

# Sample Invitational Traveler Worksheet

Personal Information				
1 Last Name*	2 First Name*	3 M.I.	4 Social Security Number*	5 Gender*
6 Residence Address*	7 Residence City*	8 R State/ Country*	9 Residence Zip Code*	
Residence Address (Line 2)	10 Residence Phone Number*	11 Business Phone Number*		
12 Mailing Address (if different from Residence) *	13 Mailing City*	14 M State/ Country*	15 Mailing Zip Code*	
Mailing Address (Line 2)	16 Emergency Contact Name/Relationship*	17 Emergency Contact Number*		
18 E-mail Address*				
19 Passport Number	20 Passport Issuing Country	21 Passport Expiration Date		
Financial Information				
22 Account Type (EFT/banking)	23 Account Number	24 Routing Number		
<b>Credit Card Information is required to reserve lodging.</b>				
25 Credit Card Type*	26 Credit Card Number*	27 Credit Card Expiration Date*		
Government Point of Contact				
28 POC Name Christie Mills		29 POC Email Address CMills@USNA.edu		
30 POC Phone Number 410-293-2993		31 POC Organization USNA/CMEIS		

1. The traveler must be informed of their rights under the Privacy Act, outlined below.
2. **PRIVACY ACT STATEMENT:** Authority, Title 5 U.S.C., S 4103 & EO937. The information contained in a completed worksheet is sensitive and is subject to the Privacy Act. The regulatory authority which authorizes the solicitation of this information is contained in Appendix E of the Department of Defense (DoD) Joint Travel Regulations (JTR). The requested information above is intended to be used by Defense Travel Administrators (DTAs) in planning and authorizing official TDY travel for DoD. Disclosure of this personal information is voluntary and no adverse action can be taken against individuals for refusing to provide this information. However, failure by an individual to provide required information (fields 1-18) will result in the inability to process travel on behalf of that individual. All efforts should be made to ensure this information is protected. This includes not distributing a completed worksheet, or information from a completed worksheet, via an unencrypted email, regardless if the email is sent over a secure DoD network.

3. DTA should enter relevant information prior to providing to traveler (fields 28-31).
4. Passport information (fields 19-21) is optional.
5. EFT information (fields 22-24) is optional, if the traveler would like to be paid via EFT. This is only available if the traveler can provide a US bank with a valid American Bankers Association (ABA) routing number. If no EFT information is provided, reimbursement will be paid in US Dollars via a paper check to the mailing address provided.
6. If lodging and/or rental car reservations are needed, a personal credit card number (fields 25-27) must be provided. Otherwise, the traveler must obtain these reservations outside of DTS, with the understanding that their reimbursement is limited to the TDY location(s) per diem rates, unless otherwise specified.
7. This worksheet is separate from the official invitation to travel, but can be used in conjunction with the invitation to travel to allow the traveler a single document packet to complete when accepting an invitation to travel.