

IMWE-LVW-HRMH

DATE \_\_\_\_\_

MEMORANDUM FOR Adjutant General, Reassignment Section

SUBJECT: TDY Travel Budget Worksheet and TDY Option Statement

DATA REQUIRED BY THE PRIVACY ACT OF 1974

PRESCRIBING AUTHORITY: AR 600-8-11

AUTHORITY: Title 10, US Code, Section 3012

PRINCIPLE PURPOSE: To request information required to process reassignment instructions for personnel alerted for movement.

ROUTINE USE: Used by the AG Personnel Management Branch in processing assignment instructions resulting in permanent change of station (PCS) orders for individuals assigned to CAC & Ft. Leavenworth, KS

DISCLOSURE & EFFECT: Voluntary. If soldier does not provide information required by completion of form, it may result in the individual not receiving orders and other pertinent data regarding PCS instructions in a timely fashion.

I understand that I must fill out the TDY Option Statement and TDY Travel Budget Worksheet. I am required to give my unit representative these forms in order to process my TDY paperwork.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
SSN/Rank

# TRAVEL BUDGET WORKSHEET

TO BE COMPLETED BY THE SERVICE MEMBER	TO BE COMPLETED BY THE BUDGET OFFICE
SERVICE MEMBER'S NAME: _____	APC: _____ AMSCO: _____
SERVICE MEMBER'S SSN: _____	COMPUTATIONS:
TDY DATES: _____ (DEPARTURE) (RETURN)	PER DIEM RATE/CITY: _____
GOVERNMENT CREDIT CARD: _____ YES _____ NO	ROOM: _____ @ _____ = _____
TDY LODGING COSTS PER DAY: \$ _____ (call 1-800-GO-ARMY-1 for lodging costs)	MEALS: _____ @ _____ = _____
	2 DAYS TRAVEL @ 75% = _____
	PER DIEM TOTAL 21T2 _____
IS SERVICE MEMBER: (Please check ONLY one) _____ DRIVING _____ FLYING	TRAVEL: AIRFARE COSTS: _____ 21T1 21T2
AIRFARE COSTS (if flying): \$ _____	..... COST COMPARISON: _____ X \$ .445 PER MILE = _____
MODE OF TRANS. TO/FROM AIRPORT: _____ COST: \$ _____ (KCI) COST: \$ _____ (TDY site)	..... AIRFARE: _____ SHUTTLE: _____ = _____
PURPOSE OF TDY TRAVEL: (CHECK ONE) _____ Operation/Managerial _____ Training _____ Meetings/Conferences/Speeches _____ Expert/Consultant Travel _____ Other Travel	..... TRAVEL TOTAL 21T _____
NO. OF EXCESS BAGS (specifically authorized in TDY instructions): _____	OTHER COSTS: LAUNDRY @ \$2.00 PER DAY _____ LIMO _____ RENTAL CAR _____ POV @ \$ _____ EXCESS BAGS @ \$50.00 EACH _____ IN/AROUND _____ X _____ X 44.5 = _____ (miles) (days)
RENTAL CAR (specifically authorized in TDY instructions) No. Days/Weeks: _____ Cost per Day/Week: \$ _____	TOTAL OTHER TRAVEL: _____
	TOTAL TDY ORDER _____

FUND CITE:

21 2020 0000 0 57 1052 \_\_\_\_\_ 21T \$ \_\_\_\_\_ 21T \$ \_\_\_\_\_

5G \_\_\_\_\_ T \_\_\_\_\_ 5G 017024

BUDGET TBCH/DATE: \_\_\_\_\_

MEMORANDUM FOR Adjutant General, Reassignment Section

SUBJECT: TDY Option Statement in Conjunction with PCS

1. References:

- a. AR 600-8-11, Reassignment, 1 May 2007.
- b. AR 614-6, Permanent Change of Station Policy, 7 Oct 85, para 1-6.

2. In accordance with references above, I choose the following option for locating my dependents/family members while I perform my TDY:

\_\_\_\_\_ **Option 1** I elect to return to the present duty station upon completion of TDY to prepare family members/dependents residing in government quarters for relocation to the new permanent duty station or designated location prior to departing the present duty station. This option applies to CONUS to CONUS or CONUS to Overseas PCS moves.

\_\_\_\_\_ **Option 2** I elect to depart the present CONUS or overseas station and travel to the new CONUS duty station, sign in, and settle family members/dependents before traveling to the TDY station. This option applies to CONUS to CONUS and overseas to CONUS PCS moves.

\_\_\_\_\_ **Option 3** I elect to return to the present duty station upon completion of TDY to prepare family members/dependents residing on the local economy for relocation to the new permanent station or designated location, prior to departing the present duty station. This option applies to CONUS to CONUS and CONUS to Overseas PCS moves.

\_\_\_\_\_ **Option 4** I elect to clear the present station prior to departure for school and move the family members/dependents to the TDY station at my personal expense, some other location at my personal expense, or to a designated location at government expense. This option applies to CONUS to CONUS, CONUS to overseas and overseas to CONUS PCS moves.

3. I understand that if I do not have family members/dependents I am only authorized to choose TDY "OPTION 4".

\_\_\_\_\_  
Name

\_\_\_\_\_  
Rank

\_\_\_\_\_  
SSN