

EMERGENCY TICKETING PROCEDURES

APPROVING OFFICIAL ACTIONS CARD

Approving Official Rank/Name: _____

Approving Official Assigned Unit: _____

Log date & time traveler called: _____

Ask the traveler for the following Information:

- Name
- EDIPI
- Unit
- Date of travel
- Travel 'From' Location
- Travel 'To' Location
- Possess authenticated orders
- Do you have authenticated MROWS orders? Provide the MROWS Tracking Number or DTS Travel Authorization Number.

Ask the traveler the following questions:

Do you have an existing reservation or not?

Did you call Ravenel?

If yes – what time?

Did you let the phone ring for 3 minutes?

Did you leave your name and contact number?

Did Ravenel call back with 60 minutes?

If yes, did Ravenel deny service and refer you to MARFORRES DMO?

Approving Official – based on the above information:

Determine if this is official transportation:

Determine if Ravenel was unavailable to support the traveler:

If this is official travel (MROWS authenticated orders or approved DTS orders) and Ravenel is unavailable, you, as the Approving Official with a signed DD577, may authorize the traveler to procure a ticket

Inform the traveler the following:

1. Traveler is approved to purchase a one-way ticket on a US-flag carrier to the destination

2. Traveler can only buy a ticket for themselves
3. Ask the agent for the Government City-Pair Rate
4. If not available, purchase the cheapest ticket.
5. Encourage the traveler to use their Government Travel Charge Card (GTCC).
6. If GTCC doesn't work, traveler may use personal credit card.
7. If no flights are available and the traveler is within 400 driving miles of the destination, the traveler may authorize to vary their mode of transportation (e.g. POV/Rental car).
8. Advise the traveler to keep copies of receipt for ticket and provide ticket information back to the AO.
9. If traveler needs to use the Centrally Billed account, the AO must contact DMO in accordance with AMHS DTG 061755Z Dec 17, Transportation Management Company Customer Service Support.
10. ADVISE TRAVELER THAT PURCHASING A COMMERCIAL TRANSPORTATION TICKET FOR ANOTHER MARINE ON HIS/HER ASSIGNED GTCC IS NOT AUTHORIZED.

After authorizing the traveler to self-procure a ticket or vary mode of transportation

1. Approving Official must maintain this record on file to support the traveler's travel claim submission, and provide a copy to the unit S1.
2. Notify the MFR G4 the next business day for Quality Assurance Reporting via MSC DMO OMB.