

SAMPLE REPAYMENT ACKNOWLEDGEMENT

DATE

From: Employee Name, Command
To: Command

Subj: REPAYMENT ACKNOWLEDGEMENT FOR TRAVEL

Ref: (a) JTR Vol. 2, Chapter 7, Part M

1. Request to travel in advance of authorization of transportation at government expense to the travel destination;

_____ for the circumstances listed below.
(City & State/City & Country)

Reason for travel:

2. I certify that I have read and understand the EVT regulation stated in reference (a), and that all expenditures made by my command in connection with my EVT (or for my eligible family member) is subject to collection as an overpayment in the event that approval of such travel is later determined to be unwarranted under the provision of reference (a). If I do not repay these funds immediately upon demand, I understand that the Government may pursue collection of these funds through deductions from salary, allowances, lump sum payments, or any other remedy.

Employee's printed Name & Signature

DATE