

**USAG BAVARIA TEMPORARY DUTY REQUEST FORM**  
*(For use with CONUS and OCONUS travel only)*

For the Commander:

DATE:

The following TDY request requires your approval:

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Name *(Last, First, M)*:

Directorate:

TDY Location:

2<sup>nd</sup> TDY Location *(if applicable)*

DEROS:

Purpose for TDY *(type of school, mission)*:

Justification for TDY:

Report Date:

End Date:

Total TDY Days:

NTV Requested & Approved from the TMP:

*(If not approved, Non-availability/denial statement must be uploaded into substantiating documents)*

Funded by: \_\_\_ Directorate \_\_\_ Cross Org \_\_\_ MTSA \_\_\_ Centrally Funded *(Attach SF182/Funding document)*

**Estimated TDY expenses:**

Lodging:

Meals/Per Diem:

Transportation *(Explanation)*:

Rental Vehicle *(See below for mandatory request form)*:

Miscellaneous Expenses *(Explanation)*:

**Total:**

Traveler has GTCC \_\_\_ YES \_\_\_ NO

**For CONUS lodging, traveler will utilize the below link to download and print the required tax exempt form and present upon check-in when TDY to tax-exempt states. (Travelers also receive the prompt in Per Diem Entitlements in DTS when creating their authorization).**

<https://smarpay.gsa.gov/content/state-tax-information>

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**Signature of requesting employee:** *(Print / Sign)*

\_\_\_\_\_ Date: \_\_\_\_\_

**Signature of Approving Director:** *(Print/Sign)*

\_\_\_\_\_ Date: \_\_\_\_\_

**DGC Concur** *(or attach concurring email) \*\*Not required for routine travel within USAG Bavaria\*\**

\_\_\_\_\_ Date: \_\_\_\_\_

**USAG BAVARIA RENTAL CAR REQUEST FORM**

**RENTAL VEHICLES WILL NOT BE REIMBURSED WITHOUT PRIOR APPROVAL.** Rental cars are not normally authorized for travelers staying on a military installation with meal options available within walking distance, or to travelers lodged off post with nearby food locations (or hotel shuttle service). If the traveler's organization has approved the use of a rental car, this form will need to be filled out, signed by the traveler and supervisor/DGC, and uploaded into the traveler's DTS authorization. **\*\*\*Travel orders which include rental car costs, but do not include this form will not be approved\*\*\***

<b>Student Name</b>	<b>Course</b>	<b>Home Organization</b>
<b>Digital Signature</b>		<b>Date</b>

<b>The Approving Official is authorizing the use and funding of a rental car with USAG Bavaria funds</b>		
<b>Approving Official Name</b>	<b>Phone</b>	<b>Line of Accounting</b>
<b>Digital Signature</b>		<b>Date</b>

<b>"The undersigned, as a Departmental Accountable Official, attests to the legality, propriety, and accuracy of the funding contained within this document."</b>	
<b>Departmental Accountable Official Name</b>	<b>Phone</b>
<b>Digital Signature</b>	<b>Date</b>

<b>Amounts Authorized</b>	
Rental Car	
Fuel	
Other	
<b>TOTAL</b>	

<b>Justification</b>
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\*\*\*A DAO is an "individual who provides certifying officers information, data, or services that the certifying officers rely upon directly in certifying vouchers for payment." DoD FMR, Vol. S, Glossary. See also, 10 U.S.C. § 2773a (Departmental/ Accountable Officials)\*\*\*