TDY APPROVAL CHECKLIST

Y ☐ N ☐ Does the mission require the physical presence of individuals at itinerary locations?

Y ☐ N ☐ Have alternatives been considered (teleconference, correspondence, local training, etc.) before authorization of travel orders?

Y ☐ N ☐ AUTHORIZATIONS tab by selecting PERSTEMPO CODED (Mission Support TOY) under OTHER AUTHORIZATIONS AVAILABLE?

Y ☐ N ☐ Are the number of travelers consistent with related factors of technical complexity performance milestones, or prescribed attendance?

Y ☐ N ☐ Does approximate number of days on TOY exceed elapsed time required to complete assignment and minimize unproductive TOY on weekends and holidays?

Y ☐ N ☐ Is a city TOY location shown only when the duty will actually be performed in the commercial sector and it is known that government quarters is neither available nor appropriate for the traveler?

Y ☐ N ☐ Is travel performed by the most expeditious and economical mode of transportation?

Y ☐ N ☐ Is rental car authorization only IAW JTR restrictions and consistent with the need for local travel at the TOY location, realities of public transportation, cost of taxi/airport limousine service, and number of travelers?

Y ☐ N ☐ If a rental car is required, is it authorized in the remarks section of the DD Form 1610 or in the DTS travel authorization?

Y ☐ N ☐ When POV is authorized, is local mileage in and around TOY point authorized in the remarks section ONLY in the interest of the Government and IAW JTR 020212 restrictions?

Y ☐ N ☐ Are requests for TOY travel prepared, submitted for review, and approved at the earliest practical date to allow for the following:
Taking advantage of available discounts for early airline bookings? Allowing the traveler to take advantage of government quarters?
Allowing time for traveler to obtain a travel advance, if necessary?
Combining visits within the same geographical area instead of separate trips?

Y ☐ N ☐ Are supporting documents (i.e. Course Selection Memo, Letter of Instruction, or Course Registration Material) attached to DTS authorization?

Y ☐ N ☐ If leave is taken in conjunction with TOY is a leave form attached and are leave dates properly accounted for in the trip itinerary?