

# FT. BLISS TRANSPORTATION TRAVEL REQUEST FORM

<b>RANK</b>	<b>(Last Name, First Name Middle Initial)</b>	<b>GENDER</b>	<b>EXAMPLE: 11 DEC 1995</b>	<b>TODAY'S DATE:</b>
			<b>DOB:</b>	<b>DOD ID #:</b>

**Authorized Dependent Travel:** **NOTE: OCONUS TRAVEL MUST LIST DEPENDENTS BY NAME IN THE ORDERS**

<b>Last Name, First Name Middle Initial)</b>	<b>GENDER</b>	<b>EXAMPLE: 11 DEC 1995</b>	<b>OCONUS (DEPS' DOD ID # OR PASSPORT #)</b>
<b>SPOUSE:</b>		<b>DOB:</b>	<b>D/P:</b>
<b>DEP #1:</b>		<b>DOB:</b>	<b>D/P:</b>
<b>DEP #2:</b>		<b>DOB:</b>	<b>D/P:</b>
<b>DEP #3:</b>		<b>DOB:</b>	<b>D/P:</b>
<b>DEP #4:</b>		<b>DOB:</b>	<b>D/P:</b>
<b>DEP #5:</b>		<b>DOB:</b>	<b>D/P:</b>
<b>DEP #6:</b>		<b>DOB:</b>	<b>D/P:</b>

<b>PROVIDE CONTACT INFORMATION</b>	<b>DOD EMAIL:</b>
<b>PERSONAL EMAIL:</b>	<b>PHONE #:</b>

**DO YOU HAVE PETS?** Identify: Dog/Cat & Combined Weight of Pet and Kennel with Size: \_\_\_\_\_

Only 2 Pets are authorized per Family on an AMC flight and cannot exceed 150 lbs (Pet and Kennel). Pets must be accompanied by their owner & transported at owner's expense. Visit: <https://www.amc.af.mil/Home/AMC-Travel-Site/AMC-Pet-Travel-Page/> for more info. **COMMERCIAL PET RESERVATIONS ARE DONE BY THE TRAVELER DIRECTLY WITH THE AIRLINE.** Confirm space availability with airline carrier for the flight provided by SATO prior to finalizing tickets.

Are you shipping a POV? Dallas VPC (Vehicle Processing Center) or LAX VPC (Hawaii & Alaska Only): <b>You must make your own VPC appointment</b>	<b>VPC LOCATION:</b>
Are you authorized to relocate your dependents? (other than to your new PCS location)	<b>RELOCATION CITY:</b>
Are you going TDY Enroute? (DD1610 required)	<b>TDY LOCATION:</b>

Do you want to **leave or arrive** from a location that is not authorized according to your orders?

**TICKET EXCHANGE = Pay \$37.50 CREDIT or DEBIT CARD** per person, plus any additional cost in the airfare. **Initials:** \_\_\_\_\_

**PLEASE NOTE:** When you do an exchange on your ticket, your ticket is **no longer a government ticket** and you are **subject to the airline fees and regulations**. If your orders were to get deferred, changed or canceled **you are responsible for reimbursing the government the money used to do the exchange.** **Initials:** \_\_\_\_\_

## CUSTOMER'S SIGNATURE X

<b>TRAVEL MODE: FLIGHT</b>	<b>FOR OFFICIAL USE ONLY:</b>	<b>TICKET INFO</b>
<b>DATE/TIME:</b>	<b>REPORT DATE:</b> _____	<b>NUMBER OF TICKETS:</b>
<b>AUTHORIZED DEPARTING LOCATION:</b>	<b>LOCATION:</b> _____	<b>TYPE OF TICKET:</b>
<b>AUTHORIZED ARRIVING LOCATION:</b>		<b>WHO'S FLYING:</b>
<b>EXCHANGE ROUTE:</b>		<b>PETS:</b>
<b>PC DEPARTURE:</b>	<b>PC ARRIVAL:</b>	<b>PC SHOWTIME NLT:</b>
<b>REMARKS:</b>		
<b>C.C TYPE:</b>	<b>C.C #:</b>	<b>C.C EXP:</b>
		<b>SDN:</b>
<b>Order TYPE/#:</b>	<b>APPN:</b>	<b>FSN:</b>
		<b>MDC:</b>
<b>PLEASE NOTE: Approved orders and this form are required no later than 72 hours from the requested date of travel to the Government Travel Office. Emergency Travel requests will be expedited.</b>		<b>CTO Submit TIME/DATE:</b>