

Travel Paid by Federal Source
Request for TDY

DATE

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

SUBJECT: Standard Travel Request

1. Request for TDY

- a. Name:
- b. Name of Program (TWI/ACS, etc): TWI
- c. Duty Location (Company name, city, state):
- d. Phone Number:
- e. Approx # of TDY days:
- f. Dates:
- g. Estimated Cost of Airfare:
- h. Estimated Cost of Lodging:
- i. Estimated Cost of meals & incidentals per diem:
- j. **TOTAL** Estimated Cost of Trip (inc airport parking, misc items):
- k. Place of Departure (City & State):
- l. Airport flying out of:
- m. Destination(s) (City & State):
- n. Airport flying into:
- o. Mode of Transportation (e.g. FLY; Driving, etc.):
- p. Purpose of TDY (fully explain purpose of TDY and relevance to your program):
- q. Rental (Yes/No) (if yes, fully provide justification & estimated distance):
- r. Complete email address:
- s. Do you have a Government Credit Card:
- t. Is there a Conference/Registration Fee?
- u. Remarks (if any):

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

NAME
<Training With Industry Officer>