

REQUEST FOR ROWS ORDERS

DATE:

Subj: REQUEST FOR ORDERS

TRAVELER'S FULL NAME	RANK	EDIPI/MOS	SERVICE	HTC LOCATION	PHONE NUMBER

Type of Orders

Annual Training
PME/School
ADOS
IDT off Site

Frequent Traveler

(More than twice a year)
Yes
No

Government Travel Credit Card (GTCC)

Card holder, GTCC is activated
Card holder, GTCC is not activated
NOT a card holder
Advance requested
Applied, awaiting card
Card denied/revoked

Destination: _____
(Unit/School Street & City) (State) (Airport)

Point of Origin: _____
(Unit/School Street & City) (State) (Airport)

Purpose of Travel: _____

Period of TAD: From _____ To _____

Mode of Travel:

POV
COMM AIR
GOVT AIR
COMM RENTAL
RENTAL CAR (must be approved by funding command)
OTHER _____

Lodging

Govt qtrs dir if avail
Govt qtrs not avail
Govt qtrs not dir
Not required

Messing

Govt mess dir if avail
Govt mess not avail
Govt mess not dir
Not required

MISCELLANEOUS

REGISTRATION FEES \$ _____
AUTH TRANSPORT CLASSIFIED MATERIAL
AUTH LONG DISTANCE PHONE CALLS
N/A

REMARKS (Specify your travel accommodations; preferred time of flight, hotel reservations, etc):

ROWS ORDERS REQUIREMENTS*:
(check if complete)

PHA (within last 12 mos)
CEI (within last 12 mos)

HIV (within last 24 mos)

Orders will not be processed until above requirements are met

BUDGET INFORMATION (HQ USE): MOBCOM (AT) FHG (ADOS) FORCE (PME)

APPROVING OFFICIAL

APPROVED DISAPPROVED/RSP CO/ X: _____ DATE: _____