

REQUEST FOR SPECIAL TRAVEL

INSTRUCTIONS:

1. Type or print clearly. 2. Send approved original form to the office preparing the AD-202, Travel Authorization. 3. File with AD-202.

NAME OF EMPLOYEE

TITLE

DUTY STATION

DATE(S) OF TRAVEL

ITINERARY

I HEREBY REQUEST APPROVAL

FOR COMBINATION OF BUSINESS AND PERSONAL TRAVEL (No leave involved)

Justification

FOR ANNUAL LEAVE TO BE TAKEN DURING MY OFFICIAL TRIP. A COPY OF MY APPROVED LEAVE SLIP, SF-71 IS ATTACHED.

Justification

FOR DEVIATION FROM THE NORMAL MODE OF TRANSPORTATION OR ITINERARY FOR MY PERSONAL CONVENIENCE

Justification

SIGNATURE OF EMPLOYEE

DATE SIGNED

APPROVED

SIGNATURE OF APPROVING OFFICIAL

DATE SIGNED

DISAPPROVED

REMARKS