



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION



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. TDY Location:
- b. Purpose:
- c. Approximate Number of TDY Days:
- d. Proceed Date:
- e. Authorization Estimated Cost:
- f. Government Lodging:
- g. Government Mess:
- h. Fund Cite for Travel:
- i. M4S Number (if applicable):
- j. Rental Car:
- k. Supervisor Name / DSN:

2. You must check with the on-base lodging office for availability of quarters if temporary duty location is at military installation. If TDY to an AF Installation and the government lodging/mess selection above differs from AFMAN 34-102 guidance, detailed justification is needed for orders processing.

Justification:

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.

JANE DOE, SMSgt, USAF
Resource Advisor