

## CPC TDY Travel Request

1. TRAVEL TYPE:

2. TRAVELER'S LAST NAME, FIRST NAME, MIDDLE INITIAL

3. DATE OF REQUEST:

4. DEPARTURE DATE:

5. RETURN DATE:

6a. DEPARTURE FROM:

6b. City:

6c. State:

7a. RETURN TO:

7b. City:

7c. State:

8. DESTINATION:

9. JUSTIFICATIONS:

10. AUTHORIZATIONS REQUESTED:

MODE OF TRAVEL:

Other:

AIR/RAIL     POV     OTHER

11. Traveler must make flight, rental car, or rail arrangements through ADTRAV. Submit the itinerary with this request. REMINDER: ADTRAV is the contracted travel office for all of NOAA. Other expenses that may be claimed on voucher include: Official calls, tolls, ATM fees, gas for rental car, hotel tax and parking fees. You will be authorized a miscellaneous expense amount for these expenses.

Lodging (The authorized per diem rate for TDY location will be used)

POV Mileage to and from airport (If someone drives you to airport, then POV mileage is authorized for round trip)

Taxi(s)/Shuttle (To and from airport/hotel)

Public Transportation (Bus, metro, etc)

12a. Annual Leave (Must be approved by leave granting authority)

12b. From:

12c. To:

13. ADDITIONAL INFORMATION:

14. TRAVEL AUTHORIZATION NUMBER: