



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> .

- a. Tour Dates: _____
- b. Purpose: _____
- c. Mode of Travel: Comm Air/Private Auto/Gov't Own/Passenger
- d. Lodging: On Base/Off Base
- e. Gov't Meals: Available/ Not Available
- f. Rental Car: Yes/No
- g. Fund Cite for Travel: _____
- h. Special Authorizations: _____
(*ex. Dual Lodging, Variations Authorized, Excess Baggage*)

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.

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