

REQUEST FOR TRAVEL ORDERS
PERMANENT CHANGE OF STATION (PCS)
CONTINENTAL UNITED STATES (CONUS)

EMPLOYEE DATA			
Name:		SSN:	
Current Position Title and Grade:			
Current Duty Station (City/State):			
Home Address:			
Telephone Number:	Work	Home	FAX Email
Retirement Code:	CSRS <input type="checkbox"/>	FERS <input type="checkbox"/>	(If available, please attach copy of most recent LES)
Government Credit Card Holder:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
TRAVEL DATA			
New Position Title and Grade:			
Station and Address (City/State):			
New Duty Organization Address:			
Estimated Travel Dates: Beginning:		End:	Duty Reporting Date:
Leave Enroute: No <input type="checkbox"/> Yes <input type="checkbox"/> Are you currently on TDY Travel: No <input type="checkbox"/> Yes <input type="checkbox"/>			
If yes, dates: _____ & location: _____			
Provide copy of approved SF-71 (Application for Leave)			
Mode of Transportation: AIR <input type="checkbox"/> BUS <input type="checkbox"/> POV <input type="checkbox"/> OTHER: RAIL <input type="checkbox"/> SHIP <input type="checkbox"/>			
If POV, how many cars will be going to the new duty station: _____			
Travel Advances: Required <input type="checkbox"/> Not Required <input type="checkbox"/> Amount Maximum <input type="checkbox"/> Other <input type="checkbox"/> Specify: \$			
Housing Hunting Trip (HHT): Required <input type="checkbox"/> Not Required <input type="checkbox"/> Self Only <input type="checkbox"/> Self & Spouse <input type="checkbox"/>			
Fixed <input type="checkbox"/>		Actual Expenses <input type="checkbox"/>	
If electing actual expense, number of days (10 Days Maximum to include travel time) needed:			
PLEASE NOTE, ONCE THE ELECTION OF FIXED OR ACTUAL EXPENSE HHT TRIP HAS BEEN MADE AND ORDERS HAVE BEEN ISSUED, THE METHOD OF REIMBURSEMENT CANNOT BE CHANGED. PLEASE CONTACT YOUR HR REPRESENTATIVE IF YOU HAVE QUESTIONS REGARDING FIXED VS. ACTUAL EXPENSE HHT.			
DEPENDENT DATA			
Name	Birth date: (Children Only)	Relationship:	Travel Starting Point: (City/State) and Travel Date
DEPENDENTS MODE OF TRAVEL: Concurrent Travel <input type="checkbox"/> Delayed Travel <input type="checkbox"/>			
Mode of Transportation: AIR <input type="checkbox"/> BUS <input type="checkbox"/> POV <input type="checkbox"/> OTHER: RAIL <input type="checkbox"/> SHIP <input type="checkbox"/>			
HOUSE-HOLD GOODS SHIPMENT - If moving Self by Actual Expense (GBL), only Actual Expense will be paid Not to Exceed the cost of (GBL)			
Will be shipped by (GBL) <input type="checkbox"/> Will NOT be shipped by (GBL) <input type="checkbox"/>			
# of Rooms:	Estimated Weight:	(1,000 lbs. x each room)	(18,000 lbs. Max)
TEMPORARY STORAGE OF HOUSE-HOLD GOODS: Required <input type="checkbox"/> NOT required <input type="checkbox"/>			
Location (s):	Old duty station:	# of days:	New duty station: # of days:

TEMPORARY QUARTERS (TQSE) (60 days maximum decreased by # of days authorized for HHT)
 Required Not Required Self Only Spouse Family Only
 Fixed Actual Expenses
 Old Duty Station: # of days: New Duty Station: # of days:
PLEASE NOTE – ONCE THE ELECTION OF TQSE IS MADE (ACTUAL EXPENSE OR FIXED) AND ORDERS HAVE BEEN ISSUED, YOU MAY NOT REQUEST AN AMENDMENT TO CHANGE THE TQSE ENTITLEMENT REIMBURSEMENT. PLEASE CONTACT YOUR HR REPRESENTATIVE FOR QUESTIONS OR CONCERNS REGARDING FIXED VS. ACTUAL EXPENSE TQSE.

HOUSE TRAILER MOVEMENT: Will be moved Will NOT be moved
 Mode of shipment: POV Commercial Size Brand Name

Real Estate/Lease Transactions: Yes No (Purchase of real estate not sold will not be authorized by DLA)

TRANSACTION	REQUIREMENT	APPROXIMATION	CLOSING DATE
House Sale	Yes <input type="checkbox"/> No <input type="checkbox"/>	Sale Price: \$	
House Purchase	Yes <input type="checkbox"/> No <input type="checkbox"/>	Purchase Price: \$	
Un-expired Lease	Yes <input type="checkbox"/> No <input type="checkbox"/>	Obligation: \$	

Transportation Agreement (DD-1618) signed & forward to CSO-CO: Yes No Initials:

POV Shipment Required/Authorized: CONUS Year Make Model

REQUIRED SIGNATURES

HR Specialist: Date:

Employee Signature: Date:

Note: New SES, New Hires and certain Presidential Appointees are not authorized: HHT/TQSE/Real Estate/Lea Transactions