

TRAVEL ADVANCE REQUEST
COMPLETE IF SINGLE DLA IS SELECTED

Check one:

- E-6 and below Shore Duty: 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-7 and above SHORE DUTY/E6 and above SEA DUTY: 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.*

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Signature

Date