# TDY TRAVEL ADVANCE CHECKLIST (NON-DTS ORDERS ONLY)

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 100602). 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.

**PLEASE PRINT**

NAME: _____ GRADE/RANK: _____ SSN#_____

DAYTIME NUMBER (____)_____ FAX NUMBER_____E-MAIL_____

MAILING ADDRESS _____CITY_____ STATE_____ ZIP CODE_____

SUPERVISOR/UA'S NAME_____PHONE NUMBER (____)_____

1. Are you going TDY to a Lodging Success Program (LSP) area? If so, did you call the LSP number 1-800-GOARMY1? If a room was not available, enter your LSP non-availability control number #_____. NOTE: for Army personnel only.

2. If TDY **is not** to a LSP location, contact your servicing commercial travel office (CTO) for lodging arrangements.

3. What will you be paying for lodging per night (not including taxes)? $_____ How many nights will you require lodging? _____ Will you have multiple TDY points? If yes, how many nights will you stay at each area? List the TDY points and the nightly cost of lodging at each TDY point._____
_____.

4. Are you going TDY to a military installation? If yes and a room is not available through the billeting office, enter your non-availability control number _____.

5. Will meals be provided for you at no cost? YES____ NO_____. Will you be required to pay the surcharge rate for meals at a government dining facility? YES ____ NO_____

6. Is a rental car authorized on your orders? YES____ NO_____ DAILY RATE: $_____
You are required to make the arrangements through a government travel office (CTO).

7. Will you be driving your privately owned vehicle (POV) to the TDY point? YES____ NO _____ If yes, you may be limited to the cost of round-trip airfare with constructed cab fare unless the orders authorize "POV as more advantageous".

8. Will you be required to pay for a registration/conference fee? If so, how much? $_____ Will any meals be included in the cost of the registration/conference fee? If yes, how many?_____.

9. Will you be taking leave before, during or after your TDY? If yes, what dates will you be on leave?_____.

FAX to DFAS Indianapolis: 317-510-3914/ DSN 699-3914

ADDITIONAL COMMENTS:

## DIRECT DEPOSIT IS THE MANDATORY METHOD OF PAYMENT FOR ADVANCES

**EFT INFORMATION**: (print clearly)

ENTER YOUR 9 DIGIT BANK ROUTING NUMBER ___ ___ ___ ___ ___ ___ ___ ___ ___

ENTER YOUR CHECKING OR SAVINGS ACCOUNT NUMBER _____

**SELECT ONE**: _____SAVINGS ACCOUNT _____CHECKING ACCOUNT

_____

SIGNATURE AND DATE OF REQUEST

**PRIVACY ACT STATEMENT**: **AUTHORITY**: 5 USC 5701, 37 USC 404-427, and EO 9397. **PRINCIPAL PURPOSE(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.

DFAS Indianapolis Travel Customer Service: 1-888-332-7366 / DSN 699-0300