



# DEPARTMENT OF THE AIR FORCE

\*\*\* Add your unit's specific letter head

DATE

MEMORANDUM FOR

FROM:

SUBJECT: Travel Authorization and Use of Funds

1. Use of <name of unit> funds is approved for <Rank, Name> to travel to <Location> on <Date>.

- a. Tour Type:
- b. Duty Location:
- c. Purpose:
- d. Approximate Number of Duty Days:
- e. Proceed Date:
- f. Estimated Cost:
- g. Authorization Not to Exceed:
- h. Government Mess (Available/Not Available):
- i. Fund Cite for Travel:
- j. M4S Generated Document Number(s)/Task ID Number(s):
- k. Rental Car Authorized (YES/NO):
- l. Assigned Supervisor Name / DSN:
- m. Special Authorizations:

2. You must check with the on-base lodging office for availability of quarters if temporary duty location is at military installation. If lodging is not available, obtain either a contract quarters authorization letter or statement of non-availability.

3. Immediately after the orders have been prepared and certified, please send a copy to John Doe, [john.doe@us.af.mil](mailto:john.doe@us.af.mil).

4. If you need any assistance with this funding, please call me at DSN XXX-XXXX or commercial (XXX) XXX-XXXX.

X

JANE DOE, SSgt, USAF  
Resource Advisor