



Date:
PhoneNumber:
Unit Address:

TONO (Travel Order Number):
Accounting String:
Advance(s) Authorized:
Estimated Cost:

Addressee Name & SSN/ITIN/Unique ID:
Mailing Address:
Name and Date of Birth of Accompanying Minor(s) Under Age 21 (if applicable):

Dear (Addressee),

You are invited to travel on (date of departure) from (City, ST zip) to (Authorized Location(s) zip(s)) for the purpose of (purpose for which travel is authorized) on official travel for the United States Coast Guard. This authorization is provided for you to (detailed description of the task that the traveler will accomplish). This travel will provide a direct benefit or service which will directly accomplish or contribute to an authorized Coast Guard mission or function by (provide an explanation of the nature of the official travel and how it provides a direct service to the Coast Guard). Upon completion of official travel, the duration of which is (number) day(s), your return to (City, ST zip) is authorized. There are no alternate means to accomplish the objectives of this travel.

Travel is being performed IAW (select from the following):

- Invitational Travel Authorizations, COMDTINST 12570.3F (series).
- JTR, par. 031902 Yellow Ribbon Reintegration Program (YRRP) Event
- JTR, par. 032002 Funeral of a Deceased Service Member, Cadet, or Midshipman
- JTR, par. 032003 Escort of Eligible Relative of Service Member (Funeral Travel)
- JTR, par. 032005 Memorial Service for a Deceased Service Member
- JTR, par. 033004 Temporary Disability Retired List (TDRL) Exam
- JTR, par. 033005 Attendant/Escort for Transfer to/from a Med Facility or to Home
- JTR, par. 033007 Medical Specialty Care Travel of More Than 100 Miles
- JTR, par. 033101 Dependent Medical Care Travel OCONUS
- JTR, par. 033201 Travel of a Designated Individual for Wounded or Ill Member
- JTR, par. 033202 Travel of a Non-Med Attendant for Wounded, Ill, or Injured
- JTR, par. 050410 PCS Escort for a Dependent
- JTR, par. 060203 Escort During Evacuation
- Other: (**MUST** insert reference)

You may be authorized to travel by common carrier transportation, government vehicle, POV or special conveyance (FTR §301-10). Commercial Carrier tickets must be made through the *Travel Management Center (TMC) ADTRAV* and charged to the *Centrally Billed Account (CBA)* unless traveling on government aircraft. (Tickets must be for lowest economy coach class only. First class and business travel is prohibited.) Total reimbursement will be limited to the cost of travel by the usual mode of common carrier. Per Diem is not authorized. (Per Diem is never authorized for the spouse of a senior federal official when traveling with their spouse.) In the event that your travel is canceled or altered, all unused tickets for transportation must be returned to the appropriate travel office along with your original travel authorization and your completed travel voucher. All such tickets are the property of the United States Government and are not to be used for any travel that is not authorized.

- The Approving Official has arranged government transportation.
- Commercial carrier tickets have been reserved through the TMC and charged to the CBA. These tickets are included with this authorization.
- Commercial carrier tickets will be made through the TMC and charged to the CBA. These tickets shall be provided at a later date.
- You must arrange your transportation through the TMC *and charge the tickets to the CBA. A copy of this authorization will need to be faxed or e-mailed to the TMC in order to complete the reservation process. Please contact TMC ADTRAV at 1-855-576-4781.*

Transportation by other than TMC is limited to use of a commercial contract U.S. Flag Carrier by coach-class not to exceed (NTE) the city pair fare when available <http://www.gsa.gov/citypairs>. *In the event that your travel is cancelled or altered, you must contact TMC ADTRAV at 1-855-576-4781 to cancel travel reservations. All such tickets are the property of the U.S. Coast Guard and are not to be used for any unauthorized travel. Tickets purchased from other than the TMC are non-refundable.*

- You are authorized to travel by privately owned vehicle (POV) since it is to the government's advantage. Reimbursement is at the rate of (insert current rate) per mile plus reimbursable expenses.
- You are authorized to travel by privately owned vehicle (POV) not to exceed the government constructed cost of \$ (insert round trip amount).
- Rental car is authorized.
- Local travel is authorized.
- Excess baggage is authorized.

- Per Diem is authorized (FTR §301-11):

- OCONUS (Alaska only). When overnight lodging is required for travel to obtain medical care, you will be authorized to use Government Lodging or Commercial Lodging with a non-availability statement from the Fisher House and the Air Force Inn. (JTR, par. 033101& FTR §301-11).

- You are to be paid (LDP) per diem for lodging, meals and incidental expenses (M&IE). M&IE is limited to the applicable locality per diem rate found at <http://www.defensetravel.dod.mil/site/perdiem.cfm>. CONUS lodging tax is a reimbursable expense. OCONUS lodging tax is included in the lodging cost. Actual lodging cost is reimbursed NTE the applicable locality per diem rate.

- You are to be paid an actual subsistence allowance (AELP) for lodging up to (insert %) of the locality lodging rate. You are required to itemize your lodging expenses only. Meals and incidentals (M&IE) are reimbursed at the locality M&IE rate.

- You are to be paid an actual subsistence allowance (AEA) for lodging and meals up to (insert %) and incidental expenses. Lodging and meals are reimbursed up to the maximum amount authorized for the TDY locality. You must itemize all expenses.

- Per Diem is not authorized. Round trip travel is 12 hours or less (**NOT** apply to medical patient travel) or travel by the spouse of a senior federal official travelling with the sponsor (FTR §301-11, Invitational Travel Authorizations COMDINST 12570.3F (series)).

- Per Diem is authorized at reduced rate (FTR §301-11): (insert \$ per day rate).

Travel entitlements may be subject to changes by regulation. Travelers must file a travel claim within 5 working days upon completion of travel. The claim packet should be reviewed and include the travel authorization (this document) with the approving official's original signature in ink, travel claim (Form DD1351-2 Travel Voucher or Sub voucher) with the traveler and Approving Official's original signatures in ink and all required receipts for airfare/lodging/rental/authorized purchases \$75 or more. Submit the claim packet **through your AO** who may request electronic submission permissions via PPC Customer Care trouble ticket or mail on your behalf to:

Commanding Officer (TST)
Invitational Travel Claims
Coast Guard Pay & Personnel Center
444 S.E. Quincy Street
Topeka KS 66683

Please maintain a copy of original claim packet documents for 6 years and 3 months from the date of your claim. Any inquiries regarding this travel should be addressed to (insert name/contact number) or PPC Customer Care at 800-772-8724.

Sincerely,
(Approving Official printed name)

Signature: _____ Date:

- Encl: DD Form 1351-2, Travel Voucher or Sub voucher.
 SF 1038, Advance of Funds Application and Account.
 Statement by a competent medical official form (if required).
 CG-8 signed conference form (if required)
 Self-addressed envelope.

March 2019