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| **Privacy Act Statement** |
| **AUTHORITY:** 5 U.S.C. 57, Travel, Transportation, and Subsistence; 10 U.S.C. 1 35, Under Secretary of Defense (Comptroller); 1 0 U.S.C. 1 36, Under Secretary of Defense for Personnel and Readiness; 10 U.S.C. 301 3, Secretary of the Army, 1 0 U.S.C. 501 3 Secretary of the Navy; 1 0 U.S.C. 801 3 Secretary of the Air Force; DoD Directives 7000.1 4-R; and E.O. 9397 (SSN).**PRINCIPAL PURPOSE:** To obtain information for processing a request to travel at Government expense on official Department of Defense business and for processing a claim for reimbursement of authorized and legitimate expenses incurred as a result of such travel.**ROUTINE USES:** For 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. In addition, the "Blanket Routine Uses" set forth at the beginning of the Army's compilation of systems of records notices applies to this system.**DISCLOSURE:** Voluntary, However, failure to provide the requested information may preclude the processing of both the travel request and the claim for reimbursement. |
| **Traveler’s Data** |
| Full SSN: | First Name:  | MI: | Last Name: |
| Unit DTS Organization Name: i.e. \_DM6805\_\_ |  |
| Email Address: | Phone Number: |
| Dates of Travel: |  TDY Location:  | Estimateddays:  |  |
| **Unit Data** |
| FDTA Name: | FDTA Phone Number: |
| Approving Official (AO)Name: | Approving Official Phone Number: |
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| **Funding Data and Action (to be filled out by Unit providing the funds)** |
| Cross-Org LOA label: |  |
| Purpose of TAD: |  |
| Action completed in DTS by: | Date:  |
| FDTA should retain this worksheet in their ‘pending’ file; until the obligation posts in SABRS. Then, it should be attached to the SDN in the Document Log of MFS. | SDN: |