

TRAVEL ADVANCE REQUEST
COMPLETE IF SINGLE DLA IS SELECTED

Check one:

- E-5 and below: Entitlement for the advance will be approved once it has been established that Government quarters *WILL NOT* be assigned at the new permanent duty station. You must obtain this certification from your ultimate activity.

- E-6 and above: I certify that in conjunction with my reassignment to _____ that I do not intend to occupy Government quarters under the authority set forth in 37 U.S.C. 403(B), as amended. I understand that if Government quarters are permanently assigned, *I will be required to repay the advance immediately.*

COMPLETE IF A, B, C, D, E, & F ARE SELECTED ON PAGE 1

Member Certification: I certify that I intend to travel and/or relocate my dependents from (ZIP and/or city and state) _____ to _____ on or about (enter date) _____. My dependents will establish a bona fide residence in connection with my PCS. If I do not move my dependents within 30 days from the reporting date, *advance DLA will be recouped.*

PRIVACY ACT STATEMENT

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL-93-579) that requires that federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts. The principle purpose is to provide information required to legally pay advances to Navy personnel. Routine use: Member provides information about PCS, TAD, Discharge, Retirement, or Separation travel. The Disbursing Officer verifies entitlements and pay requested travel advances. Disclosure of information is voluntary. *If member does not provide the requested information, payment will not be made.*

ALL MEMBERS MUST READ ABOVE STATEMENT AND SIGN

I understand that in the event my entitlement is less than the travel advanced, the difference is a collectable indebtedness due the Government and shall be collected *immediately.*

Signature	Date

PCS and TDY Enroute Travel Advance Request

PRIVACY ACT STATEMENT

Authority: 5 U.S.C. 301, Departmental Regulations, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol 9, 5 U.S.C. Chapter 57, E. O. 11012, E. O. 12466, and E. O. 9397 (SSN).

Purpose: To facilitate the preparation, review, approval accounting, and advancement of funds for travel and certain relocation allowance expenses to be incurred under appropriate administrative authorization.

Routine Use(s): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: The DoD 'Blanket Routine Uses' set forth at the beginning of the DFAS compilation of systems of records notices apply.

Disclosure: Voluntary, however, failure to provide the requested information may result in a delay in obtaining your orders, travel advance, and delay or suspension of your claim(s) for reimbursement.

For prompt payment of your advance please complete this form within 20 days of your sign out date. All travel advances are paid at 80%. The money will be direct deposited into your current military pay account. DITY advances are paid at 60%, if authorized.

Check THIS Box if form is to be filled out and returned in a method other than on a computer.

1. NAME:		2. RANK:		3. SSN:	
4. DAYTIME PHONE #	5. eMAIL ADDRESS:		6. SIGN OUT DATE:	7. PRESENT UNIT:	
8. LEAVE OR HOR ADDRESS: STREET (No local or unit address, please):			9. CITY:	10. STATE:	11. ZIP CODE
12. SPOUSE'S NAME:		13. DATE OF MARRIAGE:	14. IS SPOUSE MILITARY:		
15. NAME (S) AND DATE OF BIRTH OF DEPENDENT CHILDREN					Add Dependents
NAME:		DATE OF BIRTH:		NAME:	
				DATE OF BIRTH:	

Please read and complete all questions. Answer Yes, No or N/A in the spaces provided

Are you requesting an advance for travel?

Are you buying your own ticket

Are your dependents relocating?

Are you requesting an advance for Dislocation Allowance? (DLA)

NOTE: No advance DLA authorized for married soldiers with deferred travel for dependents or if your family will not relocate within 60 days. No Advance DLA will be given for single soldiers members E-5 and below who will not be residing off post at the new duty station. Soldiers may need a Statement of Non Availability from the Housing Office; please consult your Housing Office staff or your finance supporting office at the gaining post.

Are you requesting advance for a D.I.T.Y move?

TDY enroute:		Meals (check)	
Location:	Lodging daily costs \$	<input type="checkbox"/> Govt	<input type="checkbox"/> Comm
SOLDIER'S PRINTED NAME		DATE	SOLDIER'S SIGNATURE

****Please enclose/attach copy of DD1610/Orders for all TDY points.***