

CG-DCO (Ver 4.1) Rev. 11/16	MILITARY TEMPORARY ADDITIONAL DUTY (TAD) OR CIVILIAN TEMPORARY DUTY (TD) REQUEST / AUTHORIZATION WORKSHEET					
<b>PURPOSE:</b> This form documents the information necessary for approval and issuance of travel orders within CG-DCO. Completion of this form is mandatory prior to orders being issued.						
<b>MEMBER INFORMATION</b>						
1. NAME (Last, First Middle Initial)		2. GRADE/RATE	3. DIV/BRANCH	4. PHONE	5. GTCC	
<b>PERIOD OUT OF OFFICE</b>						
6. DEPARTURE DATE	7. TOTAL TAD DAYS	8. LEAVE			9. LAST DAY OF ABSENCE	10. ESTIMATED DAYS ABSENT (w/ Leave)
		a. START DATE	b. END DATE	c. DAYS		
<b>TRAVEL INFORMATION</b>						
11. COMMAND, DISTRICT, FIRM OR ORGANIZATION		12. LOCATION		13. NAME OF EVENT		
14. BRIEF DESCRIPTION/PURPOSE OF EVENT (Spell out ALL acronyms)						
15. COMMENTS:						
16. FOREIGN TRAVEL REQUEST REQUIRED			17. GIFT MEMO REQUIRED			
a. YES NO b. APPROVAL DATE:			a. YES NO b. APPROVAL DATE:			
18. IS MESSING AVAILABLE?		19. GOV'T CONVEYANCE (You are driving a government vehicle or flying a government aircraft)				
YES NO		a. YES NO				
20. PER DIEM RATE <a href="http://www.defensetravel.dod.mil/site/perdiemCalc.cfm">http://www.defensetravel.dod.mil/site/perdiemCalc.cfm</a>		a. MAX LODGING	b. LOCAL MEALS	c. INCIDENTALS	d. MAXIMUM DAILY PER DIEM	
21. REIMBURSABLES (All estimates are for total trip, except where noted)						
a. AIRFARE-TRAIN-BUS EXPENSE <a href="https://rezdesk.adtrav.com/Account/LogOn">https://rezdesk.adtrav.com/Account/LogOn</a>	k. LOCAL TRANSPORT-TAXI-BUS-METRO-FERRY	u. POV MILEAGE COSTS				
b. AUTO MILEAGE (local)	l. LODGING	v. RENTAL VEHICLE				
c. AUTO MILEAGE COSTS (local)	m. LODGING TAXES (Daily)	w. RENTAL VEHICLE FUEL				
d. BAGGAGE EXP-STORAGE N TRANSFER	n. LODGING TAXES (Total)	x. SATO-CTO-TMC SVC PROC FEE				
e. BAGGAGE-EXCESS ACCOMPANIED	o. M&IE	y. TOLLS FOR ROADS-BRIDGES-TUNNELS				
f. CARRIER TERMINAL FEES	p. PARKING-HOTEL SITE-OTHER LOCALS	z.				
g. COMMUNICATION SVC CHG FAX PH	q. PARKING-TRANSPORT HUB (cannot exceed roundtrip taxi)	aa.				
h. COMP-INTERNET CONNECTION OFF USE ONLY	r. POV MILEAGE AUTH. (airplane)	ab. SUBTOTAL				
i. CONFERENCE-REGISTRATION-RESORT FEES	s. POV MILEAGE AUTH. (auto)	ac. 10% INCREMENTAL INCREASE				
j. CURRENCY CONVERSION FEE	t. POV MILEAGE AUTH. (motorcycle)	<b>TOTAL</b>				
<b>CONFERENCE ATTENDANCE INFORMATION</b>						
22. CONFERENCE REQUEST REQUIRED						
a. YES NO b. APPROVAL DATE: c. TRAVEL ADVOCATE						
If your office is the Travel Advocate, the Conference Attendance Request Form and the Conference Attendance Questionnaire are required to be submitted. Enter the below calculated values in the designated blocks of the Conference Attendance Request Form. When the Conference Attendance Request Form covers more than one individual, add all TAD Request Worksheets together.						
If your office is <b>NOT</b> the Travel Advocate, supply the below numbers to the Travel Advocate for the Conference Attendance Questionnaire.						
23. CONFERENCE FEE		25. LODGING	27. LOCAL TRANSPORTATION			
24. PER DIEM ONLY		26. TRANSPORTATION	28. OTHER FEES			
<b>FINANCIAL INFORMATION</b>						
29. PROJECT CODE	30. OBJECT CLASS	31. CBA UTILIZATION (IAW COMDTINST 4600.18)	YES	NO		
<b>ROUTING / APPROVAL</b>						
29. MEMBER		30. OFFICE APPROVAL		31. BUDGET OFFICER		