

## REQUEST FORM FOR MCCS TAD ORDERS

### PRIVACY ACT STATEMENT

AUTHORITY, the information contained on this form is maintained under the systems of records notice T7334 (Defense Travel System) 5 U.S.C §§ 5701-5757, Travel, Transportation, and Subsistence: 10 U.S.C. § 135, Under Secretary of Defense (Comptroller); 10 U.S.C. §136, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. § 3013, Secretary of the Army; 10 U.S.C. § 5013, Secretary of the Navy; 10 U.S.C. § 8013, Secretary of the Air Force; DoD Financial Management Regulations 7000. 14-R, Vol. 9, Travel Policies and Procedures; and E.O. 9397 (SSN) published September 8, 2004. 69 FR 54272. The information contained within is FOR OFFICIAL USE ONLY and may not be disclosed without the consent of the records subject, except under routine use. PURPOSE of this information to provide a DoD-wide travel management process which will cover all official travel, from pre-travel arrangements to post-travel payments, to include the processing of official travel requests for DoD personnel, and other individuals who travel pursuant to DoD travel orders; to provide for the reimbursement of travel expenses incurred by individuals while traveling on official business; and to create a tracking system whereby DoD can monitor the authorization, obligation, and payment for such travel. In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended, these records or information contained therein may specifically be disclosed outside the DoD as routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: to Federal and private entities providing travel services for purposes of arranging transportation and lodging for those individuals authorized to travel at government expense on official business. DISCLOSURE MANDATORY.

Name:		First:		Full Middle:	
Rank (Military)			Grade/Title (Civilian)		
Division:					
Date Leaving:			Date Returning:		
Destination: From			To		
Transportation: GOV	POV	Commercial Air	Passenger	Other:	
Purpose of TAD:					
Point of Contact:			Phone:		
Airline Reservations to be made by MCFO Travel Section					
Traveler Date of Birth:					
Airline Seating:	Aisle	Window	Leave: AM	PM	Return: AM PM
If Annual Leave will be used in conjunction with TAD, Advise number of days					
Annual Leave Dates:					
Is Rental Car Authorized: Yes No					
Are Taxi fees Authorized: Yes No If Yes, how many days required					
Registration Fee (if required) to be made by: MCFO Travel Section Traveler					
Provide cost of registration: \$					
Advise if any meals are provided in fee. Please provide documentation.					
Lodging to be made by: MCFO Travel Section Traveler					
If by MCFO Travel Section: BOQ Hotel requests:					
If by Traveler: Provide room rate \$					
Hotel Name:			Confirmation number :		
Is Internet Access Fees Authorized Yes No					
<b>Is Travel HQ Reimbursed</b> Yes No If Yes, please provide documentation					
Note: Funds for lodging and per diem are per the joint travel regulations. Request for actual expense reimbursement should be initiated through the appropriate division head in advance of the travel under separate correspondence and approved by the Director or Deputy Director, MCCS.					
Additional Notes:					
Cost Center #			Account #		

Printed Name of Approving Official

Signature of Approving Official