

**TRAVEL ORDERS REQUEST**

NAME (Last, First, Middle Initial)

DATE

**AF FORM 938 (Type of Tour)**

ANNUAL TOUR     SPECIAL TOUR ADT     SPECIAL TOUR ADS     SCHOOL TOUR     MPA TOUR

**REPORTING DATA**

REPORTING LOCATION

REPORTING TIME AND DATE

RELEASE DATE

**IF CONVERTING STATUS**

CONVERTING TO IDT STATUS AT \_\_\_\_\_ ON \_\_\_\_\_     CONVERTING TO ACTIVE DUTY STATUS AT \_\_\_\_\_ ON \_\_\_\_\_

**DD FORM 1610 (Type of Orders)**

ROUTINE     CONFIRMATORY     REPEATED    APPROXIMATE NUMBER DAYS \_\_\_\_\_    PROCEED O/A DATE \_\_\_\_\_  
 BLANKET     PERMISSIVE

**GENERAL INFORMATION**

ITINERARY

PURPOSE OF TRAINING

STUDENT TRAINING     CONTINUATION TRAINING

**TRAVEL CATEGORY**

SITE VISIT     TRAINING ATTENDANCE     CONFERENCE  
 INFORMATION MEETING     SPEECH OR PRESENTATION     OTHER \_\_\_\_\_

**BILLETING**

ON-BASE     CONTRACT QUARTERS     COMMERCIAL OR NON-AVAILABILITY     N/A

**MISCELLANEOUS REQUIREMENTS**

VARIATION IN ITINERARY     ESP CODE \_\_\_\_\_     MEGP STATUS     DUTY STATUS CONVERSION  
 VOC DATE \_\_\_\_\_     REVOKES OR RECINDS ORDER NUMBER \_\_\_\_\_    (Specify) \_\_\_\_\_

**MODE OF TRAVEL**

GOVT PROCURED TRANS DIRECTED (TR COST) \_\_\_\_\_     MILITARY AIR     POC MORE ADVANTAGEOUS  
 AERO CLUB AIRCRAFT     GOVERNMENT VEHICLE     POC NOT MORE ADVANTAGEOUS (TR COST) \_\_\_\_\_  
 OTHER (Specify) \_\_\_\_\_

**SPECIAL AUTHORIZATION REQUIRED**

POC MORE ADVANTAGEOUS     SPECIAL CONVEYANCE COST \_\_\_\_\_     OTHER (Specify) \_\_\_\_\_

**GOVERNMENT CONTRACTOR-ISSUED CREDIT CARD**

CARD ISSUED     APPLIED FOR BUT NOT RECEIVED     NOT ELIGIBLE     DECLINED CARD

GRADE

AIR RESERVE TECHNICIAN

NUMBER OF ACTIVE DUTY DAYS

YES     NO

ADDITIONAL REMARKS

SUPERVISORS SIGNATURE

DATE

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).