

REQUEST AND AUTHORIZATION FOR MIDSHIPMEN ACCESSION TRAVEL		PRIVACY ACT STATEMENT (5 U.S.C. 552a): AUTHORITY: 5 U.S.C.5701, 5702 and E.O. 9397 PRINCIPAL PURPOSE: Used for reviewing, approving and accounting for official travel. ROUTINE USE(s): USNA Accession Travel DISCLOSURE: Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel.	
For Permanent Change of Station (PCS) Travel authorized per BUPERSINST 7040.6B			
REQUEST FOR OFFICIAL TRAVEL			
<input type="checkbox"/> I am NOT requesting reimbursement – Fill in blocks 1, 2, sign block 11, and submit as instructed			
<input type="checkbox"/> I am requesting reimbursement – Check box and fill out as instructed			
1. NAME (Last, First, Middle Initial). List your name as it appears on the government issued identification you will present to TSA security when traveling.		2. CANDIDATE NUMBER. (6 DIGIT NUMBER)	
3. LOCATION OF PERMANENT DUTY STATION (PDS) U.S. Naval Academy, Annapolis, Maryland		4. APPROX # OF DAYS 1 day (except where POV mode is selected in block 7c)	5. PROCEED DATE
6. ITINERARY	a. FROM PRIMARY RESIDENCE, HOME. (City, State)	b. TO: Annapolis, Maryland	
Home of Record is the term used for the place recorded as the home of the candidate upon appointment to the U.S. Naval Academy. It will remain the same for the uninterrupted term of military service. Upon separation from the academy or discharge from the military, travel/transportation allowance will be based on this address. Proceed Date is date of travel.			
7. TRANSPORTATION MODE (Select one from the following by checking the box)			
<input type="checkbox"/>	a. GOVERNMENT PURCHASED COMMERCIAL TRANSPORTATION. I have contacted the government Contracted Commercial Travel Office (CTO) at 1-800-235-9184 to arrange my transportation to USNA. I have requested CTO provide a copy of the reservation to USNA at NOMAPPS@USNA.EDU and TRAVEL@USNA.EDU in addition to me at my personal email address. I understand CTO cannot be used for family/friends. The following information was requested and provided by the Commercial Travel Office: PASSENGER NAME RECORD (PNR): _____ ESTIMATED COST: _____		
<input type="checkbox"/>	b. PERSONALLY PROCURED FLIGHT. I have chosen not to use the Government Contracted Commercial Travel Office (CTO) and will instead arrange my own flight. I understand reimbursement will be limited to the lesser of the actual cost OR the cost of a government ticket. Use of frequent flyer miles is not an authorized reimbursable expense. As required, I have searched GSA City Pairs or contacted the CTO at 1-800-235-9184 and the cost of a government ticket is _____		
<input type="checkbox"/>	c. PRIVATELY OWNED VEHICLE (POV). I have chosen to travel by POV. Travel by POV for permanent change of station (PCS) travel is to the Government's advantage therefore you are authorized a "Monetary Allowance in-lieu of Transportation" (MALT) rate for the miles travel from your home of record to USNA (as determined in the Department of Defense Table of Distances (DTOD). Additionally, you are authorized a flat per diem rate for lodging and meals for each travel day not to exceed the allowable travel time. The current authorized MALT rate is \$.22 per mile and the Standard CONUS per diem rate is \$157 (\$98 lodging, \$59 meals and incidental expenses).		
8. OTHER REIMBURSABLE EXPENSES			
a. Shuttle/Taxi to Airport (Estimated Cost)		b. POV to Airport (Estimated Cost - # of miles times \$0.54)	c. Other (tolls, etc.)
9. PER DIEM. Authorized in accordance with the Joint Federal Travel Regulations.			
10. REMARKS			
1. Travel claim will be completed during in-processing. A copy of the E-ticket is required to substantiate your transportation cost. 2. Per Public Law 104-134 all federal government payments must be paid by Electronic Funds Transfer (EFT). Travelers must complete an EFT Form during in-processing in order to receive payment (see SF-1199A from Midshipmen Disbursing Office).			
11. CANDIDATE/TRAVELER SIGNATURE			
12. ESTIMATED COST AND AUTHORIZATION (Completed by the Midshipmen Personnel Office, U.S. Naval Academy)			
a. Transportation:	b. Per Diem:	c. Other Costs:	d. Total Costs:
e. ACCOUNTING CITATION: AA 1731453 2258 210 0022P 056521 2D G74200 02223CTA_____ (last 4 of candidate number)			
f. AUTHORIZING/ORDER ISSUING OFFICIAL (TITLE AND SIGNATURE) CWO2 Brandy Johnson Midshipmen Personnel Officer		g. DATE ISSUED (YYYYMMDD)	
		h. TRAVEL ORDER NUMBER N0002223CTA_____ (last 4 of candidate number)	

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