Date:

TRAVEL AUTHORIZATION REQUEST (TAR)
HQ AETC/SG Flight Physician 4FTE

Contract Number:

Period of Performance:

Traveler's Name:	
Travelers Phone:	
Travelers Email:	
Clearance Level:	Blank
Investigation Type:	
Purpose Of Trip:	
Destination:	

Trip Dates:

From: (Location, Date, Time)

To: (Location, Date, Time)

Return: (Location, Date, Time)

Cost Breakdown:

Transportation:

Taxi/Train

Airfare/Flights

Rental Car

Airport Shuttle

Tolls

Per Diem:

Per Diem Travel Days Site #1 @ 75% Days: Total PDF: $ 0.00

Per Diem Travel Days Site #2 @ 75% Days: Total PDF: $ 0.00

Site #1 Per Diem Full M&IE: Days: M&IE: Total PDF: $ 0.00

Site #2 Per Diem Full M&IE: Days: M&IE: Total PDF: $ 0.00

Misc Costs: (Bag fees, COVID Tests)

Description of Costs: Estimated $:

Lodging:

Onbase Site 1 Days: Daily Rate: Total Lodging: $ 0.00

Onbase Site 2 Days: Daily Rate: Total Lodging: $ 0.00

Extended Work Week (EWW) Hours Requested:

Yes: No:

Estimated Hours for EWW:

EWW/OT Tech Rep Concurrence:

Mileage (Per Mile Allowance $0.625):

Total Miles: Total Miles $ $ 0.00

Training/Courses:

Name/Training:

Training/Course Cost:

Total Cost: $ 0.00

Comments:

Employee Signature : _____ _____

Signature Date

Employee Supervisor : _____ _____

Signature Date

Government Authorization: A6: _____ _____

Signature Date

Contracting Officer Rep (COR): _____ _____

Signature Date

DEPARTMENT OF THE AIR FORCE

MEMORANDUM FOR:
FROM:

SUBJECT: Letter of Identification (LOI) for Official Travel of Government Contractor

Travel Order Number: **Contract Number:**

Contractor Address: **Task Order Number:**

CLIN Number(s):

Period of Performance:

Mailing/Billing Address: Same as above

Employee Name:

Security Clearance:

Destination /Installation Access: **Variations Authorized:** YES: NO:

From:

To:

Return:

Purpose of Travel:

Length of Travel: DAYS

Est. Cost: $

Military Air/Cat B Travel Authorized: Excess YES: NO:

Baggage Authorized: YES: NO:

Lodging Eligibility YES: NO:

GS Equivalent Rating (billeting purposes only):

Identification Card (ID) Authorized YES: NO:

Temporary ID Cards or base passes will be issued for us in the U.S., depending on the policy of the base/ facility being visited. Permanent ID cards will not be issued as a result of this letter.

Address inquiries regarding this travel to:

E-mail address:

Authorizing Official:

Contracting Officer Representative (COR)

Approving Official:

Contracting Officer (CO)