

TRAVEL REQUEST FORM

A. TRAVELER'S INFO

NAME (LAST, FIRST, MIDDLE)	GENDER F / M	DOD ID NO.	RANK
WORK EMAIL	OFFICE DSN.	CELL NO.	
PERSONAL EMAIL	DOB (YYYY/MM/DD)	USA PHONE NO.	
TAKING PCS LEAVE? (Y / N)		IF YES, LEAVE LOCATION :	

B. GOVERNMENT TRAVEL CARD INFORMATION

GTCC HOLDER (Y / N)	CARD NUMBER	EXPIRATION DATE (MM/YY)
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C. ADDITIONAL AUTHORIZED TRAVELERS INFO

NAME (LAST, FIRST)	PASSPORT NO.	DOB(YYYY/MM/DD)	GENDER
			F / M
			F / M
			F / M
			F / M
			F / M
			F / M

D. PET INFO (***Contact airlines for necessary pet documents and precautions***)

KENNEL DIMENSIONS (L X W X H)	TYPE CAT / DOG	BREED	GENDER F / M
TOTAL WEIGHT (DOG & KENNEL)	KENNEL TYPE SOFT / HARD	AGE	QUANTITY

CAUTIONS for PE (Patriot Express) booking

CTO will need MFR from your company commander to "CANCEL PE", "CHANGE DATE PE" or "NO SHOW PASSENGER PE" after the flight has been booked. (Reason & new flight date need to be stated on MFR.) / Notice CTO at least 4duty days before for cancel, change flight. If you are a GTCC holder please make sure your card is activated before your ticketing date

(CTO FEE IS NON REFUNDABLE : FROM MAKE PE RESERVATION , AFTER ISSUE COMMERCIAL TICKETS)

Customer Signature: _____

E. TMC AGENT'S NOTES

AMC SEAT AVAILABLE (Y / N)	
PAX RQST MIX MODE OF TRANSPORTATION	
ACT:	\$
ALT:	\$