

**TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS**

1. FROM:	2. STANDARD DOCUMENT NO. N
3. TO:	4. TANGO NO.
	5. SSN/DESIGNATOR
	6. DATE

7. REF: (A)	8. <input type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL
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9. PROCEED ON OR ABOUT:	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATELY NUMBER OF DAYS:	12. ESTIMATED DATE OF RETURN
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13. ITINERARY (Activity/activities and Place/Places indicated below)	14. <input type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS
	15. REASON FOR TRAVEL:
	16. <input type="checkbox"/> AUTHORIZED VISIT SUCH

17. FISCAL DATA ACCOUNTING CLASSIFICATION							
APPROPRIATION SYMBOL AND SUB-HEAD (1) (7 SYM)	OBJECT CLASS (2) (4 SYM)	BU CONT NUMBER (3) (3 SYM)	SUB-ALLOT NUMBER (4) (5 SYM)	AUTHORIZED ACCTG ACTY (5) (6 SYM)	TYPE (6) (2 SYM)	PROPERTY ACCTG ACTY (7) (6 SYM)	COST CODE (8) (12 SYM)

18. ESTIMATED COST	19. CUSTOMER				
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%; text-align: center;">TRANSPORTATION</td> <td style="width:25%; text-align: center;">PER DIEM</td> <td style="width:25%; text-align: center;">MISC EXP</td> <td style="width:25%; text-align: center;">TOTAL</td> </tr> </table>	TRANSPORTATION	PER DIEM	MISC EXP	TOTAL	
TRANSPORTATION	PER DIEM	MISC EXP	TOTAL		

20. ITEM: (Use Applicable item numbers as shown on reverse side of form)

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A  BASED COMPLETED BY (PLUS ) YEARS SERVICE)
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23. AUTHENTICATING SIGNATURE

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (Include Operating Budget/fund manager in all cases)