

GENERAL USE TRAVEL ORDER BACK

CONTINUATION OF REVERSE TRAVEL ORDER

NOTE: Only those items referenced in the order are applicable.

1. The verbal orders of the commander on (date shown in the proceed o/a date block) are confirmed, circumstances prevented written orders in advance. (Do not use this statement on blanket/repeated TDY orders.)
2. This special authorization(s) is authorized as more advantageous to the government. The cost of the special authorization has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment. (NOTE: Purchase of optional rental car insurance (e.g. collision damage waiver (CDW)), will not be reimbursed.)
 - a. Privately owned conveyance.
 - b. Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around the TDY station.
 - c. _____ pieces of excess accompanied baggage is authorized according to AFI 24-101.
 - d. Hire of special conveyance for use within the TDY station is authorized.
 - e. Hire of special conveyance is authorized for use as the primary means of transportation.
 - f. Travel is authorized by commercial air rail or bus.
 - g. Use of transoceanic ferry is authorized.
 - h. Authorized to personally procure transoceanic transportation. (No reimbursement is authorized for using a foreign flag carrier, if a US flag carrier is available.) Enter government transportation cost (round trip) in the remarks section. Tickets must be purchased through a travel office under contract/agreement (e.g. SATO) with the U.S. Government when available.
 - i. Registration, conference, or tuition fee is authorized in the amount of \$ _____. This includes _____ meals (indicate number) and/or _____ nights lodging. (Must specify none or actual items provided.)
 - j. Other: _____ (must be specific)
3. Since your per diem payment is based primarily on the availability of quarters and government meals, contact billeting at the TDY location prior to departure to secure a reservation. (The reservation number will be used to reimburse members in lieu of a hard copy non-availability statement when commercial quarters are required.)
4. Meal reimbursement option:
 - a. Government meals are available and directed..
 - b. Partial government meals are available and directed.
 - c. Government meals are not available nor directed.
5. Travel permitted by this order does not entitle traveler to expenses of travel or per diem.

6. Submit a travel voucher within 5 workdays after completion of travel.
7. Submit a no-pay travel voucher within 5 workdays after completion of travel/ permissive TDY.
8. Traveler authorized to use his/her privately owned conveyance (POC) or to personally procure transportation as not advantageous to the government. (Note: Does not apply to transoceanic travel. Orders approving official verify lowest cost of available transportation through TMO (or transportation representative at installations without a TMO) then enter cost in item No.16, DD Form 1610, Authorization for TDY Travel of DOD Personnel.) Tickets must be purchased through a travel office under contract/agreement (e.g. SATO) with the U.S. Government when available.
9. Individual is on authorized absence from duty traveling at personal expense and eligible for military furlough fare discounts.
10. Turn in all promotional items, for example, gifts, bonus tickets, to the FSO. (Required for all funded orders.)
11. Government arranged transportation directed. Report to the traffic management office (TMO) as soon as possible.
 - a. Traveler will use individual government travel card to purchase transportation.
 - b. Transportation will be charged to the centrally billed account.
12. Authority:
 - a. AFI 36-2110 (Officer and Enlisted)
 - b. JTR Vol 2 (DOD Civilian)
 - c. According to applicable government agreements (non US-Citizens employed by the Air Force).
13. Members will be performing duty off an installation of the uniform services.
14. Individual(s) will be performing duties under field conditions.
15. Individual(s) is/are required to advise their unit administration section of their departure and return from TDY.
16. Government Travel Card (GTC) use:
The "Travel and Transportation Reform Act of 1998" (TTRA) stipulates that the government-sponsored, contractor issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency. (Reference: DoDFMR, Volume 9, paragraph 0303).
 - a. The traveler is a GTC holder. Travel advances from the Financial Services Office (FSO) are not authorized. (Note: Travelers eligible for the GTC are considered cardholders.)
 - b. Traveler is exempted from mandatory provisions of the TTRA, IAW DoDFMR Volume 9, paragraph 030302 and authorized to receive a travel advance from the FSO. The advance is limited to 80 % of the authorized and allowable expenses for _____ days (not to exceed 60 days).

17. NATO TRAVEL ORDER(For US Military only)
 NATO TRAVEL ORDER
 ORDRE DE MISSION OTAN
 NATO MARSCHBEFEHL
 Country of origin THE UNITED STATES OF AMERICA (Order No.)
 Pays de provenance LES ETATS-UNIS D'AMERIQUE (Numéro de série)
 Ursprungsland DIE VEREINIGTEN STAATEN VON AMERIKA (Anweisungsnummer.)
see reverse
 - a. The bearer (and group as shown here or on attached list)
 Le porteur (et personnel porté ci-dessous ou sur la liste jointe)
 Der Inhaber (und die auf anhängender Liste aufgeführte Personen)
see reverse
 - b. Will travel from) to)
 Fera mouvement de) à
 Wird reisen von) nach) see reverse
 Via) Day of departure)
 Via) Date du départ)
 Über Abfahrtsdatum) see reverse
 Expected date of return)
 Date probable de retour)
 Voraussichtlicher Tag der Rückkehr) see reverse
 - c. Authority is/is not granted to possess and carry arms.
 Authorisation de porter d'armes accordée/non accordée.
 Es ist/ist nicht gestattet, Waffen zu besitzen und zu tragen. _____
 - d. The person named in paragraph 1 is authorized to carry)
 La personne indiquée au paragraphe 1 est autorisée à porter)
 Der in Paragraph 1 genannten Person ist es erlaubt)

- sealed dispatches, containing only official documents, numbered)
 plis scelles, ne contenant que des documents officiels, numérotés)
 numerierte versiegelte Sendungen, die nur dienstliche Dokumente
 enthalten, mit sich zu führen)
- e. I hereby certify that this individual/group is/are member(s) of a force defined in NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.
 Je soussigné certifie que le personnel visé appartient à une armée telle que définie dans l'accord OTAN sur le statut des Forces armées et que ce dé placement est officiel selon les termes de cet accord.
 Hiermit bescheinige ich, daß die genannte(n) Person(en) Mitglied einer Streitkraft ist/sind, gemäß der Definition im NATO-Truppenstatut und daß diese Reise im Einklang mit den Bestimmungen dieses Abkommens
 - f. This travel order is to be produced to civil and military authorities on request. Cet ordre de mission devra être présenté sur demande des autorités civiles et militaires.
 Dieser Marschbefehl soll zivilen und militärischen Amtspersonen auf Verlangen vorgezeigt werden.
- FOR THE COMMANDER:
 (OFFICER AUTHORIZING MOVEMENT)
 (OFFICIER AUTORISANT LE MOUVEMENT)
 (OFFIZIER, DER DIESE REISE GENEHMIGT)
see reverse
- Date (YYYYMMDD) of issue
 Date (AAAAMMJJ) de l'autorisation
 Ausstellungsdatum (JJJJMMTT) see reverse

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