ORIGINAL OR CERTIFIED COPY OF TRAVEL ORDERS.

Please provide statement on a separate plain 8-1/2" x 11" paper. Statement must have TONO and accounting data, must be dated, and have employee's printed full name, original signature and EMPLID as well as the printed full name, original signature of the Authorizing Certifying Official for the member's permanent duty station.

EMPLOYEE NAME: _____ DATE: _____
(today)

Travel Order Number: _____

Accounting Data: _____

Dates of Order: _____ to _____

Place Ordered From and To: _____

TDY Per Diem (check one): Messing: ☐ Commercial
☐ Government
☐ Proportional
☐ Deductible
☐ Reduced $_____per day
☐ Actual Expense (for meals, itemized receipts are required)

Quarters: ☐ Commercial
☐ Government

Mode of Travel authorized:_____

Reimbursable Expenses Authorized: _____
_____

I hereby certify that my original TAD/PCS (circle one) travel orders under travel order number _____ are lost and/or irretrievable to obtain a certified copy. I will not make another claim against the government under this travel order number unless otherwise authorized through official authority.

I understand that there are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729)

Signature: _____
Printed Full Name, Signature & EMPLID

Signature: _____
Printed Full Name, Signature & EMPLID
Authorized Certifying Official

The statements must be completed by the traveler and signed IN BLUE INK by both the traveler and the Authorizing Official (AO).