

USAG-Humphreys On-line CTO Travel Request Form

NAME LAST / FIRST : RANK: GENDER: DOB:
UNIT: DOD ID#: AVAL DATE:
CELL PHONE: (example: 24 May 2020)
U.S. PHONE #: WORK EMAIL:
PERS. EMAIL:

ADDITIONAL AUTHORIZED TRAVELER'S INFORMATION:

NAME (LAST, FIRST) PASSPORT NO. (PE ONLY) DOB GENDER

GOVERNMENT TRAVEL CREDIT CARD INFORMATION (IBA):

CREDIT CARD NO. EXPIRATION DATE:

PET INFORMATION:

Kennel Dimensions (L X W X H): Breed: Type: Gender: Kennel Type: Weight (Pet & Kennel):

PET 1

PET 2

Please select one of the statements below. This will help the CTO understand how your ticket/s will be funded.

I have an active GTCC (IBA)

I DO NOT have a GTCC (CBA Required)

DOCUMENTS NEEDED TO PROCURE FLIGHT RESERVATIONS

Travel Request form (Complete & Signed)

DA-31 (if taking leave)

Student Travel orders

Orders with all Amendments

COT/IPCOT orders

Early ticket pick up

memorandum (if required)

USAG-Humphreys CTO Travel Request Form

ARE YOU TAKING PCS LEAVE?

LEAVE ADDRESS:

TRAVELER'S COMMENTS:

Travelers ARE RESPONSIBLE FOR EMAILING ALL required FORMS AND DOCUMENTS to the following CTO EMAIL ADDRESS:

usarmy.humphreys.403-afsb.mbx.cto@mail.mil

(EMAIL SUBJECT LINE FORMAT MUST BE: Rank / Last Name, First Name MI / CONUS or OCONUS / DEROS)

CTO COMMENTS:

Note: Insure your IBA is activated or delays will occur.

*****Acknowledgment for Patriot Express booking*****

ONCE ticket is issued, the CTO charge fee CANNOT be REFUNDED. CTO will need a MFR from your Company Commander to **CANCEL** or **CHANGE DEPARTURE DATE** after the flight has been booked or if you are listed as "**NO SHOW PASSENGER**". (Reason & new flight date needs to be stated on the MFR). Ensure departure date is accurate and that your [Government Travel Credit Card](#) (GTCC) is **ACTIVATED** before you request ticketing.

Sponsor's Signature:

Date: