

S&T Trip Request Form for Invitational and Sponsored Travelers

Submit completed form to the S&T TOPS Office S&TGuestTravel@hq.dhs.gov

Pre-Temporary Duty Station (TDY) Validation

- Check to confirm this trip is more than 50 miles from your permanent duty station
If this trip is less than 50 miles from your permanent duty station, your trip is considered local travel and this form is not valid.
- Duration of TDY Travel
 Less than 12 hours 12 to 24 hours More than 24 hours

Traveler Information

3. Traveler Contact Information

First Name M.I. Last Name

Phone # Email

Enter numbers only. Do not include special characters such as dashes or parenthesis.

4. Traveler Type

- Sponsored Traveler (Non S&T Federal Employee) Invitational Traveler (Non Federal Employee)

5. S&T POC

First Name M.I. Last Name

Phone # Email

Enter numbers only. Do not include special characters such as dashes or parenthesis.

Trip Overview

6. How will you begin your travel to your TDY destination (i.e. travel to the airport)?

- Bus/Metro Taxi POV # of roundtrip miles Other

Enter Justification if "Other" is selected

7. Travel Start and End Point(s)

Originating Location

City State Country

If you are not returning to your Originating Location at the end of your TDY Travel, provide Final Destination below.

City State Country

8. Authorized TDY destination Travel Dates

Trip Start Date Trip End Date

Trip Details

9. Trip Purpose

Mission critical travel relates to the conduct of DHS's primary mission and includes, by way of illustration, activities such as, and in support of the following:

- Detention and removal
- Investigations, law enforcement, and protection
- Oversight, accountability, and strategic management
- Scientific and technological research and development
- Foreign Assistance
- Immigration
- Preparedness and Response

10. Trip Description (Mission Critical Statement)

11. Traveler Type

- Employee Emergency
- Special Agency Mission
- Training
- Mission (Operational)
- Conference-Other than Training

Itinerary Details- TDY Destination 1

Complete a new Itinerary Details form for each TDY destination of the trip

12. TDY Destination

Note: Detailed Information is necessary to ensure reservations are made within reasonable proximity to the meeting location.

City State Country Zip Code

Address

TDY Arrival Date TDY Departure Date

13. Preferred mode of transportation going to TDY destination

Provide Justification for use of POV, Rental Car, and/or "Other".

Contract Flight Other Government Car Government Plane

Passenger Rail Rental Car Privately Owned Vehicle (POV)

Justification

14. Preferred mode of transportation while in TDY destination

Provide Justification for use of POV, Rental Car, and/or "Other".

Taxi POV Government Car Rental Car

Subway/Metro Other Government Plane

Justification

15. Traveler Comments/Requests

Note: Travel authorization requests will be prepared with standard expenses based on the travel details provided. Standard expenses include transportation to/from/within the TDY destination, lodging taxes, and the applicable Per Diem (lodging, meals, & incidental expenses). Please list any planned unusual expenses (i.e. baggage fees required to transport testing equipment, internet connection fee).

Baggage Fee Internet Lodging Tax Parking Tolls Taxi

Comments

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 5707, Implementing Federal Travel Regulation, 41 CFR 300-304, 5 U.S.C. 5738, E.O. 11609, and P.L. 107-56 Section 326.

PRINCIPAL PURPOSE(S): This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Homeland Security (DHS) travelers for official Government travel. The truncated Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims in the FedTraveler system.

ROUTINE USE(S): Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed on a case by case basis as described in the GSA/GOVT-3 Travel Charge Card Program SORN, which can be found at www.dhs.gov/privacy.

DISCLOSURE: Voluntary; however, failure to furnish the information requested may result in total or partial denial of the amount claimed.