

Toll Free: 1-888-332-7366
DSN: 699-0300

- 1. Check Split Disbursement box. Enter \$ amount spent on line below.
- 2-4. Put your name, rank and SSN here. Make sure that this info is right on your orders.
- 5. Check "TDY" and "Member/Employee"
- 6-7. Put your personal address and phone number here.
- 8. Put your Travel Order # from your TDY Orders here.
- 9. Put the amount of any travel advances made here.
- 10. Leave blank.
- 11. Put the name & location of your permanent duty location here.
- 12-13. Leave blank.
- 14. Mark "yes" if you were authorized and shipped household goods to your TDY location.
- 15A. Write the year and dates you traveled.
- 15B. Write the stops you made during your travel including start location and end location.
- 15C. Put your mode of travel here.

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- 15D. Put the correct codes here to show your Reason for Stop”
- 15E. Enter the cost of lodging here.
- 15F. Put the number of miles traveled using your Private Auto here.
- 16. Check either “Own/ Operate” or “Passenger” if you used your Private Auto.
- 17. Check the box showing how long you were on TDY.
- 18. Put the date, type of reimbursable expense, and amount here.
- 19. Put the date and number of Government/ Deductible meals here.
- 20A-B. Sign and date here.
- 20C-D. Have your Supervisor sign and date here.
- 21A-B. Have your Approving Official sign and date here if necessary.
- 22-28. Leave blank.
- 29. Write any explanations here.

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