

Date: \_\_\_\_\_

## INDIVIDUAL TRAVELER AUTHORIZATION FORM

### TRAVELER INFORMATION

Name: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_ Duty Station: \_\_\_\_\_  
Dept/N-code: \_\_\_\_\_ Telephone: \_\_\_\_\_

### TDY DETAILS

**\*\*UNCLASSIFIED COMMENTS ONLY\*\***

Trip Purpose: \_\_\_\_\_  
\_\_\_\_\_

Trip Description: \_\_\_\_\_  
\_\_\_\_\_

List reasons that virtual means  
(VTC, Webinar, etc.) cannot be used: \_\_\_\_\_  
\_\_\_\_\_

Dates TDY Location(s):  
Departure: \_\_\_\_\_ Return: \_\_\_\_\_

### TRAVELER'S SUPPLEMENTAL INFORMATION

Will total cost exceed \$10K (flight & per diem)?    Yes    No

Will duration exceed seven days?    Yes    No

Are any TDY locations in Las Vegas or Hawaii?    Yes    No

Is this a conference?    Yes    No

### APPROVAL AUTHORITY

*Installation Department Head*

Approved      Denied

\_\_\_\_\_  
Printed Name / Rank

\_\_\_\_\_  
Signature

*Installation CO/XO*

Approved      Denied

\_\_\_\_\_  
Printed Name / Rank

\_\_\_\_\_  
Signature

**\*\*Only required if YES was answered to any supplemental questions above\*\***

### SECONDARY APPROVAL AUTHORITY

*Region COS or ED*

Approved      Denied

\_\_\_\_\_  
Printed Name / Rank

\_\_\_\_\_  
Signature

UNCLASSIFIED