

USNA 4600/8 – REQUEST AND AUTHORIZATION
FOR MIDSHIPMEN ACCESSION TRAVEL

COMPLETION GUIDELINES: MUST COMPLETE STEPS IN EITHER SECTION 1 OR SECTION 2, NOT BOTH

Please complete steps in either section 1 or section 2. This form is **optional** and is only for any incoming midshipman that wish to have their travel to USNA arranged by the U.S. government and/or reimbursed for travel expenses.

SECTION 1

If you **ARE NOT** requesting travel arrangement and/or reimbursement, send an email as follows...

TO: monteith@usna.edu

SUBJ: NOT SEEKING TRAVEL REIMBURSEMENT – CLASS OF 2027

BODY OF THE EMAIL: I will be arranging my own travel to USNA and will not be submitting reimbursement for my travel.

Very Respectfully,

YOUR NAME

SECTION 2

If you **ARE** requesting travel arrangements to be made and/or requesting reimbursement, check the box on the USNA 4600 marked “I am requesting reimbursement” and complete ALL of the following numbered blocks:

BLOCK 1 – Write your last name, first name, and middle initial

BLOCK 2 – Write you 6 digit candidate number

BLOCK 5 – Enter the date you are leaving home

BLOCK 6.a – Write the city and state where you are coming from

BLOCK 7 – Check the box (only one) next to either a, b, or c indicating how you are going to be traveling to USNA (i.e. 7a = requesting govt flight, 7b = buying your own plane ticket, 7c = driving in your own car). Follow all instructions in the block you have indicated.

BLOCK 7b – If electing 7b, you must look up the government rate for your flight as you will only be reimbursed up to this amount for your ticket. Go to the following website

<https://cpsearch.fas.gsa.gov/cpsearch/search.do> and use the GSA City Pairs search tool.

- Enter Departure City or Airport Code
- Enter Arrival City or Airport Code (use BWI since that is where USNA would book you)
- Click “I accept the Terms of Service.”
- Click “Search FY23” or current fiscal year
- Your flight estimate is value under Govt YCA Fare for your particular flight
- Write this price in block 7b

You may also contact CTO for an estimate of your flight and write the price they give you in the blank. Phone number is included in block 7b; however, phone wait times are often extensive. GSA City Pairs Search tool is the best option.

BLOCK 8 – Write in a, b, and c any estimated expenses for these categories (estimates are okay)

BLOCK 11 – Incoming midshipman signature

BLOCK 12.e – Accounting Citation – in the blank after “CTA” write the last four digits of your candidate number

BLOCK 12.h – Accounting Citation – in the blank after “CTA” write the last four digits of your candidate number

SUBMISSION GUIDELINES:

Email the completed form in a **SMALL .PDF FORMAT. DO NOT EMAIL PICTURES OR FILES LARGER THAN 2MB. BE SURE THE ATTACHMENT IS EASILY LEGIBLE/VISIBLE.**

TO: monteith@usna.edu

SUBJ: TRAVEL REIMBURSEMENT REQUEST – CLASS OF 2027

BODY OF THE EMAIL: I have attached my USNA 4600 and will be completing my DD 1351-2, Block 15 questions page, and Direct Deposit sign up form to bring with me on I-Day to the Disbursing table.

Very Respectfully,

YOUR NAME