

Travel Paid by Non-Federal Source
Request for TDY

DATE

MEMORANDUM FOR Ms. Marti Giella, U.S. Army Acquisition Support Center

SUBJECT: Travel Paid by Non-Federal Source Request

1. Request for TDY

- a. Name:
- b. SSN:
- c. Grade:
- d. Name of Program (TWI/ACS, etc):
- e. Duty Location (Univ/Industry Name & City & State):
- f. Phone Number:
- g. Approx # of TDY days:
- h. Estimated Cost of Airfare:
- i. What will the industry pay for (e.g. travel, lodging, etc):
- j. What won't the industry pay for (e.g. travel, lodging, meals) and are you requesting Army funds:
- k. Sponsor of Event:
- l. Place of Departure (City & State & ZIP Code):
- m. Airport flying out of:
- n. Proceed Date:
- o. Destination(s) (City & State & ZIP Code):
- p. Airport flying into:
- q. Mode of Transportation (e.g. FLY; Driving, etc.):
- r. If you fly, how will you purchase your ticket? (Use DD Form 1610 Fund Cite or Government Credit Card):
- s. Purpose of TDY (fully explain purpose of TDY and relevance to your program):
- t. Rental (Yes/No) (if yes, fully provide justification & estimated distance):
- u. Complete email address:
- v. Do you have a Government Credit Card:
- w. Is there a Conference/Registration Fee?
- x. Are you requesting leave in conjunction with this TDY?
- y. Remarks (if any):

2. I have read and understand the following statement:

"Payment of trip by non-Federal source is for attendance at a meeting, conference, seminar, speaking engagement, symposium, training course, or receipt of an award or honorary degree related to official duties. This authority does not permit acceptance of payments for promotional vendor training or other events in which the primary purpose is marketing the non-Federal source's products or services, or events required to carry out an agency's statutory and regulatory functions, such as inspections, audits, site visits, or negotiations. In addition, the event need not be a widely attended gathering. Payment is for travel related to training/education. Payment of travel is in kind (e.g. plane tickets, prepaid hotel reservations). Travel is primarily for the benefit of the Government and not the organization paying for it. I further understand that 41 C.F.R. Section 304-1(b) prohibits solicitation of payment for these expenses".

3. If you have any questions or concerns, please contact me at _____..

NAME
Training With Industry Officer

Date: _____

Travel Approving Authority (KNOX-HRC-OPL-L): _____Approved _____Disapproved

Date: _____

Ethics Counselor: _____No Legal Objections _____Legal Objection