

**TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS**

|            |  |                          |
|------------|--|--------------------------|
| 1. FROM:   |  | 2. STANDARD DOCUMENT NO. |
| 3. TO:     |  | 4. TANGO NO.             |
|            |  | 5. SSN/DESIGNATOR        |
|            |  | 6. DATE                  |
| 7. REF (A) |  | 8.                       |

|                        |                                |                                |                              |
|------------------------|--------------------------------|--------------------------------|------------------------------|
| 9. PROCEED ON OR ABOUT | AUTHORIZED PROCEED ON OR ABOUT | 10. APPROXIMATE NUMBER OF DAYS | 12. ESTIMATED DATE OF RETURN |
|------------------------|--------------------------------|--------------------------------|------------------------------|

|  |   |
|--|---|
| 13. ITINERARY (Activity/activities and Place/places indicated below) | 14. <input type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS |
|  | 15. REASON FOR TRAVEL:  |
|  | 16. <input type="checkbox"/> AUTHORIZE VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY                   |

| 17. FISCAL DATA ACCOUNTING CLASSIFICATION   |                        |                          |                            |                                 |             |                               |                  |          |
|---|------------------------|--------------------------|----------------------------|---------------------------------|-------------|-------------------------------|------------------|----------|
| APPROPRIATION<br>SYMBOL AND SUB-HEAD<br>(1) | OBJECT<br>CLASS<br>(2) | BU CONT<br>NUMBER<br>(3) | SUB-ALLOT<br>NUMBER<br>(4) | AUTHORIZED<br>ACCTG ACTY<br>(5) | TYPE<br>(6) | PROPERTY<br>ACCTG ACTY<br>(7) | COST CODE<br>(8) | (9)      |
| (7 SYM)                                     | (4 SYM)                | (3 SYM)                  | (5 SYM)                    | (1 SYM)                         | (6 SYM)     | (2 SYM)                       | (6 SYM)          | (12 SYM) |
|   |                        |                          |                            |                                 |             |                               |                  |          |

|  |                                   |            |            |       |    |    |    |    |  |
|--|-----------------------------------|------------|------------|-------|----|----|----|----|--|
| 18. ESTIMATED COST   | 19. CUSTOMER IDENTIFI CATION CODE |            |            |       |    |    |    |    |  |
| <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">TRANSPORTATION</td> <td style="width:25%;">PER DIEM</td> <td style="width:25%;">MISC. ESP.</td> <td style="width:25%;">TOTAL</td> </tr> <tr> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> </table> | TRANSPORTATION                    | PER DIEM   | MISC. ESP. | TOTAL | \$ | \$ | \$ | \$ |  |
| TRANSPORTATION   | PER DIEM                          | MISC. ESP. | TOTAL      |       |    |    |    |    |  |
| \$   | \$                                | \$         | \$         |       |    |    |    |    |  |

20. ITEM: (Use applicable item numbers as shown on reverse side of this form)

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"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expense"

|   |   |
|---|---|
| 21. ADDITIONAL COMMENTS AND INSTRUCTIONS: | 22. SECURITY CLEARANCE:<br>IT IS CERTIFIED THAT YOU<br>HOLD A _____<br>_____<br>BASED _____<br>COMPLETED _____<br>BY _____<br>(PLUS _____<br>YEARS SERVICE) |
|---|---|

23. AUTHENTICATING SIGNATURE

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (Include Operating Budget/fund manager in all cases)

ORDERS SUPPLEMENTARY ITEMS  
(TEMPORARY ADDITIONAL DUTY ORDERS)  
(TO BE CONSIDERED AN INTEGRAL PART OF BASIC ORDERS)

1. Obtain appropriate immunization in accordance with NAVMEDCOM DIRECTIVE 6230 Series.
2. NATO travel orders for travel in NATO countries are attached. (BUPERSINST 1320.6 Series.)
- \*3. Command delivering orders comply with MILPERSMAN Article 6650250.
4. This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered cancelled.
5. Authorized (A) omit, revisit, or vary places mentioned in itinerary, (B) omit places mentioned in itinerary, (C) revisit places mentioned in itinerary, (D) vary itinerary as necessary.
6. Upon completion return present duty station and resume regular duties.
7. Upon completion (A) return to place indicated and resume temporary duty, (B) return to place indicated and resume leave status, (C) return to place indicated and resume TEMADD.
8. Upon completion resume regular duties.
9. Obtain certification of nonavailability of (A) government quarters, (B) government mess, in accordance with JFTR Chap. 4, Part E, Open mess, for travel to areas in JFTR. Vol. 1>Appendix B.
10. Utilization of (A) government quarters (B) government mess (C) government quarters and mess, is not required as it is considered such utilization would adversely affect performance of assigned duty. "THIS STATEMENT SHALL NOT BE MADE A PART OF ORDERS UNLESS THE ORDER WRITER IS FURNISHED A FULL JUSTIFICATION AS TO THE REASON WHY UTILIZATION OF GOVERNMENT FACILITIES WOULD ADVERSELY AFFECT THE ASSIGNED DUTIES."
11. Reimbursement in accordance with JFTR, Volume 1, Chapters 3 and 4 as applicable.
12. Report by message, in person, or other means to NAVATT or such command specified, giving your address and itinerary while in their area. INDICATE ON ORIGINAL ORDERS DATE AND METHOD OF REPORTING.
13. Apply for no-fee passport in accordance with NAVMILPERSCOM 4650.2.
14. Travel via Government aircraft authorized inside CONUS where available.
15. Use of GTR directed inside CONUS. Contact servicing PERSUPDET in order to obtain reservation and ticketing service.
16. Use of government/government procured air transportation directed outside CONUS. travel will be arranged by the appropriate Navy Passenger Transportation Office (NAVPTO) or Control Point (PCP), in accordance with NAVMILPERSCOMINST 4650.2.
17. \_\_\_(Indicate number) pieces of excess baggage authorized for air
19. Authorized travel via POC for the official distance (A) as advantageous to the Government with reimbursement in accordance with JFTR, paragraph U3305-A1, (B) but not as advantageous to be Government with reimbursement in accordance with JFTR, Paragraph U3310-A1. (NOTE: POC TRAVEL CANNOT BE DIRECTED).
20. Travel via Government vehicle (A) authorized, (B) directed where available.
21. Registration fee of \$\_\_\_(amount) authorized in connection with this meeting.
22. Funds not to exceed \$\_\_\_ (amount) for expenses of attendance at meeting were approved \_\_\_(date indicated) on form NAVSO 12000/2 by \_\_\_(authority indicated) as designee of SECNAV for this purpose, by authority of SECNAVINST 4651.8 series.
23. Authorized to wear civilian clothes in proper performance of this temporary additional duty.
24. Member hereby designated as official courier. Comply with OPNAVINST 5510.1 series.
25. Subject travel was necessary at this time and length of time consumed in administrative channels prevented written orders from being issued prior to your departure.
26. Provided no excess leave involved, authorized to delay \_\_\_(number of days or until date specified).  
(A) in reporting to TEMADD station  
(B) in returning to regular duty station  
(C) any portion of which may be taken prior to or after reporting at TEMADD station(s). Delay to count as leave. Keep duty station advised of address. IF YOU AVAIL YOURSELF OF THIS LEAVE, INDICATE ON ORIGINAL ORDERS DATE AND HOUR TEMADD COMMENCED AND WAS COMPLETED.
27. If you avail yourself of this leave obtain endorsement from each TEMADD point, as to transportation which would have been available in reporting to next TEMADD point or in returning to duty station via shortest usually traveled route, giving dates and hours of departure and arrival. You are authorized to visit countries specified in a leave status. Comply with encl (2) of BUPERSINST 1050.11 series.
28. In accordance with JFTR, paragraphs U4102 (as applicable), no per diem is authorized in execution of these orders for travel within the metropolitan area of \_\_\_(specify location). FOR EXCEPTIONS, see JFTR, paragraphs U4102.
29. Disbursing officer making payment on these orders forward a copy of orders with copy of paid travel voucher to \_\_\_\_\_. (command specified.)
30. Under circumstances not permitting travel by the usual means, authorized FOR OFFICIAL USE ONLY the use of taxicabs (A) to and from carrier terminal in accordance with JFTR, paragraph U3410 (B) in the temporary additional duty station area, in accordance with JFTR, paragraph U3510.

**FOR OFFICIAL USE ONLY  
PRIVACY SENSITIVE**