# DEPARTMENT OF THE NAVY
# INVITATIONAL TRAVEL ORDER

TRAVEL ORDER NO.

| 1. NAME *(First, middle, last)* | DATE APPROVED |
|---|---|
| HOME ADDRESS | |
| BUSINESS ADDRESS | |
| NAME AND LOCATION OF ACTIVITY ISSUING INVITATION | |
| FROM: *(Point where travel begins)* | PROCEED ON OR ABOUT *(Date)* |
| TO: *(Destination)* | FOR APPROXIMATELY<br>_____ DAYS |

FOR THE PURPOSE OF *(Exact purpose for which travel is authorized)*

UPON COMPLETION RETURN TO *(Point where travel began)*

2. Authority is granted for the performance of the above travel by commercial aircraft, rail, bus, Government-operated vehicle or aircraft or privately-owned automobile. You are advised that the policy of the Department of Defense requires that in using commercial aircraft, accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler.

3. If the above travel is performed by common carrier you will be provided Government Transportation Requests to exchange for carrier tickets, if practicable. If Transportation Requests are not provided you, you may travel by common carrier at personal expense. Reimbursement for the cost of transportation will be limited to one of the following: (a) the least costly scheduled air service or the lowest cost class of accommodations available at the time reservations were made, (b) cost of the rail fare and a lower berth or the lowest first-class rail accommodation available at the time reservations were made, (c) actual cost of commercial bus fare. Transportation taxes paid at personal expense are also reimbursable. If travel is performed by privately-owned automobile, you will be reimbursed at the appropriate mileage rate, and for bridge, ferry, tunnel, and other highway tolls incurred while in a travel status under this order in accordance with the Joint Travel Regulations, Volume 2. The total reimbursement for travel performed by privately-owned automobile will be limited to the cost of travel by the usual mode of common carrier, including per diem. You will keep a record of speedometer readings and expenditures for tolls for use in submitting your travel expense voucher.

4. Receipts and ticket stubs will be required to substantiate your claim for cost of transportation and subsistence for items in excess of $15.00. Receipts should also be obtained for other reimbursable expenses, including official long distance telephone calls. These receipts will be submitted with your claim for reimbursement of expenses.

| 5. PER DIEM PER DIEM<br>$ _____ RATE | In lieu of actual subsistence expenses, a per diem rate is authorized in accordance with JTR, pars, C8100.2 and C8101.2a, as appropriate. |
|---|---|
| 6. TRANSPORTATION REQUEST NUMBERS: | |
| 7. EXPENSES IN THIS ORDER ARE CHARGEABLE TO: | |
| 8. *The travel authorized herein has been determined to be in the public interest.* | FOR THE SECRETARY OF THE NAVY: *(Signature and title of authorizing official)* |

**NAVSO 4650/10 (Rev. AUG 1972)**