

# TAD TRAINING REQUEST FORM

FILL OUT ITEMS #1-16 BELOW, RETURN TO CONAD/PLU FOR AUTHORIZATION PLEASE GIVE AT LEAST 10 DAYS NOTICE PRIOR TO THE START OF TRAVE..

1. NAME \_\_\_\_\_ 2. RANK 04 3. FAO AOR FAO
4. PURPOSE OF TAD (**REGIONAL TRAVEL**/CONFERENCE/TRNG)  
REGIONAL TRAVEL ICT
5. APPROXIMATELY HOW MANY DAYS/# OF DAYS TAD 11 (INCLUDING TRAVEL AND LEAVE)
6. DEPARTURE DATE: 28 JANUARY 7. RETURN DATE: 7 FEBRUARY
8. LEAVE IN CONJUNCTION WITH TAD REQUESTED? YES \_\_\_ NO X HOW MANY DAYS LEAVE? \_\_\_
9. RENTAL CAR REQUESTED: YES \_\_\_ NO X IF **YES, ATTACH JUSTIFICATION**
10. ITINERARY:  
DEPART FROM BEIJING, CHINA RETURN TO BEIJING, CHINA  
TAD LOCATIONS:  
(1) SICHUAN # OF DAYS AT LOCATION 4 DAYS  
(2) GUIZHOU # OF DAYS AT LOCATION 3 DAYS  
(3) HUNAN # OF DAYS AT LOCATION 4 DAYS

11. DO YOU HAVE A GOVERNMENT CREDIT CARD? YES \_\_\_ NO X (IF NO, IS AN ADVANCE REQUIRED? YES \_\_\_ NO \_\_\_)  
**PER MARADMIN 302-99, MCO 4600.70, DODFMR VOL 9 CHAPTER 3, GOVERNMENT CARD USE IS MANDATORY**  
IF YOU ARE EXEMPT FROM USING THE GOVERNMENT CREDIT CARD, ADVANCES WILL BE CREDITED TO YOUR DIRECT DEPOSIT ACCOUNT.

12. TOTAL ESTIMATED COST (to include per diem): \$2,911

13. ADDITIONAL REMARKS: \_

(A) ESTIMATE TOTAL MILEAGE 4000 miles round trip

**14. REQUESTING TRAVELLER**

PHONE 703-692-3366

[REDACTED] | 15 Jan 2013  
SIGNATURE DATE

**PLU BUDGET APPROVING OFFICIAL**

( ) RENTAL CAR AUTH Y/N \_\_\_  
PHONE 703-692-4366

\_\_\_\_\_|\_\_\_\_\_  
SIGNATURE DATE

**15. SCHEME OF MANEUVER / ITINERARY**

	DATES		LOCATION	PURPOSE	LODGING COST	M & IE
	ARRIVAL	DEPARTURE			(per night and total)	(per diem rate and total)
1)	28 January	1 February	Sichuan	ICT	<u>75 / 300</u>	<u>115 / 460</u>
2)	01 February	5 February	Guizhou	ICT	<u>75 / 300</u>	<u>115 / 460</u>
3)	5 February	8 February	Hunan	ICT	<u>75 / 450</u>	<u>115 / 345</u>
<b>TOTAL:</b>					<u>\$1,050</u>	<u>\$1,265</u>

**16. MISCELANEOUS EXPENSES**

EXPENSE	COST	JUSTIFICATION
1) Transportation in and around Sichuan	Approximately \$200	Four days of transportation around Sichuan
2) Transportation in and around Guizhou	Approximately \$200	Four days of transportation around Guizhou
3) Transportation in and around Hunan	Approximately \$175	Three days of transportation around Hunan

\*Transportation includes taxis, buses, local trains, etc. This is necessary to be able to move around the cities visited. It is not possible to list which buses or how much money each will cost as this information is not available to me over internet. Local transportation varies in each province.

**17. TRANSPORTATION**

1) AIRLINE (Y/N) - U.S. CARRIER AVAILABLE? (Y/N)

LOCATION		COST
TO	FROM	
Sichuan	Beijing	\$244 (NO US CARRIER AVAILABLE)
Guizhou	Sichuan	\$102 (NO US CARRIER AVAILABLE)
Sichuan	Hunan	\$110 (NO US CARRIER AVAILABLE)
Hunan	Beijing	\$140 (NO US CARRIER AVAILABLE)
		<b>TOTAL AIRLINE TICKETS \$596</b>

2) TRAIN (Y/N)

LOCATION		COST
TO	FROM	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3) BUS (Y/N)

LOCATION		COST
TO	FROM	
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4) POV (Y/N)

NOTE: All FAOs that plan on using a POV for TAD must submit 2 Constructed Travel Comparison Worksheets (CTCW).

This form serves as justification for using a POV by comparing the cost of POV travel to using a rental car (one worksheet) and the cost of using air travel (another worksheet).