

TDY TRAVEL ADVANCE FORM

Instructions: Please complete all personal data and mark the appropriate blocks. Before an advance can be paid, your orders must read: *Travel advance is authorized and traveler does not have a government charge card.* If this statement is not in the orders, you must attach a signed statement from the order approving official that the traveler does not have a Government sponsored charge card. (DFAS-IN Regulation 37-1, paragraph 10062). Submit this request, one copy of your orders, any amendments, and the signed memo (if applicable) to your servicing DFAS Travel Office. If you are traveling on *Invitational Travel Orders*, you are authorized a travel advance. The amount of the advance must be *approved* by the orders approving official and included on the invitational order. The advance will be limited to the authorized amount. IAW DOD FMR Vol. 9, Chapter 5, par 0504, personnel who are not eligible for a government travel card may obtain travel advances only via EFT.

Traveler Information:					
1. TRAVELER NAME (Last, First, Middle Initial)			2. SSN		8. MAILING ADDRESS
3. GRADE/RANK	4. DAYTIME NUMBER	5. SUPERVISOR/UA's NAME		MAILING ADDRESS - LINE 2	
6. SUPERVISOR PHONE NUMBER		7. EMAIL ADDRESS		CITY	STATE
				ZIP CODE	

Traveler Lodging Information	
<div style="font-size: 8px; transform: rotate(-90deg); position: absolute; left: -40px; top: 50%; transform: translateY(-50%);">For Army Personnel Only</div> a. Are you going TDY to a Lodging Success Program (LSP) Area? b. If so, did you call the LSP number 1-800-GOARMY1? c. If a room was not available, enter your LSP non-availability control number <input style="width: 100%;" type="text"/> d. If TDY is not to a LSP location, contact your servicing contracted travel office (CTO) for lodging arrangements.	9. PLEASE ANSWER THE FOLLOWING QUESTION What will the traveler be paying for lodging per night \$ <input style="width: 80%;" type="text"/> (not including taxes)? 10. PLEASE ANSWER THE FOLLOWING QUESTION How many nights will the traveler require lodging? <input style="width: 80%;" type="text"/>

11. ADDITIONAL TRAVEL INFORMATION
 Will the traveler have multiple TDY points? If yes, how many nights will the traveler stay at each area?
 List the TDY points and the nightly cost of lodging at each TDY point:

12. PLEASE ANSWER THE FOLLOWING QUESTIONS Are you going TDY to a military installation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes and a room is not available through the billeting office, enter your non-availability control number. <input style="width: 100%;" type="text"/>	13. PLEASE ANSWER THE FOLLOWING QUESTIONS Will meals be provided for you at no cost? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be required to pay the surcharge rate for meals at a government dining facility? <input type="checkbox"/> Yes <input type="checkbox"/> No
14. PLEASE ANSWER THE FOLLOWING QUESTIONS a. Will you be required to pay for a registration/conference fee? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Will any of the meals be included in the cost of the conference fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	15. PLEASE ANSWER THE FOLLOWING QUESTIONS b. If YES, how much? <input style="width: 80%;" type="text"/> d. If YES, how many? <input style="width: 80%;" type="text"/> 15. PLEASE ANSWER THE FOLLOWING QUESTIONS Will you be taking leave before, during, or after your TDY? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, what dates will you be on leave? <input style="width: 100%; height: 30px;" type="text"/>

Rental Car Information (If Applicable)		
17. PLEASE ANSWER THE FOLLOWING QUESTION Is a rental car authorized on the orders? <input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, PLEASE INCLUDE RENTAL CAR DAILY RATE Rental Car Daily Rate \$ <input style="width: 80%;" type="text"/>	The traveler is required to make the arrangements through a government travel office (CTO).
15. PLEASE ANSWER THE FOLLOWING QUESTION Will the traveler be driving a privately owned vehicle (POV) to the TDY point? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes , the traveler may be limited to the cost of round-trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".

DIRECT DEPOSIT IS THE MANDATORY METHOD OF PAYMENT FOR ADVANCES	
18. TRAVELER EFT INFORMATION (PLEASE PRINT CLEARLY) 9 Digit Bank Routing Number <input style="width: 100%;" type="text"/> Checking or Savings Account Number <input style="width: 100%;" type="text"/>	SELECT ONE: <input type="checkbox"/> SAVINGS ACCOUNT <input type="checkbox"/> CHECKING ACCOUNT

SIGNATURE _____

DATE _____

PRIVACY ACT STATEMENT: AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397. **PRINCIPAL PURPOSES(S):** Used for reviewing, and determining the amount of an authorized travel advance. SSN is used to maintain a numerical identification system for individual requests. **ROUTINE USE:** To substantiate a request for advance payment for official travel. **DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.