

**INFORMATION NEEDED FOR TRAVEL**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ (Home)

Work Title: \_\_\_\_\_ (Cell)

Do you have a Government Credit Card? \_\_\_\_\_ Do you have a CAC Card? Yes \_\_\_\_\_ NO \_\_\_\_\_

Local? \_\_\_\_\_ If yes, date CAC card expires: \_\_\_\_\_

Mode of Transportation: Plane (CP \_\_\_ or TP \_\_\_ ) Rental Car \_\_\_\_\_ POV \_\_\_\_\_ Gov. Auto \_\_\_\_\_

*(For Plane: Check "CP" if you have a gov't credit card. Check "TP" if you do NOT have a gov't credit card.)*

If traveling by PLANE: Call CarlsonSATO at 800-953-7286 and reserve your flight.

Have CarlsonSATO copy vickie.k.mcarthur@usace.army.mil on itinerary.

Round-trip Price: \_\_\_\_\_ Flight Locator Number: \_\_\_\_\_

Home Address (HOR): \_\_\_\_\_

TDY Location: \_\_\_\_\_ Funding District: \_\_\_\_\_ (SPK, MVD, etc.)

Depart date: \_\_\_\_\_

Return date: \_\_\_\_\_

Purpose of trip: \_\_\_\_\_

Rental car requested: Yes \_\_\_\_\_ No \_\_\_\_\_

**BELOW TO BE COMPLETED BY HQ**

Work item # \_\_\_\_\_ Do not exceed \$ \_\_\_\_\_

Funds Acct. # \_\_\_\_\_

Work category # \_\_\_\_\_

Work element # \_\_\_\_\_

AELP - WOF \_\_\_\_\_

SAEL - WOF \_\_\_\_\_

4X4 SUV \_\_\_\_\_

Commissary & PX Authorized \_\_\_\_\_

CP \_\_\_\_\_

Dual Lodging \_\_\_\_\_

Excess Baggage \_\_\_\_\_

RR \_\_\_\_\_

Vicinity Miles \_\_\_\_\_

**T A P E E**