FAX TO: 423-1743
ATTN: SATOTRAVEL

TAD/TDY TRAVEL REQUEST WORKSHEET

DATE:

FOR AN ONLINE FORM SEE www.psdph.navy.mil (go to FORMS, NAVPTO, TDY WORKSHEET)

*** NOTE: BUSINESS STARTS/ENDS – DATE & TIME – ARE NECESSARY TO PROCESS THIS REQUEST ***

COMMAND: REGION LEGAL SERVICE OFFICE HAWAII	POC:	PHONE	FAX: 473-1397	EMAIL:
PASSENGER NAME: (LAST, FIRST)	RANK/GRADE:	TITLE: (06/GM15 & ABOVE)	SSN:	

CREDIT CARD NUMBER: (HOTEL CANNOT BE BOOKED WITHOUT A CHARGE CARD GUARANTEE) CARD TYPE: NUMBER: EXP. DATE: No Hotel Arrangements are needed. BOQ will be reserved.	FOR INTERNATIONAL TRAVEL ONLY I AM TRAVELING WITH: GOVERNMENT PASSPORT ☐ YES ☐ NO TOURIST PASSPORT ☐ YES ☐ NO NO PASSPORT ☐ YES ☐ NO	SEATING: ☐ AISLE X WINDOW ☐ OTHER (SPECIFY) _____
LEAVE DESTINATION(S): (IF APPLICABLE)	CAR NEEDED @ LEAVE SITE: Rental Car is authorized for this traveler HOTEL NEEDED @ LEAVE SITE:	

FROM (CITY)	TO (CITY)	REQTD TRAVEL (DATE/TIME)	UPON ARRIVAL	LODGING	CAR
			TAD COMMAND SITE: ***WHEN DO YOU REPORT? (DATE/TIME)*** BUSINESS STARTS: BUSINESS ENDS: (THIS DOES NOT INCLUDE TRAVEL DATES)	BQ NAME OR BASE: ACTIVITY DIRECTED TO: HOTEL NAME: None (PREFERENCE) SCHOOL: X YES ☐ NO	OFFICIAL ☐ COMPACT ☐ MID-SIZE FULL-SIZE ☐ MINI VAN ☐
			TAD COMMAND SITE: BUSINESS STARTS: BUSINESS ENDS:	BQ NAME OR BASE: ACTIVITY DIRECTED TO: HOTEL NAME: (PREFERENCE) SCHOOL: ☐ YES ☐ NO	OFFICIAL ☐ COMPACT ☐ MID-SIZE ☐ FULL-SIZE ☐ MINI VAN ☐
			TAD COMMAND SITE: BUSINESS STARTS: BUSINESS ENDS:	BQ NAME OR BASE: ACTIVITY DIRECTED TO: HOTEL NAME: (PREFERENCE) SCHOOL: ☐ YES ☐ NO	OFFICIAL ☐ COMPACT ☐ MID-SIZE ☐ FULL-SIZE ☐ MINI VAN ☐

ADDITIONAL REMARKS: