

# INDIVIDUAL TRAVELER AUTHORIZATION FORM

## TRAVELER INFORMATION

Name: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_ Duty Station: \_\_\_\_\_  
Dept/N-code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

## TEMPORARY DUTY DETAILS

**\*\*UNCLASSIFIED COMMENTS ONLY\*\***

Trip Purpose: \_\_\_\_\_

Trip Description: \_\_\_\_\_

List reasons that virtual means (VTC, Webinar, etc.) cannot be used:

Official Temporary Duty Dates TDY Location(s):  
Departure: \_\_\_\_\_ Return: \_\_\_\_\_

## TRAVELER'S SUPPLEMENTAL INFORMATION

Will travel occur outside the Region area of responsibility?? Yes No

Will duration exceed seven days? Yes No

Will the total cost of the trip exceed \$10K (flight, per diem, and other expenses? Yes No

## NSA NAPLES N8 VERIFICATION

Line of Accounting: \_\_\_\_\_ Cost Estimate: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Printed Name / Rank

\_\_\_\_\_  
Signature

## APPROVAL AUTHORITY

*Installation Department Head*

Approved Denied

\_\_\_\_\_  
Printed Name / Rank

\_\_\_\_\_  
Signature

*Installation CO/XO*

Approved Denied

\_\_\_\_\_  
Printed Name / Rank

\_\_\_\_\_  
Signature

**\*\*Only required if YES was answered to any supplemental questions above\*\***

## SECONDARY APPROVAL AUTHORITY

*Region COS or ED*

Approved Denied

\_\_\_\_\_  
Printed Name / Rank

\_\_\_\_\_  
Signature

UNCLASSIFIED