

**ONLY FILL IN THE RED SECTIONS AND SIGN THE DOCUMENT.
ALL REMAINING BLACK SECTIONS WILL BE FILLED IN BY NM MPT&E ONLY.**

Purpose of travel:

- Must specifically state what exam or conference the member is requesting funding for.

Itinerary:

- Local/No travel required: Enter the normal US Navy working hours for departure and return and actual date of the board exam or conference.
- If you are paying your annual MOC fee and it is an “online” payment, enter “online payment” in the itinerary time/dates and the date of payment so there are no questions. It is not “N/A”.
- Non-Local/Travel required: If you have not already made your reservations, feel free to estimate the TIMES of departure and return but ensure the exam/conference dates are correct.
- NO advanced travel funding is approved and sent directly to the member’s bank account from NM MPT&E. The LOA (line of accounting) will be sent to the member approx 3-4 weeks before the exam date and the parent command TAD reps will use that LOA to fund the travel.
- Application/Registration fees are paid by the member out-of-pocket and must be paid on time before any late fees are required. Receipts are required with ALL requests. If late fees are requested, no late fees are reimbursed by NM MPT&E. For conferences, the on-time/lowest registration fee will be reimbursed unless it is specifically stated as an early (early-bird) fee.
- Rental cars are not funded by NM MPT&E.
- If travel is funded; taxi, parking, telephone, internet etc. can be claimed under misc funds up to \$50. Any additional funds should be requested from the parent command but are not a guarantee.

THIS IS NOT A TAD REQUEST. THE PARENT COMMAND IS REQUIRED TO PROCESS THE MEMBER’S TRAVEL ORDERS AND REIMBURSEMENT CLAIM.
NM MPT&E SUPPLIES THE LINE OF ACCOUNTING/DIRECT FUND CITE.

ALL RED FIELDS ON THIS FORM ARE REQUIRED OR FISCAL WILL NOT FUND THE REQUEST.

"FOR OFFICIAL USE ONLY"

Direct Cite Request Worksheet

LAST NAME, FIRST, MI _____ RANK/GRADE/CORPS _____ SSN _____ 01GMC21 CODE/BLDG _____ PHONE _____

MEMBERS EMAIL: _____

PURPOSE OF TRAVEL (Full name of course, exam, etc.): _____

ITENERARY:	HOUR/DATE	PLACE	MODE OF TRANSPORTATION: AIR: ____ POV: ____ OTHER: ____
DEPART(CITY)	_____ / _____	_____	
ARRIVE(CITY)	_____ / _____	_____	
DEPART(CITY)	_____ / _____	_____	
ARRIVE(CITY)	_____ / _____	_____	

REQUEST TRAVEL ADVANCE YES NO

REQUEST ADVANCE FEES YES NO

REQUEST USE OF TELEPHONE/INTERNET FOR OFFICIAL BUSINESS YES NO

RENTAL CAR / TAXI / SHUTTLE(Justify in Comments)
(Include rental car size in justification; standard issued is a compact car) YES NO

GOVERNMENT QUARTERS (COST \$_____) (IF NO, NON - AVAILABILITY NUMBER : _____) YES NO

CONFERENCE / REGISTRATION FEES YES NO
(Does it include meals and which meals) _____ No Meals _____

IS COMMAND USING DTS (DEFFENSE TRAVEL SYSTEM)? YES NO

JOB ORDER NUMBER 42026 / L1016

ESTIMATED COSTS:

PER DIEM \$ _____ TRANS \$ _____ FEES \$ _____ MISC \$ _____ RENTAL CAR \$ \$0.00

TOTAL COST \$ _____

Members supervisors email: _____ **Members CO email:** _____

COMMENTS: _____

REQUESTOR SIGNATURE _____ DATE _____

FOR NM MPT&E ONLY

APPROVAL SIGNATURES

DEPARTMENT HEAD: YES/NO _____ DATE _____

CODE DIRECTOR: YES/NO _____ DATE _____

NAVMEDEDTRACOM 1300/1 (04-03)