



**A SIMPLE GUIDE ON HOW TO FILE A  
TRAVEL CLAIM FOR PCS TRAVEL  
IMPACTED BY COVID-19**

# Sample of PCS Orders and PCS Orders with Modification

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
MILLINGTON, TN 38055

**Order number** →

ORIGINAL  
1326  
PERS-4010F  
08 AUG 2017

SUBJ: BUPERS ORDER: 1792/XXX-XX-6789/IT2 GENDER: FEMALE PERS-N4010F  
OFFICIAL CHANGE DUTY ORDERS FOR  
IT2 JANE Q SAILOR, USN 2791  
XX  
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO  
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.  
FOR OFFICIAL USE ONLY  
XX  
P A R T O N E  
- MEMBER ADVISED: IF THIS ORDER CONTAINS FY18 OM&N (TRAINING PER  
DIEM) FUNDING, PROGRAM/FUND ALLOCATION IS ISSUED IN ANTICIPATION OF  
ENACTMENT OF THE FY18 DOD APPROPRIATIONS ACT OR A FY18 CONTINUING  
RESOLUTION (CR) AND IS SUBJECT TO AVAILABILITY OF FUNDS AND ALL  
PROVISIONS OF WHICHEVER ACT IS APPLICABLE.  
FORMAT FD100: REMEMBER TO READ YOUR ORDERS IN THEIR ENTIRETY!!  
THIS MESSAGE HAS BEEN SENT IN A SECURE ENVIRONMENT. HOWEVER, IF IT  
----- DETACHING ACTIVITY (S) -----  
- REQUIRED OBLIGATED SERVICE TO: DEC 20.  
WHEN DIRECTED DETACH IN DEC 17 EDD: DEC 17  
FROM DEFENSE INTEL AGENCY UIC: 63415  
PERMANENT DUTY STATION WASHINGTON, DC  
FROM DUTY ACC: 100  
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET WASHINGTON DC  
UIC: 42557  
----- INTERMEDIATE ACTIVITY (S) -----  
REPORT NOT LATER THAN 15 DEC 17 BUT NET 14 DEC 17 EDA: 14 DEC 17  
TO CENSURFCOMBATSYS DET NORFOLK VA UIC: 45952  
LOCATION: NORFOLK, VA  
FOR TEMPORARY DUTY - UNDER INSTRUCTION ACC: 341  
FOR APPROXIMATELY 13 DAY/S/  
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET NORVA  
UIC: 42574  
CLASS: 12345 CONV: 18 DEC 17 GRAD: 27 DEC 17 ENEC: 1234 CDP: 7890  
UPON COMPLETION OF TEMPORARY DUTY - UNDER INSTRUCTION  
AND WHEN DIRECTED, DETACH. EDD: 27 DEC 17  
----- ULTIMATE ACTIVITY (S) -----  
REPORT NOT LATER THAN 10 JAN 18 EDA: 10 JAN 18  
TO COMNAVPERSCOM MILLINGTON TN UIC: 62980  
PERMANENT DUTY STATION MILLINGTON, TN  
FOR DUTY ACC: 100  
ASSIGNED RATE: IT2 DNEC1: 0000 DNEC2: PRD: 2012  
- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET MEMPHIS  
UIC: 43322

DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
MILLINGTON, TN 38055

**Indicates a modification** →

ORIGINAL  
1326  
PERS-4010F  
11 OCT 2017

SUBJ: BUPERS ORDER: 1792/XXX-XX-6789/IT2 GENDER: FEMALE PERS-N4010F  
OFFICIAL MODIFICATION TO CHANGE DUTY ORDERS FOR  
IT2 JANE Q SAILOR, USN 2791  
XX  
IN CARRYING OUT/PROCESSING THESE ORDERS, BOTH PARTS ONE AND TWO  
MUST BE READ AND LISTED INSTRUCTIONS COMPLIED WITH.  
FOR OFFICIAL USE ONLY  
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P A R T O N E  
- MEMBER ADVISED: IF THIS ORDER CONTAINS FY18 OM&N (TRAINING PER  
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- PERSONNEL ACCOUNTING SUPPORT: PERSUPDET MEMPHIS  
UIC: 43322

All ORDMOD's must be provided to CPPA

# Completing your travel claim DD Form 1351-2

<b>1. PAYMENT</b>		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b>						
<input checked="" type="checkbox"/> Electronic Fund Transfer (EFT)	<input type="checkbox"/> Payment by Check	<input checked="" type="checkbox"/> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ <b>\$\$\$.\$\$</b>						
<b>2. NAME (Last, First, Middle Initial) (Print or type)</b> SAILOR, JANE Q.		<b>3. GRADE</b> E5	<b>4. SSN</b> 123-45-6789		<b>5. TYPE OF PAYMENT (X as applicable)</b>			
<b>6. ADDRESS. a. NUMBER AND STREET</b> 1893 ANCHOR ROAD		<b>b. CITY</b> MILLINGTON	<b>c. STATE</b> TN	<b>d. ZIP CODE</b> 38002	<input checked="" type="checkbox"/> TDY <input checked="" type="checkbox"/> PCS <input checked="" type="checkbox"/> Dependent(s) <table border="1"> <tr> <td><input checked="" type="checkbox"/> Member/Employee</td> </tr> <tr> <td><input checked="" type="checkbox"/> Other</td> </tr> <tr> <td><input checked="" type="checkbox"/> DLA</td> </tr> </table>	<input checked="" type="checkbox"/> Member/Employee	<input checked="" type="checkbox"/> Other	<input checked="" type="checkbox"/> DLA
<input checked="" type="checkbox"/> Member/Employee								
<input checked="" type="checkbox"/> Other								
<input checked="" type="checkbox"/> DLA								
<b>e. E-MAIL ADDRESS</b> JANE.SAILOR@GMAIL.COM					<b>10. FOR D.O. USE ONLY</b>			

**Block 1:** Electronic Funds Transfer (EFT) is mandatory.

**Note:** You must submit a NPPSC 7000/1 (EFT) ONLY if you have changed your financial institution.

**Note:** Enter GOVCC balance for this travel if you used a government travel card to pay for travel expenses.

**Block 2:** Your name, NOT dependent's name.

**Block 3:** Enter the your current paygrade. **DO NOT** use frocked paygrade.

**Block 4:** Full Social Security Number.

**Block 5:** Mark PCS and Member – for your travel only.

Mark PCS, Member, Dependent(s), and DLA – for yours and dependents.

Mark PCS and TDY – for TDY enroute.

Mark PCS, Dependent(s), DLA – for dependent(s) travel only.

**Note:** Put an "X" for all entitlements that you are claiming. If there is no "X" on the entitlement, you will not receive that entitlement. If you received an advance, i.e. DLA, but block 5 does not have an "X", the entitlement will be recouped. Put an "X" on "other" for TLE and for any reimbursable expenses.

**Blocks 6a-6d:** Valid mailing address.

**Block 6e:** Valid e-mail address.

**IT IS RECOMMENDED TO TYPE YOUR INFORMATION FOR ACCURATE AND FAST LIQUIDATION**

e. E-MAIL ADDRESS JANE.SAILOR@GMAIL.COM			10. FOR D.O. USE ONLY	
7. DAYTIME TELEPHONE NUMBER & AREA CODE 886-827-5672		8. TRAVEL ORDER/AUTHORIZATION NUMBER 1792	9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES ?	
11. ORGANIZATION AND STATION NAVY PERSONNEL COMMAND MILLINGTON TN			a. D.O. VOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable)			13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code) 247 UNDERWAY BLVD WASHINGTON DC 20001	
<input type="checkbox"/> ACCOMPANIED		<input checked="" type="checkbox"/> UNACCOMPANIED		
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE	
SAILOR, TERRY		SP	120916	
SAILOR, ASHLEY		CH	140916	
SAILOR, TOM		CH	130916	
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)			d. COMPUTATIONS	
<input checked="" type="checkbox"/> YES			<input type="checkbox"/> NO (Explain in Remarks)	
			2 POV's	

**Block 7:** Daytime telephone number should TPC need to make contact.

**Block 8:** Order number listed on your orders provided.

**Block 9:** Enter the total amount you received for advance travel, none, or “?” if not certain if advance received.

**Block 10d:** *List number of POVs used if Privately Owned Vehicle is the mode of transportation.*

**Blocks 12-14:**

- *Mark “ACCOMPANIED” if family traveled with you on the same date.*
- *Mark “UNACCOMPANIED” if family traveled on a different date and/or different Path of Travel.*

**Block 12a, b, c:** List dependent information.

**For dependent SPOUSE, enter the Date of Marriage, not date of birth.**

**Block 13:** Address where dependents were residing at time PCS orders were received.

**Block 14:** Indicate whether household goods have been shipped.

## Block 15: Itinerary

a: Date:

- Enter the year the travel began.
- Enter the month and date when the Departure (DEP) or Arrival (ARR) occurred.

b: Place: List command, home port, city and state.

**Note: If traveling to/from OCONUS, Port of Embarkation (POE) and Debarkation (POD) must be listed.**

- **POE - Location you left for international travel.**
- **POD - Location you first arrived/landed to a CONUS location coming from OCONUS or Location you first arrived/landed to an OCONUS location coming from a CONUS location**

c: Means/Mode of Travel: List the type of transportation used for each leg of travel.

d: Reason for Stop: List the reason for stops using the appropriate two letter code.

**Note: Refer to INSTRUCTIONS on the back page for block 15c & d codes**

e: Lodging Cost: List total lodging expense incurred for each TDY en route.

f: POC (Privately Owned Conveyance) Miles: Use only for reserve claims, list actual mileage, and indicate if trip was round trip by writing “RT” adjacent to the block.

## BLOCK 15 (Cont)

### CODES FOR “MEANS/MODES OF TRAVEL” AND “REASON FOR STOP”

#### “Means/Modes of Travel” (Two letter code)

##### First:

- T - Government provided ticket (no out of pocket cost to traveler)
- G - Government transportation (no out of pocket cost to traveler)
- C - Commercial transportation (traveler personally purchases transportation)
- P – Privately Owned Conveyance

##### Second:

- A – Automobile
- M – Motorcycle
- B – Bus
- P – Plane
- R – Rail
- V – Vessel

##### Common combinations:

- PA – Private auto
- CA – Commercial auto (taxi)
- TP - Government provided airfare (no cost)
- CP – Commercial airfare (traveler purchased)

#### “Reason for Stop” (Two letter code)

- AD: Authorized Delay is used for overnight stays or if delayed at airport over midnight.
- AT: Awaiting Transportation is used when waiting for other modes of travel. This is usually conducted in same day travel, no overnight at terminal.
- HA: Hospital Admittance is used to indicate inpatient care at a medical treatment facility or hospital.
- HD: Hospital Discharge is used to indicate discharge from inpatient care.
- TD: Temporary Duty is used to indicate time spent performing official business at a location other than the old or new permanent duty station (PDS)
- LV: Leave is used to indicate time away from military duty; either on site, at home of residence or chosen location.
- MC: Mission Complete is used to conclude travel. “MC” for Permanent Change of Station (PCS) indicates the date the entitlement being claimed is executed to the new PDS. For example, MC for en route travel is the date the member arrives at the new PDS to report for duty. MC for a Personally Procured Move is the date the Household Goods (HHG) arrive at the new PDS.

**Correct use of codes will ensure accurate reimbursement**

# SCENARIO #1

## Single Member – PCS travel from CONUS to OCONUS w/ ORDMOD

Itinerary:

- Detached on 01 Mar 2020 from CVN 78 GERALD FORD, Norfolk VA
- Took leave in Norfolk, VA
- Received an ORDMOD due to Shelter in Place (ALNAV 029/20) and Restriction of Movement (NAVADMIN 083/20)
- Reported on 23 Mar 2020 to RLSO Midlant, Norfolk VA for Temporary Duty
- Fly on 01 Jun 2020 from Norfolk, VA to Rota, Spain with NAVPTO ticket.
- Report on 02 Jun 2020 to Ultimate Duty Station, Rota Spain.

15. ITINERARY		c.	d.	e.	f.
a. DATE 2020		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
03/01	DEP	USS GERALD R FORD NORFOLK, VA	PA		
03/01	ARR	NORFOLK, VA	LV		
03/23	DEP		PA		
03/23	ARR	RLSO MIDLANT NORFOLK, VA	TD		
06/01	DEP		CA		
06/01	ARR	NORFOLK, VA AIRPORT	AT		
06/01	DEP	(PORT OF EMBARKATION)	TP		
06/02	ARR	ROTA, SPAIN	AT		
06/02	DEP	(PORT OF DEBARKATION)	CA		
06/02	ARR	DEFSVCOFF NORTH BROFF ROTA,	MC		
	DEP	SPAIN			
	ARR				
	DEP				
	ARR				

**Ordered to temporarily return to the old Permanent Duty Station or to an alternate location, then the you could be issued TDY orders and may be authorized standard travel and transportation allowances in accordance with JTR, Chapter 2. If the you are ordered to remain in place or to an alternate location to await transportation, then per diem may be authorized in accordance with JTR Chapter 5, Part A. *If lodging and meals are provided at no cost, then per diem is not payable.***

# SCENARIO #2

## Single Member – PCS travel from OCONUS to CONUS Ordered to Self-Monitoring Upon Arrival at New PDS

Itinerary:

- Detached on 11 Mar 2020 from USS Strong, Yokosuka, Japan
- Ordered to self monitor upon arrival to new PDS
- Stayed in a hotel to self monitor
- Reported on 26 March 2020

15. ITINERARY			c.	d.	e.
a. DATE 2020	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST
03/11	DEP	USS STRONG YOKOSUKA, JAPAN	CA		
03/11	ARR	NARITA JAPAN AIRPORT		AT	
03/11	DEP	(PORT OF EMBARKATION)	TP		
03/12	ARR	SAN DIEGO, CA AIRPORT		AT	
03/12	DEP	(PORT OF DEBARKATION)	CA		
03/12	ARR	HOTEL SAN DIEGO CA		AT	2,500.00
03/26	DEP	(SELF-QUARANTINE)	CA		
03/26	ARR	USS IMMUNE SAN DIEGO CA		MC	
	DEP				

**Member must provide order from authorizing officials for self-quarantine.**

**PCS Travel – Ordered to Self-Monitoring Upon Arrival at New PDS. On March 13, 2020, DoD amended the Joint Travel Regulations (JTR)(MAP 12-20 (R) -- “Per Diem Allowance During Isolation, Awaiting Transportation, and Government-Funded Leave”) to authorize a per diem allowance isolation or quarantine of members who are completing PCS movement from a country where DoD Force Health Protection guidance requires a restriction of movement for a period of self-monitoring. In situations where you incur expenses for and lodging and meals that are not provided, per diem may be authorized in accordance with JTR Chapter 5, Part A. Per diem may be approved for such expenses during the period of self-monitoring occurring after the you report to the new PDS. Such per diem will terminate when the self-monitoring, isolation or quarantine is complete, or when Temporary Lodging Expense (TLE) or Temporary Lodging Allowance (TLA) is authorized for you while residing with dependents, whichever is earlier. Commanders may terminate the period of self-monitoring for which per diem is authorized.**



# SCENARIO #3

## Member with Dependent (Accompanied) – PCS travel from CONUS to CONUS Who Detached or Departed the old PDS and took leave outside old/new PDS with ORDMOD

Itinerary:

- Detached on 15 Mar 2020 from Naval Station San Diego, CA
- Took leave in Las Vegas, NV
- Received an ORDMOD for Temporary Duty at NOSC Las Vegas, NV
- Reported on 23 Mar 2020 at NOSC Las Vegas
- Reported on 23 May 2020 to new PDS

15. ITINERARY			c.	d.
a. DATE 2020	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)		MEANS/ MODE OF TRAVEL	REASON FOR STOP
03/15	DEP	NAVAL STATION SAN DIEGO CA	PA	
03/15	ARR	LAS VEGAS, NV		LV
03/23	DEP		PA	
03/23	ARR	NOSC LAS VEGAS, NV		TD
05/20	DEP		PA	
05/23	ARR	NRD LOS ANGELES CA		MC
	DEP			

**You and your dependents performing a PCS who receive orders to delay their travel after detaching or departing the old PDS, who are authorized to remain in place, to temporarily return to the old PDS, or to move to an alternate location, may be authorized per diem during periods while awaiting transportation.**

# SCENARIO #4

## Single Member – PCS travel from CONUS to CONUS Ordered into Restriction of Movement for Self-Monitoring at the TDY location

Itinerary:

- Detached on 10 Mar 2020 from NPC Millington, TN
- Checked in to TDY on 14 March 2020
- Ordered to stay at TDY until May 15 even though class ends on 1 May
- Reported on 19 May 2020 to PSD Norfolk, VA

15. ITINERARY		c.	d.	e.	f.
a. DATE		MEANS/ MODE OF TRAVEL	REASON FOR STOP	LODGING COST	POC MILES
2020	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)				
03/10	DEP NPC MILLINGTON, TN	PA			
03/14	ARR STU SCHOOL JACKSONVILLE, FL		TD		
05/15	DEP PSD NORFOLK, VA	PA			
05/19	ARR PSD NORFOLK, VA		MC		
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				
	DEP				
	ARR				

**Ordered into restriction of movement for self-monitoring at the TDY location may be authorized TDY travel and transportation allowances. Your TDY orders may be amended to extend the TDY assignment to cover the period of self-monitoring.**

16. POC TRAVEL (X one)		<input checked="" type="checkbox"/> OWN/OPERATE	<input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL		(4) Dependent Travel	
18. REIMBURSABLE EXPENSES					<input type="checkbox"/>	12 HOURS OR LESS	(5) DLA	
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED		<input type="checkbox"/>	MORE THAN 12 HOURS BUT 24 HOURS OR LESS	(6) Reimbursable Expenses	
12/30	TAXI	30.00			<input type="checkbox"/>	MORE THAN 24 HOURS	(7) Total	
12/30	TLE	850.00			<input checked="" type="checkbox"/>		(8) Less Advance	
							(9) Amount Owed	
							(10) Amount Due	
					19. GOVERNMENT/DEDUCTIBLE MEALS			
					a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

**Block 16:** POC Travel: Mark “X” only if the means/modes of travel is considered as a Privately Owned Conveyance (POC) (Codes: PA, PM, PP, and PV). Member can be either OWN/OPERATE or PASSANGER, but NOT both.

**Block 17:** Indicate the duration of TDY travel en route.

**Block 18:** Reimbursable Expenses:

a: List the date the expense was incurred.

b: List the type of expense (e.g., taxi fares). Enter TLE information in this block.

c: List the amount of the expense.

**Note:** List all reimbursable expenses member is requesting. If a receipt is provided without the expense listed, it will not be reimbursed. TPC cannot make assumptions.

**You are responsible for providing conversion rates for foreign currency exchange.**

**Include expense in foreign currency and U.S dollars, and the exchange rate.**

**Block 19:** Do NOT use. TPC uses order endorsements and Certificates of Non-availability.

**All claims must be signed by you!**



20.a. CLAIMANT SIGNATURE			b. DATE
c. REVIEWER'S PRINTED NAME	d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER	f. DATE
21.a. APPROVING OFFICIAL'S PRINTED NAME CPPA NAME	b. SIGNATURE	c. TELEPHONE NUMBER	d. DATE



**All claims must be signed by CPPA with a DD 577!**

**Block 20 a & b:** Must be completed by you.

**Block 20 c, d, e, & f:** Supervisor/Reviewer and Date: (c & d): CPPA signs after reviewing for accuracy. Not required by TPC Memphis.

**Block 21:** Claim must be signed by a CPPA with DD-577 as the Approving Official.

**NOTE:** Signature in block 21 of DD 1351-2 must match with signature in block 16 of DD-577

**Manual signature for manual signature** of the same approving official.

**Digital signature for digital signature** of the same approving official.

**DD 1351-2 is invalid if the member signs (block 20b) after Approving Official (block 21d)**

**Blocks 22-28:** Leave Blank – TPC use only.

**Block 29:** Used to clarify anything out of the ordinary. List all unused tickets provided to you. Unused tickets must be returned to NAVPTO.

29. REMARKS	
a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:	
b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.	