiries concerning this order, contact *name of official, civilian and military telephone numbers, and e-mail address.*

E. Intra-Theater Travel (PCS)

When orders are applicable: Employees who are selected for vacancies where PCS costs are authorized and are moving from one overseas area to another overseas area may be entitled to an Intra-Theater PCS move.

How to complete:

Step 1: CPAC will determine eligibility for a PCS move. Travel under 12 hours - no per diem expense authorized (JTR, Chapter 5, Part B: Employees only, Section 2: Employee Travel and Transportation, Subsection b: Per Diem and FTR §302-11.2; "A per diem allowance must not be paid when the official travel period is 12 or fewer hours."

Step 2: Check that Section C has been completed.

Step 3: Check Section L, Family Member(s) Information. If children are included then check the dates of birth, any that are over 21 are not eligible to be included on the orders unless they are medically incapable of looking after themselves.

Step 4: The Request for Orders (RFO) can then be sent to the RMO office for the fund cites.

Step 5: When you receive the fund cites you can then prepare the Travel Orders. Complete the Orders as per the example attached. One of the examples is for the Employee that has no family members and the other example is with family members.

Step 6: Print the form out and then check that you have all the information correct, then sign it and pass the completed Travel Orders to the authorized official to sign.

Step 7: When you receive the signed Travel Orders send a copy of the Travel Orders to the Employee. Keep a copy of the Travel Orders for the working file and provide a copy to the CPAC.

Step 8: Staple together the Travel Orders, a copy of the Transportation Agreement, a copy of the RFO and a copy of the Fund Cite document.

Payment of travel, transportation, and other related expenses of a civilian employee, except ICW emergency evacuation and a former employee separated by RIF or transfer of function, and restored to duty.

Movement Situation	Agreement Required	Employee & Dependent Transp	Employee Per Diem	Dependent Per Diem	HHT Per Diem & Transp	TQSE	MEA	Sell & Buy Residence Lease Termination	HHG SIT	NTS of HHG
PCS Between OCONUS PDSs <i>NOTES 1 & 10</i>	Yes	Yes Advance PCS MALT only	Yes Advance	Yes Advance	No	No <i>NOTE 2</i> Advance	Yes No Advance	No <i>NOTE 3</i> No Advance	Yes <i>NOTE 4</i> Advance	Yes <i>NOTE 7</i>

TRANSFER BETWEEN OCONUS OFFICIAL STATIONS

Column 1	Column 2
Relocation allowances that DoD Component must pay or reimburse	Relocation allowances that DoD Component has discretionary authority to pay or reimburse
2. Transportation & per diem for employee & immediate family member(s) (Ch 5, Part B) (<u>FTR, Part 302-4</u>). 3. Transportation & SIT of HHG (Ch 5, Part B) (<u>FTR, Part 302-7</u>). 4. MEA (Ch 5, Part B) (<u>FTR, Part 302-16</u>). 5. NTS (extended storage) of HHG (par. 5312) (<u>FTR, Part 302-8</u>). 6. RIT (Ch 5, Part B) (<u>FTR, Part 302-17</u>).	1. POV shipment (Ch 5, Part B) (<u>FTR, Part 302-9</u>). 2. Property management services (Ch 5, Part B) (<u>FTR, Part 302-15</u>). 3. TQSE if new PDS is in the U.S. (Ch 5, Part B) (<u>FTR, Part 302-6</u>) ¹ .

Footnote 1. TQSA may be authorized under the DSSR, Sec. 124 if transfer involves a foreign OCONUS PDS.

Example Documents:

PCS Intra Theater w/Family Members
 PCS Intra Theater Unaccompanied

Reference: JTR Chapter 5

DD FORM 1614 PCS Intra Theater w/Family

Intra-Theater Travel (PCS)

w/ Family

SECTION I - REQUEST FOR OFFICIAL TRAVEL			
1. DATE (YYYYMMDD)	2. NAME (Last, First, Middle)	3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE POSITION TITLE		5. GRADE OR PAY RATE (Enter grade or pay rate. Do not enter retirement code from Block 30 of DD Form 1316-100. If unknown, employee should contact their servicing personnel office.) GS-XX	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE USAG DIRECTORATE DIVISION CITY, GERMANY, APO AE ZIP		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION USAG DIRECTORATE DIVISION, BRANCH OTHER CITY, GERMANY, APO AE ZIP	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)			
10. TRAVEL PURPOSE <input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		11. TRANSPORTATION MODE <input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ IAWJTR <input type="checkbox"/> POC <input checked="" type="checkbox"/> RAIL <input type="checkbox"/> AIR	12a. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> ACTUAL EXPENSE <input type="checkbox"/> FIXED	15a. HOUSEHOLD GOODS (HHG) SHIPMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL) b. NET WEIGHT AUTHORIZED 18,000lbs
16. OTHER AUTHORIZED EXPENSES <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		17. DEPENDENT TRAVEL <input checked="" type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED	18. UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$
19a. DEPENDENT TRAVEL FROM (Home Address) FREIHUNG, GERMANY		19b. TO (New PDS) HOHENFELS, GERMANY	
PLEASE, COMPLETE BOXES 18 A & B AND BOXES 19 A, B & C			
19. DEPENDENTS			
a. NAME (Last, First, Middle Initial)		c. DATE OF BIRTH (YYYYMMDD)	
SPOUSE NAME		SPOUSE	
CHILD NAME		DAUGHTER	
//NOTHING FOLLOWS//			
20. ESTIMATED COST		21. TRANSPORTATION AGREEMENT SIGNED (X one)	
a. PER DIEM \$	b. TRAVEL \$	c. OTHER \$	d. TOTAL \$ 0.00
		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD) 20151208	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION PLEASE SEE REVERSE			
23. APPROVING OFFICIAL a. TITLE		b. SIGNATURE	
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE		b. SIGNATURE	c. ORGANIZATION ADDRESS
25. TRAVEL AUTHORIZATION NUMBER #####		26. DATE ISSUED (YYYYMMDD)	

DD FORM 1614, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

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DD FORM 1614 PCS Intra Theater Unaccompanied

Intra-Theater Travel (PCS)

Unaccompanied

SECTION I - REQUEST FOR OFFICIAL TRAVEL			
1. DATE (YYYYMMDD)		2. NAME (Last, First, Middle)	
4. NEW POSITION TITLE POSITION TITLE		5. GRADE (Refer to the Act Statement on the reference form, GS-XX)	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE USAG DIRECTORATE DIVISION CITY, GERMANY, APO AE ZIP		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION USAG DIRECTORATE DIVISION, BRANCH OTHER CITY, GERMANY, APO AE ZIP	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)			
10. TRAVEL PURPOSE <input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		11. TRANSPORTATION MODE <input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ <input checked="" type="checkbox"/> POC <input checked="" type="checkbox"/> RAIL <input checked="" type="checkbox"/> AIR	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	
12a. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		12b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13b. NUMBER OF DAYS (Including travel)		14b. NUMBER OF DAYS AUTHORIZED	
16. OTHER AUTHORIZED EXPENSES <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input checked="" type="checkbox"/> NOT AUTHORIZED	
18a. DEPENDENT TRAVEL FROM (Home Address) N/A		18b. TO (New PDS) N/A	
19. DEPENDENTS a. NAME (Last, First, Middle Initial) N/A c. DATE OF BIRTH (YYYYMMDD)			
20. ESTIMATED COST a. PER DIEM \$ b. TRAVEL \$ c. OTHER \$ d. TOTAL \$ 0.00		21. TRANSPORTATION AGREEMENT SIGNED (X one) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION PLEASE SEE REVERSE			
23. APPROVING OFFICIAL a. TITLE		b. SIGNATURE	
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE		b. SIGNATURE	
25. TRAVEL AUTHORIZATION NUMBER #####		c. ORGANIZATION ADDRESS	
26. DATE ISSUED (YYYYMMDD)			

DD FORM 1614, MAY 2003

PREVIOUS EDITION IS OBSOLETE.

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Intra-Theater Travel (PCS)

Unaccompanied

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: (This has authority to issue transportation documents, bills of lading for household goods and automobiles, and as a subject of authorization for cash advance for travel and transportation.)

ROUTINE USE(S): None

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas.rome.jft.mbx.civrelvouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441
For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3
Website for DFAS: <http://www.dfas.mil/civilianemployees/travelpay/civrel.html>

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: PCS: NAME, FIRST MI., SSN: ###-##-####, DOB: ## MTH ####

Payroll Fund Cite:

PCS Fund Cite:

PER DIEM

RITA

FICA COST

TRANSPORTATION

MISC. EXP.

CIC:

CENTRAL Fund Cite:

HHG:

Travel by the most direct route authorized.

Unaccompanied baggage authorized is limited to 350lbs net weight for employee.

Temp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs.

Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the new permanent duty station.

Go to <http://www.move.mil/home.htm> or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle.

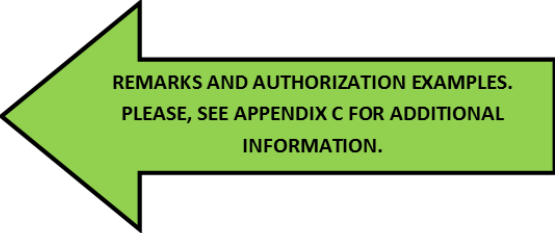
No rental car authorized.

Advance Pay up to six pay periods base pay authorized if eligible for LQA.

Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 90 days after first arrival at the new post.

If order conflicts with the JTR, the JTR prevails.

NOTHING FOLLOWS. XXX



F. Separation/ Retirement Travel

Eligibility:

Separation orders are authorized to employees with a valid Initial Transportation Agreement (DD Form 1617) at time of separation from the Government Service for the following reason:

- ✓ Voluntarily Separation (If minimum tour requirement has been completed)
- ✓ Retirement
- ✓ Death of the employee (return of House Hold Goods and dependents).

The Government is obligated to return the employee to the Actual Residence in the United States (identified on the DD Form 1617). An alternate destination can be authorized. Additional costs to the alternate destination will be borne by the employee.

Step-by-Step Instructions

Step 1: Organization request that CPAC determine if the employee has Transportation Eligibility. Verify if employee came to Europe on Travel Orders. If so then employee is entitled to a trip back to the States.

Step 2. Ensure the employee completed their Transportation obligation.

Step 3: Make sure that the RFO has the Actual Place of Hire as that is where we owe the employee Travel Orders to, however the employee can request an alternate destination if they wish but will be responsible for any additional costs.

Step 4: Send the Request for Orders to the RMO for the fund cites.

Step 5: When you receive the fund cites you can then prepare the Travel Orders. Complete the Orders as per the example attached. One of the examples is for the Employee that has no family members and the other example is with family members.

Step 6: Print the form out and then check that you have all the information correct, then sign it and pass the completed Travel Orders to the appropriate official for signature.

Step 7: Have the employee sign the statement that says that the orders have to be used within a reasonable time after the employee's retirement date. *(Activity commanders may authorize a reasonable delay of 90 days or less*

upon and employee's request. Return ay be delayed up to one year form the separation date under unusual, extenuating circumstances approved by the activity Commander. Requests for delays to accept private OCONUS employment/retire locally to establish an OCONUS retirement residences must not be approved.) Keep a copy for filing and also is needed before the Travel Orders can be issued.

Step 8: Forward the completed Travel Orders to the Employee and keep a copy for filing.

Step 9: Scan a copy of the Travel Orders and send in for filing in the Employee's Official Personnel Folder (OPF).

Step 10: Staple together the Travel Orders, a copy of the RFO, a copy of the signed Loss of transportation entitlements memorandum regarding the timely use of the Orders and a copy of the Fund Cite document for filing.

Example Documents:	Travel Orders Retirement/Separation w/ Family Member
	Travel Orders Retirement/Separation Unaccompanied
	Loss of Separation Travel Entitlements

Travel Orders Retirement/Separation w/Family Members

SECTION I - REQUEST FOR OFFICIAL TRAVEL		
1. DATE (YYYYMMDD)	2. NAME (Last, First, Middle)	3. SOCIAL SECURITY NUMBER
4. NEW POSITION TITLE		5. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION *ALT. DEST.: DEPARTMENT CITY, STATE
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE COMMAND OFFICE OF THE OFFICE CITY, GM AP		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION *ALT. DEST.: DEPARTMENT CITY, STATE
9. REPORTING OFFICER (Last, First, Middle)		
10. TRAVEL PURPOSE <input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input checked="" type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		11. TRANSPORTATION MODE <input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL MILEAGE RATE: _____ <input checked="" type="checkbox"/> POC <input checked="" type="checkbox"/> RAIL <input checked="" type="checkbox"/> AIR
13a. ROUND TRIP TRAVEL FOR HOUSEHUNTING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		14. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED
15a. HOUSEHOLD GOODS (HHG) SHIPMENT <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)		17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input checked="" type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
16. OTHER AUTHORIZED EXPENSES <input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input checked="" type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
18a. DEPENDENT TRAVEL FROM (Home Address) CITY, GERMANY		17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input checked="" type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
19. DEPENDENTS a. NAME (Last, First, Middle Initial) LAST, FIRST MI /////NOTHING FOLLOWS/////		b. TO (New PDS) ACTUAL PLACE OF RESIDENCE: CITY, STATE
20. ESTIMATED COST a. PER DIEM \$ b. TRAVEL \$ c. OTHER \$		17. DEPENDENT TRAVEL <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input checked="" type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL		
22. ACCOUNTING CITATION PLEASE SEE REVERSE		
23. APPROVING OFFICIAL a. TITLE NAME		b. SIGNATURE
24. AUTHORIZING/ORDER-ISSUING OFFICIAL a. TITLE NAME		b. SIGNATURE
25. TRAVEL AUTHORIZATION NUMBER #####		c. ORGANIZATION ADDRESS RMD, Budget Office UNIT ###, APO AE ZIP
25. TRAVEL AUTHORIZATION NUMBER #####		26. DATE ISSUED (YYYYMMDD)

TO ACTUAL RESIDENCE EMPLOYEE WAS HIRED FROM OR CAN ALSO BE ALTERNATE DESTINATION

CHECK APPROPRIATE BOXES

COMPLETE BOXES 18 A & B AND 19 A, B, & C

Travel Orders Retirement/Separation w/ Family Members

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S) is/are the direct expense of transportation by air, rail, motor vehicle, or other mode of conveyance, and the cost of baggage, and the cost of travel for the employee and family members.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via EMAIL to: dfas.rome.jft.mbx.civrel0-vouchers@mail.mil or FAX (216) 367-3422, 3423 or 3424, DSN Fax: 580-7833 or MAIL to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441
For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3
Website for DFAS: <http://www.dfas.mil/civilianemployees/travelpay/civrel0.html>

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: SEPARATION: NAME, FIRST MI, SSN: ###-##-####, DOB: ## MONTH ####

AIR FARE / PER DIEM:

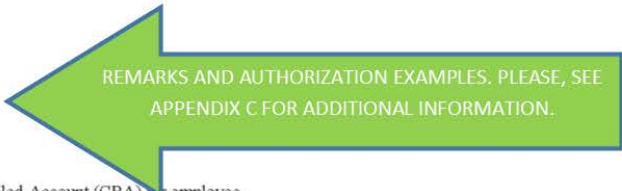
HHG:

POV SHIPMENT:

RITA COST:

FICA COST:

TQSA:



Transportation ticket is purchased using Centrally-Billed-Account (CBA) for employee.

Transportation ticket is purchased using Individually-Billed-Account (IBA) for dependent.

These orders may be used until ## Month ####

Departure o/a ## Month ####.

*Travel/Transportation costs are limited to employee's actual residence of CITY, STATE or alternate destination NTE CITY, STATE.

*The employee is liable for any excess costs, Ref: JTR5516D.

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs. Unaccompanied baggage (UB) weight allowance is 350 lbs net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12. Temp Storage of HHG's NTE 90 days is authorized.

Split HHG transportation from non-temporary-storage and CITY, GE to CITY, STATE is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs.

Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government will not exceed the cost of transporting the property in one lot by the most economical route from employee's last permanent duty station to the actual residence.

Go to <http://www.move.mil/home.htm> or the closest transportation office for information concerning the transportation and/or storage of household goods and the transportation of a privately owned vehicle. No rental car is authorized.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used.

Outgoing Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 30 days before departure of current overseas post. If order conflicts with the JTR, the JTR prevails.

NOTHING FOLLOW.XXX

DD FORM 1614 Travel Orders Retirement/Separation Unaccompanied

Travel Orders Retirement/Separation

Unaccompanied

SECTION I - REQUEST FOR OFFICIAL TRAVEL			
1. DATE (YYYYMMDD)		3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE			
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE			
8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION			
9. REPORTING			
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE	
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input checked="" type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> MILITARY RATE:	
<input checked="" type="checkbox"/> POC <input checked="" type="checkbox"/> RAIL <input checked="" type="checkbox"/> AIR		12a. PER DIEM FOR EMPLOYEE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14. TEMPORARY QUARTERS	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	
15a. HOUSEHOLD GOODS (HHG) SHIPMENT		17. DEPENDENT TRAVEL	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL)		<input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input checked="" type="checkbox"/> NOT AUTHORIZED	
b. NUMBER OF DAYS (Including travel)		b. NET WEIGHT AUTHORIZED 18,000lbs	
16. OTHER AUTHORIZED EXPENSES			
<input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES			
<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input checked="" type="checkbox"/> POV SHIPMENT <input checked="" type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$			
18a. DEPENDENT TRAVEL FROM (Home Address)		b. TO (New PDS)	
N/A		N/A	
19. DEPENDENTS			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)
N/A			
20. ESTIMATED COST			
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
\$	\$	\$	\$ 0.00
21. TRANSPORTATION AGREEMENT SIGNED (X one)			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DATE SIGNED (YYYYMMDD)			
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION			
PLEASE SEE REVERSE			
23. APPROVING OFFICIAL		b. SIGNATURE	
a. TITLE			
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE	c. ORGANIZATION ADDRESS
a. TITLE			
25. TRAVEL AUTHORIZATION NUMBER		26. DATE ISSUED (YYYYMMDD)	

TO ACTUAL RESIDENCE EMPLOYEE WAS HIRED FROM OR CAN ALSO BE ALTERNATE DESTINATION

CHECK APPROPRIATE BOXES

Travel Orders Retirement/Separation

Unaccompanied

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: (Circle one) authority to issue transportation vouchers for travel by air, rail, motor vehicle, and automobiles, and to issue travel orders for each payment of travel expenses incurred in connection with the principal purpose.

ROUTINE USE(S), if none:

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

All civilian travel claims will be forwarded to DFAS Rome via fax (216)367-3422, 3423 or 3424, DSN Fax: 580-7833 or emailed to: DRO-216-367-3422@DFAS.MIL or mailed to: DFAS Rome, Attn: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 For information to assist you in submitting a civilian travel claim, visit the DFAS web-site at the address below, or contact our Customer Service Call Center at 1-800-756-4571 Option 3
Website for DFAS: <http://www.dfas.mil/pcstravel.html>

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

TYPE OF TRAVEL: SEPARATION: LAST NAME, FIRST NAME, MI, SSN: XXX-XX-XXX, DOB: XX MTH XXXX

Payroll Fund Cite:

PCS Fund Cite:

PER DIEM

AIRFARE

CIC:

CENTRAL Fund Cite:

HHG:

Excess baggage fees are authorized for reimbursement not to exceed one excess bag per authorized traveler. Baggage must meet airline policy requirements. Oversize or overweight baggage fees are not reimbursable.

Transportation tickets are purchased using Centrally-Billed-Account (CBA).

Departure o/a XX MTH XXXX

Free accompanied baggage allowances for travel to, from, or between OCONUS points vary. Weight and dimensional limitations are prescribed in the carriers tariffs.

Unaccompanied baggage (UB) weight allowance is 350 lbs. net weight for each adult and dependent age 12 and older, and 175 lbs. net weight for each child under age 12.

Temp Storage of HHG's NTE 90 days is authorized.

Shipment of HHG's, unaccompanied baggage and HHG's stored in CONUS cannot exceed 18,000lbs. Shipment of HHG's may be from or to one or more locations. However, the total amount which may be paid by the Government for the shipment of HHG's shall not exceed the amount by the most economical route from employee's last permanent duty station to the destination of the shipment.

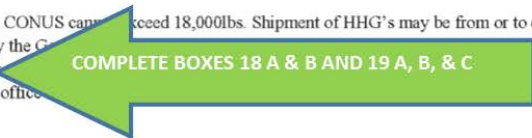
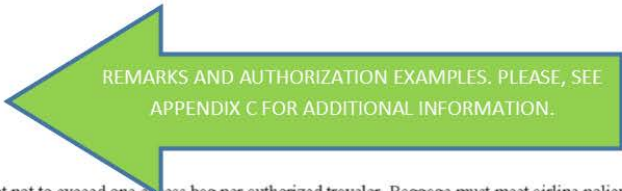
Go to <http://www.move.mil/home.htm> or the closest transportation office for information on the shipment of HHG's and the transportation of a privately owned vehicle.

No rental car is authorized.

Note: Use of the Commercial Travel Office (CTO) to arrange official travel is mandatory, or a statement in detail as to exactly why CTO is not available, or otherwise is not being used must be provided with this authorization.

GSA contract city-pair fair between an official-travel origin and official-travel destination should be used unless one of the 5 exceptions in Appendix P, Part 1, paragraph A6 applies. If not used, a detailed explanation will be required on why the contract city pair airfare was not used.

Outgoing Temporary Quarters Subsistence Allowance (TQSA) is authorized for a period not to exceed 30 days before departure of current overseas post. *Additional travel / transportation costs from actual residence to new PDS must be paid by gaining organization IAW JTR VOL2 C C5115-C (4) or employee. If order conflicts with the JTR, the JTR prevails. NOTHING FOLLOWSXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX



DD FORM 1614 (BACK), MAY 2003

Reset

Loss of Separation Travel Entitlements from OCONUS Duty Station

LOSS OF SEPARATION TRAVEL ENTITLEMENTS FROM OCONUS DUTY STATION

Joint Travel Regulation, C5572

I CERTIFY THAT I HAVE BEEN BRIEFED ON THE FOLLOWING:

I understand that I will lose all my return travel and transportation entitlements from the overseas area to my CONUS actual residence if I do not use the entitlement after release from work status (within 2 days) in the OCONUS position.

I also understand that a reasonable delay of transportation entitlement (maximum 90 days) or under unusual circumstances, up to 1 year from separation date, may be approved by my activity commander. The request must be in writing and approved by the commanding officer prior to my separation from current federal service. **I understand that a request for delay to accept private OCONUS employment OR retire locally for the purpose of establishing an OCONUS retirement residence must not be approved.**

I understand that if a request for delay is not received by the activity commanding officer before my separation, or if I refuse to accept or use travel entitlements at the expiration of the delay period, I will lose the travel entitlements.

NAME OF EMPLOYEE:

SSN:

SIGNATURE OF EMPLOYEE:

DATE:

APPENDIX A

Request for Travel Orders (Blank)

FOUO When Filled In

Request for Travel Orders

Privacy Act Statement

Authority: 5 U.S.C., Subpart D, Chapter 57, Subchapters I, II; JTR App I, DSSR; and E.O. 9397 (SSN).

Principal Purpose(s): Used to determine eligibility for payment of travel and transportation expenses.

Routine Uses(s): None

Disclosure: Voluntary; however, failure to provide the requested information may make it impossible to determine your eligibility for travel and transportation entitlements; resulting in a default "ineligible" determination.

The information you provide in this questionnaire will be used to determine your eligibility for travel and transportation entitlements.

SECTION A: Type of Travel Order Requested

- Permanent Change of Station (PCS) First Duty Station Exercise Return Rights PPP Offer
- Renewal Agreement Travel (RAT) (NOTE: requires approved leave request)
- Return from Overseas for Separation (includes Retirement) (NOTE: Requires RPA be initiated)
- Student Education
- Early Return of Dependents (within original tour; justification/waiver required)

SECTION B: Employee Information

Name (as shown on passport): _____ SSN: _____ DOB: _____

Personal Email: _____ Home/Cell Phone: _____

Work Email: _____ Work Phone: _____

Current Residence Address: _____

Government Travel Card (for current Federal employees only) Yes No

SECTION C: Current Position Information (to be completed by Federal employees only)

Current Pay Plan/Series/Grade: _____ Current Position Title: _____

Current Organization: _____ Zip Code/APO: _____

Retirement Plan Code (insert retirement code from Block 30 of most recent SF-50): _____

FOUO When Filled In

SECTION D: New Position Information

New Pay Plan/Series/Grade: _____ New Position Title: _____

New Gaining Organization: _____ Zip Code/APO: _____

SECTION E: Place of Hire/Home of Record

Conus Address: _____

SECTION F: Alternate Destination of Travel

Alternate Destination Address: _____

SECTION G: Employee's Travel Departure Date

SECTION H: Reporting Date at New Duty Station

SECTION I: Effective Date of Separation

SECTION K: Other Shipment/Expense Information

Shipment of Privately Owned Vehicle (POV) Yes No

Shipment of Household Goods (HHG): Yes No

Shipment of Non-Temporary Storage (NTS): Yes No

Shipment of Privately Owned Firearms: Yes No

SECTION L: Family Member(s) Information

Dependent(s) Name (as shown on passport) <i>Last, First, MI</i>	Relationship	DOB (YYYYMMDD)	Travel C =Concurrent D =Delayed E =Early Return	Travel To (City/State)	Departure Date (YYYYMMDD)

NOTE: Attach copy of marriage certificate, birth certificate(s) other legal documents (custody, etc....)

SECTION M: Student Travel

Student Travel: One-way Originating in: CONUS or Overseas

Student Name: _____ Relationship: _____ DOB: _____

Student Passport Number: _____ Expiration Date: _____

Student Travel location: **from** _____ **to** _____

Student Travel date: _____

School Name & Address: _____

Current enrollment period (dates): **from** (YYYYMMDD) _____ **to** (YYYYMMDD) _____

Note 1: Attach copy of school verification, e.g., letter from an accredited school/college verifying full-time enrollment.
 Note 2: Student must have in his/her possession a valid passport (with visa, if required).

Anniversary Date:
 This order begins the annual Round Trip
 This order completes the annual Round Trip
 This order constitutes the last travel under Student Travel

Unaccompanied Baggage: No Yes → Shipment or Storage

SECTION N: Employee Certification

The information provided in this request is true and correct to the best of my knowledge. I understand that if I provide false information I will be required to reimburse the Government for any amount I may have received; that I will be subject to disciplinary action that may result in termination of my employment; and that I may be subject to criminal action. I understand that eligibility determinations cannot be made on incomplete information and/or documentation.

 (Employee's Signature)

 (Date)

Request for Orders

SECTION O: Supervisor Approval

(Supervisors Printed Name and Signature)

(Date)

SECTION P: CPAC Certification

CPAC Representative Name: _____ Phone: _____

Title and Grade of position offered: _____

Organization: _____ Location of position: _____

Transportation Agreement Signed: N/A Yes→Provide date signed: _____

RPA Number: _____

Eligibility for orders? Yes No

Additional Notes: _____

(CPAC Representative Signature)

(Date)

Request/Authorization for DoD Travel-DD Form 1614 (Blank)

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL			
(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)			
SECTION I - REQUEST FOR OFFICIAL TRAVEL			
1. DATE (YYYYMMDD)	2. NAME (Last, First, Middle)	3. SOCIAL SECURITY NUMBER	
4. NEW POSITION TITLE	5. GRADE OR RATING	6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)	
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)			
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE	
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> POC <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RAIL <input type="checkbox"/> AIR MILEAGE RATE: \$ _____	
		12a. PER DIEM FOR EMPLOYEE <input type="checkbox"/> YES <input type="checkbox"/> NO	
		b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input type="checkbox"/> NO	
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE	
<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	
		15a. HOUSEHOLD GOODS (HHG) SHIPMENT	
		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> COMMUTED RATE <input type="checkbox"/> GOVERNMENT BILL OF LADING (GBL)	
b. NUMBER OF DAYS (Including travel)		b. NUMBER OF DAYS AUTHORIZED	
b. NET WEIGHT AUTHORIZED			
16. OTHER AUTHORIZED EXPENSES			17. DEPENDENT TRAVEL
<input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES			<input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES <input type="checkbox"/> TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____			
18a. DEPENDENT TRAVEL FROM (Home Address)		b. TO (New PDS)	
19. DEPENDENTS			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)
20. ESTIMATED COST		21. TRANSPORTATION AGREEMENT SIGNED (X one)	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
\$ _____	\$ _____	\$ _____	\$ 0.00
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			DATE SIGNED (YYYYMMDD)
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION			
23. APPROVING OFFICIAL		b. SIGNATURE	
a. TITLE			
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE	c. ORGANIZATION ADDRESS
a. TITLE			
25. TRAVEL AUTHORIZATION NUMBER		26. DATE ISSUED (YYYYMMDD)	

PRIVACY ACT STATEMENT

(5 U.S.C. §552a)

AUTHORITY: 5 U.S.C. §§5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

APPENDIX B

Miscellaneous Samples

Cancellation Orders

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL

Reference: Joint Travel Regulation (Page 1) by Act, Statement or Instruction before completing form.

Cancellation Orders

1. DATE (YYYYMMDD)		3. SERVICE NUMBER	
4. NEW POSITION TITLE		5. GRADE OR RATING	6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) EOD Date + CANCELLATION			
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE	
<input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input checked="" type="checkbox"/> OTHER CANCELLATION ORDERS		<input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL LEASE RATE: <input type="checkbox"/> POC <input type="checkbox"/> RAIL <input type="checkbox"/> AIR	
13a. ROUND TRIP TRAVEL FOR HOUSEHOLD GOODS (HHG) SHIPMENT HUNTING		12a. PER DIEM EMPLOYEE	
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
13b. NUMBER OF DAYS (Including travel)		15a. HOUSEHOLD GOODS (HHG) SHIPMENT	
b. NUMBER OF DAYS AUTHORIZED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL) b. NET WEIGHT AUTHORIZED	
16. OTHER AUTHORIZED EXPENSES		17. DEPENDENT TRAVEL	
<input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$	
18a. DEPENDENT TRAVEL FROM (Home Address)		b. TO (New PDS)	
19. DEPENDENTS			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)
20. ESTIMATED COST		21. TRANSPORTATION AGREEMENT SIGNED (X one)	
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
\$	\$	\$	\$ 0.00
		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DATE SIGNED (YYYYMMDD)	
SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL			
22. ACCOUNTING CITATION THIS CANCELS TRAVEL ORDERS (TRAVEL AUTHORIZATION NUMBER) DATED			
23. APPROVING OFFICIAL		b. SIGNATURE	
a. TITLE			
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE	c. ORGANIZATION ADDRESS
a. TITLE			
25. TRAVEL AUTHORIZATION NUMBER		26. DATE ISSUED (YYYYMMDD)	

DD FORM 1614, MAY 2003 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

Cancellation Orders

PRIVACY ACT STATEMENT *(5 U.S.C. 552a)*

AUTHORITY: 5 U.S.C. 55 5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:
(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail: DRO-216-367-3422@dfas.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0.

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

DISTRIBUTION LIST:

- EMPLOYEE
- RMO
- TRANSPORTATION
- FINANCE

!!!NOTHING FOLLOWS!!!



REMARKS AND AUTHORIZATION EXAMPLES. PLEASE,
SEE APPENDIX C FOR ADDITIONAL INFORMATION.

No Cost Orders (for use in obtaining Visas, Italy/Belgium Only)

No Cost Orders

REQUEST AUTHORIZATION FOR 50D CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL
 (Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)

SECTION I - REQUEST FOR OFFICIAL TRAVEL

1. DATE (YYYYMMDD)	2. NAME (Last, First, Middle)	3. SOCIAL SECURITY NUMBER
4. NEW POSITION TITLE	5. GRADE OR RATING	6. RETIREMENT CODE (Insert retirement code from DD Form 1316, employee's most recent SF-50, if known, empty box for their servicing personnel office.)
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE	8. NEW OFFICIAL STATION AND LOCATION, OR ALTERNATE RESIDENCE	

SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL

9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD) **NO COST PCS**

10. TRAVEL PURPOSE <input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input checked="" type="checkbox"/> OTHER	11. TRANSPORTATION MODE <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ _____ <input type="checkbox"/> POC <input type="checkbox"/> RAIL <input type="checkbox"/> AIR	12. PER DIEM FOR EMPLOYEE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO 13. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
13a. ROUND TRIP TRAVEL FOR HOUSEHOLDING <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	15a. HOUSEHOLD GOODS (HHG) SHIPMENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)

16. OTHER AUTHORIZED EXPENSES

<input type="checkbox"/> TEMPORARY STORAGE OF HHG	<input type="checkbox"/> UNEXPIRED LEASE
<input type="checkbox"/> NONTEMPORARY STORAGE OF HHG	<input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE
<input type="checkbox"/> RELOCATION SERVICES	<input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS
<input type="checkbox"/> PROPERTY MANAGEMENT SERVICES	<input type="checkbox"/> MISCELLANEOUS EXPENSES
<input type="checkbox"/> REAL ESTATE EXPENSES	<input type="checkbox"/> TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____

17. DEPENDENT TRAVEL
 CONCURRENT
 DELAYED
 EARLY RETURN
 NOT AUTHORIZED

18a. DEPENDENT TRAVEL FROM (Home Address) _____ b. TO (New PDS) _____

19. DEPENDENTS

a. NAME (Last, First, Middle)	b. RELATIONSHIP	c. DATE OF BIRTH (YYYYMMDD)

20. ESTIMATED COST

a. PER DIEM	b. TRAVEL	c. OTHER
\$ _____	\$ _____	\$ _____
TOTAL \$ _____		

21. TRANSPORTATION AGREEMENT SIGNED (X one)
 YES NO
 DATE SIGNED (YYYYMMDD) _____

SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL

22. ACCOUNTING CITATION
 TRAVEL AT NO EXPENSE TO THE GOVERNMENT - _____

23. APPROVING OFFICIAL

a. TITLE	b. SIGNATURE

24. AUTHORIZING/ORDER-ISSUING OFFICIAL

a. TITLE	b. SIGNATURE	c. ORGANIZATION ADDRESS

25. TRAVEL AUTHORIZATION NUMBER _____ 26. DATE ISSUED (YYYYMMDD) _____

DD FORM 1614, MAY 2003 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

PLEASE FOLLOW SAMPLE AND MARK BOXES ACCORDINGLY

PLEASE, MARK BOX #22 ACCORDINGLY

No Cost Orders

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 55 5701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION


27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail: DRO-216-367-3422@dfas.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0.

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.



REMARKS AND AUTHORIZATION EXAMPLES. PLEASE,
SEE APPENDIX C FOR ADDITIONAL INFORMATION.

DD FORM 1614 (BACK), MAY 2003

Amended Orders

REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY OR TEMPORARY CHANGE OF STATION AND TRAVEL			
<h1>Amended Orders</h1>			
4. NEW POSITION TITLE		5. GRADE OR RATING	6. RETIREMENT CODE (Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)
7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE		8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION	
9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)			
10. TRAVEL PURPOSE		11. TRANSPORTATION MODE	12a. PER DIEM FOR EMPLOYEE
<input checked="" type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER		<input checked="" type="checkbox"/> GOVERNMENT <input checked="" type="checkbox"/> COMMERCIAL MILEAGE RATE: \$ IAW JTR	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO b. PER DIEM FOR DEPENDENT(S) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING		14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE	15a. HOUSEHOLD GOODS (HHG) SHIPMENT
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE <input checked="" type="checkbox"/> GOVERNMENT BILL OF LADING (GBL)
b. NUMBER OF DAYS (including travel)		b. NUMBER OF DAYS AUTHORIZED	b. NET WEIGHT AUTHORIZED
16. OTHER AUTHORIZED EXPENSES		17. DEPENDENT TRAVEL	
<input checked="" type="checkbox"/> TEMPORARY STORAGE OF HHG <input checked="" type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES		<input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input checked="" type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$	<input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input checked="" type="checkbox"/> NOT AUTHORIZED
18a. DEPENDENT TRAVEL FROM (Home Address)		b. TO (New PDS)	
N/A			
19. DEPENDENTS			
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH (MMDD)
NOTHING FOLLOWS!!			
20. ESTIMATED COST			
a. PER DIEM	b. TRAVEL	c. OTHER	d. TOTAL
\$	\$	\$	\$ 0.00
SECTION II - AUTHORIZATION FOR TRAVEL			
22. ACCOUNTING CITATION			
This amends travel orders# 063074 dated 2015-11-12 in order to amend remark (12) of Block#28 to read: (12) Purchase of transportation tickets is from a Central Billing Account (CBA).			
23. APPROVING OFFICIAL		b. SIGNATURE	
a. TITLE			
24. AUTHORIZING/ORDER-ISSUING OFFICIAL		b. SIGNATURE	c. ORGANIZATION ADDRESS
a. TITLE			
25. TRAVEL AUTHORIZATION NUMBER		26. DATE ISSUED (YYYYMMDD)	

PLEASE FOLLOW EXAMPLE IN BOX# 22

Amended Orders

PRIVACY ACT STATEMENT

(5 U.S.C. 552a)

AUTHORITY: 5 U.S.C. 555701, 5702; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): Used as authority to issue transportation documents, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel and transportation allowances.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, failure to provide the requested information may preclude timely consideration of your request.

SECTION III - ADMINISTRATIVE INFORMATION

27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:

(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by e-mail: DRO-216-367-3422@dfas.mil. When sending by e-mail, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422. Questions are routed to the Customer Care Center, TEL: 1-888-332-7366 option 1, then press 0.

28. REMARKS OR OTHER AUTHORIZATIONS *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

This PDT/TCS travel authorization may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

##NOTHING FOLLOWS##



REMARKS AND AUTHORIZATION EXAMPLES. PLEASE,
SEE APPENDIX C FOR ADDITIONAL INFORMATION.

DD FORM 1614 (BACK), MAY 2003

APPENDIX C

Travel Order Remarks

TRAVEL ORDERS REMARKS

EARLY RETURN OF DEPENDENTS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Dependents will depart Ghlin, Belgium on 1 July 2008 to Columbia, MD //
- (3) HHG Shipment pick up from Residence le Milfort 86, 7011 Ghlin, Belgium to 11039 Berrypick Lane, Columbia, MD 21044.//
- (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) If travel commences or concludes 7 (seven) calendar days before or beyond the dates on the orders, the employee is required to contact the Civilian Personnel Advisory Center (CPAC) to amend the order.//
- (8) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee.// Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (9) Advance pay not authorized.//
- (10) Government Credit Card usage is NOT authorized.//
- (11) Rental cars NOT authorized.//
- (12) Employee will submit SF-1190 to change family status on overseas allowances for LQA and Post Allowance.//
- (13) Purchase of Transportation Tickets is from a Central Billing Account (CBA), fund cite provided.//
- (14) "Written notification by the employee to the CPAC is required if these travel orders are not being used."

LIMITED WEIGHT FOR US MISSION PERSONNEL

FOR US MISSION PERSONNEL, add the following remark if they are authorized limited HHG weight:

" weight for HHG is limited to 4,500 Lbs, as employee will reside in Embassy Quarters, if available. Orders will be amended to increase if no Embassy Quarters are available."

(5) Embassy quarters are available. Therefore, combined weight of HHG stored and transported may not exceed 18,000 lbs. OCONUS Command has restricted the weight allowance for HHG shipped to Brussels, BE to 4,500 pounds.//

BLOCK 27 WHERE TO FILE TRAVEL VOUCHERS: (updated 10 May 2013)

Employee will submit travel voucher or sub-voucher (DD Form 1351-2) and supporting documentation within 15 working days after completion of travel to: DFAS ROME, ATTN: Travel Pay, Civilian Relocation, 325 Brooks Rd, Rome, NY 13441 or by email: DRO-216-367-3422@DFAS.MIL. When sending by email, please ensure all attachments are in PDF format. Vouchers can be faxed at: 216-367-3422, 3423 and 3424. Questions are routed to the Customer Care Center, TEL: 1-800-756-4571 (option 3).

SPLIT TRANSPORTATION REMARK:

Split transportation : Employee is authorized split transportation between authorized places as long as the combined HHG shipments do not exceed the authorized HHG weight allowance and the cost of HHG transportation in one lot between authorized places.

RAT

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee (and dependent) will depart ***** on ***** and will be available for return travel on *****. Change to reporting date must be coordinated with management and CPAC prior to departure.//
 - (3) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (4) Commercial tourist service at US Government rates is authorized between CONUS and OCONUS. Commercial travel authorized within CONUS except when use of POV is determined advantageous. Travel must be performed on US Flag Carriers. Foreign Flag Carriers authorized for employees in international positions if US Government is reimbursed by the international organization (JTR C2204).//
 - (5) Maximum baggage allowance for travel via air: (a) RAT maximum baggage (excluding free checkable baggage) - 100 pounds per person. (b) Free checkable baggage - travel to, from, or between points vary. In general, US Flag Carriers allow 2 pieces to be checked and one piece to be carried aboard the aircraft if it can be stowed under the passenger's seat. Weight and dimensional limitations are prescribed in the carrier's tariffs. Foreign Flag Carriers allow 66 pounds when traveling in first class accommodations; 44 pounds when traveling in coach or tourist class. (c) Allowable baggage will be limited to that necessary to accommodate the employee's reasonable needs for additional clothing and personal effects and will contain no household goods (HHG).//
 - (6) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified as officially necessary will be charged to the appropriate type of leave.//
 - (7) Employee has completed the minimum period of service for this command and has signed a new transportation agreement as shown in Item 21.//
 - (8) Rental cars NOT authorized.//
 - (9) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
 - (10) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- //NOTHING FOLLOWS//

****Use if shipping HHG with RAT**

- () The combined HHG shipment, transported and stored, will not exceed the difference between the initial shipment overseas and the 18,000 lbs net weight limit. Any excess cost will be borne by the employee.//

Reassignment from CONUS TO OCONUS PCS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee (and dependent) will depart ***** on ***** (EOD) and proceed to new duty station *****. Change to reporting date must be coordinated with management and CPAC prior to departure. (Travel date for dependents will be delayed.)//
 - (3) Authorized HHG pick up from APR: *****//
 - (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
 - (6) 90 days temporary storage of HHG authorized.//
 - (7) Employee should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
 - (8) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
 - (9) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPA@EUR.ARMY.MIL along with Statement of Understanding.//
 - (10) Maximum 10 days of Foreign Transfer Allowance (FTA) authorized before departure. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
 - (11) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through CPDDCPSTQSAADVPA@EUR.ARMY.MIL, along with Statement of Understanding.//
 - (12) Miscellaneous expenses authorized. Allowance needs to be claimed on DD Form 1351-2 and submitted to DFAS (address in item 27)//
 - (13) Rental cars NOT authorized.//
 - (14) Official no-fee passport will be obtained prior to PCS movement to OCONUS.//
 - (15) Living Quarters Allowance (LQA) authorized.//
 - (16) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
 - (17) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
 - (18) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//
- ///NOTHING FOLLOWS///

1st DUTY TRAVEL TO KUWAIT/BAHRAIN, TDY ENROUTE FROM CONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart ***** on ***** and proceed TDY en route to attend CRC located at Ft. Benning, GA. Upon completion of CRC o/a ***** employee will depart Ft. Benning, GA to first duty station 595th U.S. Army Transportation Terminal Group, Kuwait. Travel from ***** to Ft. Benning, GA is authorized via commercial carrier. Travel from Ft. Benning, GA to Kuwait is per MAC Flight.//
- (3) Excess baggage is authorized, fund citation is provided.//
- (4) Authorized HHG pick up from APR: *****.//
- (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds. OCONUS Command has restricted the weight allowance for HHG shipped to Kuwait to 4,500 pounds. Employee may place remaining HHG in NTS.//
- (6) 90 days temporary storage of HHG authorized.//
- (7) Employee should contact the Transportation Office to arrange transportation of household goods. Mode of transportation is determined by the Transportation Officer.//
- (8) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (9) Shipment of Privately Owned Vehicle (POV) is not authorized.//
- (10) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (11) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (12) Maximum 10 days of Foreign Transfer Allowance (FTA) authorized before departure. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (13) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are filed on SF 1190 and claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
- (14) Miscellaneous expense authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (15) Rental cars NOT authorized.//
- (16) Living Quarters Allowance (LQA) authorized.//
- (17) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
- (18) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
- (19) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerrita.html.//
- (20) The individual will be serving on a 12 month initial unaccompanied tour of duty in an Emergency Essential status.//
//NOTHING FOLLOWS//

1st DUTY TRAVEL FROM OCONUS TO OCONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee will depart Kuwait on ***** (EOD) and proceed to first duty station *****. Change to reporting date must be coordinated with management and CPAC prior to departure.//
 - (3) Authorized HHG pick up from Kuwait and APR: *****.//
 - (4) POV shipment authorized from APR: *****.//
 - (5) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (6) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
 - (7) 90 days temporary storage of HHG authorized.//
 - (8) Employee should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
 - (9) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
 - (10) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPA@EUR.ARMY.MIL, along with Statement of Understanding.//
 - (11) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through CPDDCPSTQSAADVPA@EUR.ARMY.MIL, along with Statement of Understanding.//
 - (12) Miscellaneous expenses authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
 - (13) Rental cars NOT authorized.//
 - (14) Official no-fee passport will be obtained prior to PCS movement to OCONUS.//
 - (15) Living Quarters Allowance (LQA) authorized.//
 - (16) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
 - (17) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
 - (18) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancercita.html.//
- //NOTHING FOLLOWS//

First Duty Travel OCONUS to OCONUS TDY EN ROUTE

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee will depart ***** on ***** and will proceed (on leave to CONUS.) Employee will proceed TDY en route on ***** to attend CRC located at Ft. Benning, GA. Upon completion of CRC on ***** (EOD) employee will depart Ft. Benning, GA to first duty station Kuwait, Kuwait. Change to reporting date must be coordinated with management and HRO prior to departure. Travel from ***** to Ft. Benning, GA is authorized via commercial carrier. Employee is authorized to stay at off-post commercial hotel during TDY. Travel from Ft. Benning, GA to Kuwait is authorized via MAC flight.//
 - (3) Authorized HHG pick up from ***** and APR: *****.//
 - (4) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds. OCONUS Command has restricted the weight allowance for HHG shipped to Kuwait to 4,500 pounds. Employee may place remaining HHG in NTS.//
 - (5) 90 days temporary storage of HHG authorized.//
 - (6) POV shipment is not authorized.//
 - (7) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (8) Employee should contact the Transportation Office to arrange transportation of household goods. Mode of transportation is determined by the Transportation Officer.//
 - (9) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
 - (10) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPA@EUR.ARMY.MIL along with Statement of Understanding.//
 - (11) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through CPDDCPSTQSAADVPA@EUR.ARMY.MIL along with Statement of Understanding.//
 - (12) Miscellaneous expenses authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
 - (13) Rental cars NOT authorized.//
 - (14) Living Quarters Allowance (LQA) authorized.//
 - (15) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
 - (16) Written notification by the employee to the CPAC is required if these travel orders are not being used.
 - (17) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//
- //NOTHING FOLLOWS//

SEPARATION ORDERS FROM OCONUS TO CONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee and dependent will depart ***** o/a **** for separation travel.//
 - (3) Shipment of HHG authorized from ***** to *****//
 - (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds. Cost of HHG shipment is limited to constructed cost for one shipment.//
 - (6) 90 days temporary storage of HHG authorized.//
 - (7) Storage HHG at government expense may continue until the beginning of the second month after the month in which eligibility shall be deemed on the last day of work at the post of duty.//
 - (8) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
 - (9) Employees should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
 - (10) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
 - (11) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) authorized before departure but not to exceed date of separation. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
 - (12) Rental cars NOT authorized.//
 - (13) Purchase of transportation tickets is from a central billing account (CBA), fund cite provided.//
 - (14) Written notification by the employee to the CPAC is required if these travel orders are not being used.
 - (15) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//
 - (16) Allowances have to be stopped on an SF1190 and submitted to the BENELUX CPAC before PCS'ing.//
- ///NOTHING FOLLOWS///

SEPARATION FROM OCONUS TO OCONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee and dependent will depart **** on **** for separation travel.//
 - (3) Shipment of HHG authorized from **** to *****//
 - (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds. Cost of HHG shipment is limited to constructed cost for one shipment.//
 - (6) 90 days temporary storage of HHG authorized.//
 - (7) Storage HHG at government expense may continue until the beginning of the second month after the month in which eligibility shall be deemed on the last day of work at the post of duty.//
 - (8) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
 - (9) Employees should contact the Transportation Office to arrange transportation of household goods. Mode of transportation is determined by the Transportation Officer.//
 - (10) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
 - (11) Rental cars NOT authorized.//
 - (12) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) authorized before departure but not to exceed date of separation. Allowance needs to be claimed through CPDDCPSTQSAADVDPAY@EUR.ARMY.MIL along with Statement of Understanding.//
 - (13) Written notification by the employee to the CPAC is required if these travel orders are not being used.
 - (14) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//
 - (15) Allowances have to be stopped on an SF1190 and submitted to the BENELUX CPAC before PCS'ing//
- //NOTHING FOLLOWS//

PCS FROM OCONUS TO CONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee will depart ***** on ***** (EOD) and will proceed to new duty station *****. Change to reporting date must be coordinated with management and CPAC prior to departure. Losing OCONUS activity covers all transportation expenses up to APR; any excess costs will be borne by the employee or the gaining activity.//
 - (3) HHG Shipment pick up from ***** to *****.//
 - (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
 - (6) 90 days temporary storage of HHG authorized.//
 - (7) Storage HHG at government expense may continue until the beginning of the second month after the month in which eligibility shall be deemed on the last day of work at the post of duty.//
 - (8) Employees should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
 - (9) Employees performing PCS travel may elect to ship any portion of HHG to the Actual Place of Residence (APR) in the US and the remaining portion to the new duty station. Cost is limited to constructed cost for one shipment. //
 - (10) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
 - (11) Employees unable to report to the duty station by the agreed upon reporting date should notify gaining CPAC by facsimile or email immediately.//
 - (12) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) prior to departure is authorized. Allowance needs to be claimed through CPDDCPTQSAADV@EUR.ARMY.MIL, along with Statement of Understanding.//
 - (13) Advance pay not authorized.//
 - (14) Rental cars NOT authorized.//
 - (15) Allowances have to be stopped on an SF1190 and submitted to the BENELUX CPAC before PCS'ing. Employee is subject to a Living Quarters Allowance (LQA) audit within 7 years of departure from OCONUS.//
 - (16) Purchase of Transportation Tickets is from a Central Billing Account (CBA), fund cite provided.//
 - (17) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
 - (18) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancercita.html.//
- !!!NOTHING FOLLOWS!!!

PCS OCONUS to OCONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee (and dependent) will depart ***** on ***** (EOD) and proceed to new duty station ***** via POV. Change to reporting date must be coordinated with management and HRO prior to departure.//
 - (3) Authorized HHG pick up from *****//
 - (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
 - (6) 90 days temporary storage of HHG authorized.//
 - (7) Employee should contact the Transportation Office to arrange transportation of household goods. Mode of transportation is determined by the Transportation Officer.//
 - (8) Employees performing PCS travel may elect to ship any portion of HHG to the Actual Place of Residence (APR) in the US and the remaining portion to the new duty station. Cost is limited to constructed cost for one shipment. Any goods shipped to APR cannot be returned to overseas during continuous service.//
 - (9) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
 - (10) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
 - (11) Maximum 30 days Temporary Quarters Subsistence Allowance (TQSA) prior to departure is authorized. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
 - (12) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
 - (13) Miscellaneous expense authorized. Allowance needs to be claimed on DD Form 1351-2 and submitted to DFAS (address in item 27).//
 - (14) Rental cars NOT authorized.//
 - (15) Official no-fee passport will be obtained prior to PCS movement to OCONUS.//
 - (16) Living Quarters Allowance (LQA) authorized.//
 - (17) Purchase of Transportation Tickets is from a Central Billing Account (CBA), fund cite provided.//
 - (18) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
 - (19) Relocation Income Tax Allowance (RITA) : please visit DFAS website at www.dfas.mil/civilianpay/travel-relocationincometaxallowancerita.html.//
 - (20) Allowances have to be stopped on an SF 1190 and submitted to the BENELUX CPAC before PCS'ing.//
- //NOTHING FOLLOWS//

First Duty Travel from CONUS

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
 - (2) Employee (and dependents) will depart ***** on ***** (EOD) and proceed to first duty station *****. Change to reporting date must be coordinated with management and CPAC prior to departure.//
 - (3) Authorized HHG pick up from APR: *****.//
 - (4) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
 - (5) Combined weight of HHG stored and transported; including unaccompanied baggage may not exceed 18,000 pounds.//
 - (6) 90 days temporary storage of HHG authorized.//
 - (7) Employee should contact the Transportation Office to arrange transportation of household goods and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
 - (8) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
 - (9) Maximum 90 days Temporary Quarters Subsistence Allowance (TQSA) authorized upon arrival. Allowance needs to be claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
 - (10) Maximum 10 days of Foreign Transfer Allowance (FTA) authorized before departure. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
 - (11) Advance pay is authorized. Maximum entitlement is up to 6 pay periods of base salary and the repayment will be in equal installments over a maximum of 26 pay periods. Claims for advance pay are claimed through CPDDCPSTQSAADVPAY@EUR.ARMY.MIL along with Statement of Understanding.//
 - (12) Miscellaneous expenses authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
 - (13) Rental cars NOT authorized.//
 - (14) Official no-fee passport will be obtained prior to PCS movement to OCONUS.//
 - (15) Living Quarters Allowance (LQA) authorized.//
 - (16) Written notification by the employee to the CPAC is required if these travel orders are not being used.//
 - (17) Relocation Income Tax Allowance (RITA): please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html. //
- //NOTHING FOLLOWS//

REMARK CONCERNING FAMILY MEMBER AGE OF 21

This is the last opportunity for dependent xxxx who became age 21 while the employee is assigned OCONUS to return to the employee's actual residence in the U.S, i.e. xxxx.

REMARK CONCERNING POV REPLACEMENT WITH RAT

- (3) Employee is authorized as replacement vehicle IAW Joint Travel Regulations

Remarks for orders from CONUS to Riyadh

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart San Antonio, TX on 3 Nov 12 and proceed to first overseas duty station Riyadh, SA. Change to reporting date must be coordinated with management and CPAC prior to departure.//
- (3) All costs incidental to individual assignment (to include salary, allowances and benefits, travel, transportation, TDY, and shipment of personal property) are reimbursable by the Saudi Arabian Government and paid under Foreign Military Sales (FMS). Traveler will comply with the requirement pertaining to foreign customs.//
- (4) Employee will be in a duty status for the time required to travel by most direct route. Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (5) Travel Advance and/or Advance Pay not authorized as no excessive PCS are incurred when coming to Saudi Arabia.//
- (6) Use of U.S. Certified Air Carriers and Category Z Fares does not apply IAW JTR. Commercial air via non-certified air carriers is authorized for all travel in conjunction with the PCS move since the KSA reimburses the U.S. government in full through its Foreign Military Sales (FMS) program.//
- (7) Baggage Allowance: Employee is authorized reimbursement for checkable baggage of up to 100 lbs (excluding free checkable baggage), IAW JTR. Free checkable baggage allowances vary in weight and pieces allowed, depending on the Carriers used. Traveler is to refer to the Official Airline Guide, Carriers Tariffs and check with Ticket Agent PRIOR to departure for any changes.//
- (8) Non-Temporary Storage (extended) of HHG is authorized. IAW JTR,
- (9) Saudi Arabia is a weight restricted area; HHG shipped from San Antonio, Tx to RIYADH, KSA is limited to 4,500 lbs.//
- (10) Total weight of HHG shipped, including unaccompanied baggage, plus weight of HHG in NTS, must NTE 18,000 lbs.//
- (11) Maximum 10 days of Foreign Transfer Allowance (FTA) authorized before departure. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (12) Miscellaneous expenses authorized. Allowance needs to be claimed on SF1190 and submitted to the servicing CPAC.//
- (13) Travel is required to have a valid Diplomatic passport, current Saudi Visa to enter the KSA; immunization records; and copies of this travel orders and any amendments in their possession.//
- (14) Position is Emergency Essential and Pre-Employment Physical examination is required. Use of private or family physician is also authorized. Receipts must be submitted for reimbursement. Fitness of duty physical exam required as a condition of employment is authorized.//
- (15) FMS funding provided covers all PCS costs (door to door) and therefore TAC codes are not required per HQDA.

(16) All HHG and Unaccompanied baggage should be consigned to the Traffic Management Officer, US Military Training Mission (USMTM), Attn: TMO/Riyadh, Saudi Arabia (TRAVELER'S NAME/SSN). Copies of the GBL should be sent to USMTM, SAME ADDRESS.

(17) If travel arrangements go through France, individual is authorized transit through France enroute to Saudi Arabia.

(18) Employee will be accorded the privilege of use of government quarters, food services, exchanges and recreational facilities owned, operated, or under jurisdiction of the Department of Defense only while in official travel status. IAW JRT

(19) Written notification by the employee to the CPAC is required if these travel orders are not being used.//

Remarks for PCS back to CONUS from Riyadh

- (1) Authority is granted to amend these orders IAW Joint Travel Regulations
- (2) Employee will depart Riyadh, Saudi Arabia on 31 Jul 12 to his APR, Falls Church, VA and will proceed to new duty station on 12 Aug 2012 (EOD). Leave en route authorized from 1 Aug 2012 to 11 Aug 2012. Change to reporting date must be coordinated with Management and CPAC prior to departure. Losing OCONUS activity covers all transportation expenses up to APR; any excess costs will be borne by the employee or the gaining activity.//
- (3) Concurrent travel of dependent
- (4) HHG Shipment pick up from Riyadh, KSA to Alexandria, VA.//
- (5) Official travel arrangements purchased through a Commercial Travel Office (Travel Agency) not under contract to the Government is not reimbursable. Additionally, travelers must be advised by both their servicing personnel and transportation offices that: (a) Use of a Government CTO is mandatory when purchasing tickets for official travel. (b) Failure to use a Government CTO when obtaining tickets for official travel may result in disciplinary action.//
- (6) Combined weight of HHG stored and transported; including unaccompanied baggage plus weight of HHG placed in non-temporary storage may not exceed 18,000 pounds.//
- (7) Storage of HHG at government expense may continue until the beginning of the second month after the month to which eligibility shall be deemed on the last day of work at the post of duty.//
- (8) Temporary storage of HHG not to exceed 90 days is authorized IAW JTR and may be extended for an additional period NTE 90 days with the employee's written request.//
- (9) Employee should contact the Transportation Office to arrange transportation of HHG and privately owned vehicle. Mode of transportation is determined by the Transportation Officer.//
- (10) Employees performing PCS travel may elect to ship any portion of HHG to the Actual Place of Residence (APR) in the US and the remaining portion to the new duty station. Cost is limited to constructed cost for one shipment.//

- (11) Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified, as officially necessary will be charged to the appropriate type of leave.//
- (12) Employees unable to report to the duty station by the agreed upon reporting date should notify gaining CPAC by facsimile or email immediately.//
- (13) Baggage Allowance:
(a) Accompanied – Employee authorized free checkable baggage according to Official Airline Guide. When baggage is limited to less than 100 lbs. Excess weight authorized to bring baggage allowance up to NTE 100 lbs (excludes free checkable baggage).
(b) Unaccompanied – Employee and dependent each authorized 350 lbs. IAW JTR,
- (14) Rental car not authorized.// (15) Allowances have to be stopped on a SF1190 and submitted to usarmy.kaiserslautern.chra.mbx.lqa@mail.mil before PCS'ing.// (16) Advance pay not authorized.//

(17) Purchase of Transportation tickets is from a Central Billing Account (CBA), fund cite provided.//

(18) Written notification by the employee to the CPAC is required if these travel orders are not being used.// (19) Relocation Income Tax Allowance (RITA): Please visit DFAS website at www.dfas.mil/civilianpay/travel/relocationincometaxallowancerita.html.//

Remarks for RAT Travel, Riyadh

- a. Authority: DoD REG 4515.13R & DoD Joint Travel Regulation
- b. Employee will depart Riyadh, KSA on 15 Nov 12 and will be available for return travel on 4 Dec 2012. Change to reporting date must be coordinated with Management and CPAC prior to departure.//
- b. All transportation costs are reimbursable by the Saudi Arabian Government and paid under Foreign Military Sales (FMS).//
- c. Any excess cost due to circuitous or interrupted travel for the convenience of the employee will be borne by the employee. Any excess travel time not justified as officially necessary will be charged to the appropriate type of leave.//
- d. Employee satisfactorily completed the minimum period of service for this command and has signed a new transportation agreement as shown in Item 21.//
- e. Rental cars NOT authorized.//
- f. Travel and Transportation expense to the Government is limited to the cost by usual route and authorized mode of travel from Riyadh, KSA to HOR: Lorton, VA and return.//
- g. Use of U.S. certified air carrier and category Z fares does not apply IAW JTR Commercial Air VIA non-certified air carrier is therefore authorized for all travel in conjunction with PCS or RAT Travel since KSA reimburses the US Government in full through Foreign Military Sales Program. Therefore, Non-US carrier is authorized.//

h. Employee authorized free checkable baggage in accordance with the official airline guide. Maximum baggage weight allowance authorized at Government expense must not exceed 100 pounds per person (excluding free checkable baggage. JTR C2305. NOTE: Free checkable baggage varies in regards to weight and pieces, depending on the carrier. Refer to the ticket agent for any changes in free checkable baggage.//

i. Employee will be accorded the privilege of use of the Government food service, exchanges, and recreational facilities owned operated or under the jurisdiction of the Department of Defense only while in official travel status IAW JTR

j. Per diem entitlement IAW JTR

k. Written notification by the employee to the CPAC is required if these travel orders are not being used.//

LIMITED WEIGHT

FOR US MISSION PERSONNEL, add the following remark if they are authorized limited HHG weight:

“ weight for HHG is limited to 4,500 Lbs, as employee will reside in Embassy Quarters, if available. Orders will be amended to increase if no Embassy Quarters are available.”

OR

Embassy/Government quarters are available. OCONUS Command has restricted the weight allowance for HHG shipped to Brussels, BE/Kuwait/Afghanistan to 4,500 pounds. Therefore, combined weight of HHG stored and transported may not exceed 18,000 lbs.

SPLIT TRANSPORTATION REMARK:

Split transportation : Employee is authorized split transportation between authorized places as long as the combined HHG shipments do not exceed the authorized HHG weight allowance and the cost of HHG transportation in one lot between authorized places.

REMARK CONCERNING FAMILY MEMBER AGE OF 21

This is the last opportunity for dependent xxxx who became age 21 while the employee is assigned OCONUS to return to the employee's actual residence in the U.S, i.e. xxxx.

REMARK CONCERNING POV REPLACEMENT WITH RAT

Employee is authorized a replacement vehicle IAW Joint Travel Regulations.

REMARK CONCERNING HHG SHIPMENT WITH RAT

Expired authority for HHG transportation to the extent of a prior order that was unused reestablished by signing the renewal agreement ICW RAT. Combined HHG shipments cannot exceed the authorized HHG weight allowance and the cost of HHG transportation in one lot between authorized places.

Common Types of Travel Allowance

COMMON TYPES of TRAVEL ALLOWANCES

1. Temporary Quarters Subsistence Expenses (TQSE)

Joint Travel Regulation (JTR), Chapter 5, Part B

TQSE is a discretionary allowance that is intended to reimburse employees for some costs for lodging, food, and other necessities when occupying temporary quarters. TQSE must be authorized in advance of occupancy, and may not be approved after the fact. It may be offered by the agency in the following forms:

- a. TQSE (AE) Actual expense reimbursement
- b. TQSE (LS) Lump Sum payment

2. Temporary Quarters Subsistence Allowance, TQSA - is an overseas subsistence allowance governed by the State Department. It is claimed on a Standard Form 1190, submitted through the agency authorizing it, and paid by your servicing payroll activity. Additional information about TQSA can be located in the Department of State Standardized Regulation (DSSR) Section 120.

3. Movement and Storage of Household Goods (HHG)

Joint Travel Regulations (JTR), Chapter 5, Part B

The maximum weight allowance of HHG that may be shipped or stored at government expense is 18,000 pounds net weight. For uncrated or van line shipments, a 2,000 pound allowance is added to the 18,000 pounds net weight allowance to cover packing materials for the shipment. In no case may a shipment weigh over 20,000 gross pounds (the 18,000 pounds net weight of the uncrated HHG plus the 2,000 pound allowance for packing materials). The relocating employee is responsible for reimbursing the government for all costs incurred if the shipment is overweight. There are two methods of shipping HHG:

1. Actual Expense Method / Government Bill of Lading (GBL)
2. Commuted Rate Schedule (CRS)

Commutated Rate is NOT an option for a move involving a location Outside the Continental United States (OCONUS).

4. Real Estate/Unexpired Lease Allowance

Joint Travel Regulations (JTR), Chapter 5, Part B

General Conditions:

An employee may be authorized reimbursement for certain expenses required to be paid by the

employee in connection with the sale of your residence (which may be a mobile home and/or the lot on which the mobile home is, or is to be, located) at the old duty station; and/or the purchase of a residence at the new duty station. In lieu of real estate sale expenses at the old duty station, reimbursement is allowed for expenses associated with the settlement of an unexpired lease on a place of residence, or lot on which a mobile home is located. Reimbursement may be allowed when:

1. A transportation agreement is signed;
2. A PCS must be authorized or approved between two duty stations within the United States and/or non-foreign OCONUS areas like Hawaii or Puerto Rico (with exceptions);
3. The residence at the old PDS must be the employee's actual residence at the time he/she was *first* definitely informed by the appropriate authority that he/she was to be transferred to a new duty station;
4. The settlement dates for the sale, purchase or lease termination transaction are within the one-year time limitation;
5. The residence/dwelling is the residence from which the employee regularly commutes to and from work.

5. Temporary Lodging Expense (TLE)

TLE is intended to partially pay for lodging and meal expenses when a member/dependent(s) must occupy temporary quarters in CONUS due to a PCS.

Important Reminders:

- TLE Reimbursement is limited to 10 days for a member who completes a PCS to a CONUS PDS (Permanent Duty Station).
- TLE Reimbursement is limited to 5 days for a member who completes a PCS to an OCONUS PDS.
- When submitting for TLE Reimbursement, you must include an itemized zero-balance lodging receipts and a Statement of Non-Availability if staying off post.

More information can be found in the Joint Travel Regulations (JTR) or contact your local Defense Military Pay Office (DMPO).

6. POV Shipment OCONUS

An employee PCS to/from an OCONUS PDS may be authorized shipment of one POV when the AO determines that it is in the Government's best interest for the employee to have the use of a POV at the OCONUS PDS.

7. Allowances for PCS to or from OCONUS

CONUS allowances are governed by the Joint Travel Regulations and processed by the CONUS travel payment office. The Department of State Standardized Regulations (DSSR) governs some allowances (e.g., Temporary Quarters Subsistence Allowance Living Quarters Allowance) for Permanent Changes of Station (PCS) to OCONUS. Those are processed by the servicing payroll office and/or the servicing finance office overseas.

NOTE: There may be exceptions to this when individuals are PCSing to isolated or certain overseas locations, i.e. where there is no servicing finance office.

8. En Route Travel

Joint Travel Regulations (JTR), Chapter 5, Part B

When employees complete en route travel to the new duty station and on that same day they enter into temporary quarters, eligibility for Temporary Quarters Subsistence Expense (TQSE) starts with the evening meal on that day.

9. Miscellaneous Expense Allowance (MEA)

Joint Travel Regulations (JTR), Chapter 5, Part B

A Miscellaneous Expense Allowance (MEA) is payable to you when a Permanent Change of Station (PCS) is authorized or approved, provided an appropriate transportation agreement has been signed. You must have discontinued and established a residence in connection with such change of station, regardless of where the old or new duty station is located. You are required to certify on the voucher that you have discontinued your residence at the old permanent duty station (PDS) and have established a residence at the new PDS in connection with the PCS.

When you report to the new PDS but your dependent(s) remain at the old PDS or other location without discontinuing the residence, reimbursement is limited to that for an employee without dependents until such time as the old residence is discontinued and relocation of residence is accomplished by the dependents.

NEW APPOINTEE (NEW EMPLOYEE) ASSIGNED FROM ANYWHERE TO FIRST OFFICIAL STATION IN THE CONUS

A. Relocation allowances that a DoD Component must pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS. ¹

1. Transportation of employee & immediate family member(s) (JTR Ch 5, par. 5558) (FTR, Part 302-4).
2. Per diem for employee only (JTR Ch 5, par. 5592) (FTR, Part 302-4).
3. Transportation including SIT of HHG (JTR Ch 5, Part B (FTR, Part 302-7)).
4. NTS (extended storage) of HHG when an eligible employee is moved to an isolated CONUS PDS (JTR Ch 5, Part D) (FTR, Part 302-8).

5. Transportation of a mobile home (including a boat) used as a primary residence in lieu of HHG transportation (JTR Ch 5, Part B) (FTR Section 302-10.2)

B. Relocation allowances that a DoD Component has discretionary authority to pay or reimburse when the DoD Component elects to pay movement costs to the employee's first PDS.

POV shipment (Ch 5, Part B) (FTR, Part 302-9).

NOTE: A DoD Component has the discretion to authorize or not authorize relocation allowances for movement to the first PDS. If the DOD Component elects to authorize relocation allowances it must pay all the listed allowances for which the employee qualifies under the applicable regulations in the JTR. Ch 5, Part B lists the allowances that are *not* payable incident to relocation to the first PDS.