

## DIRECT SITE REQUEST WORKSHEET

\_\_\_\_\_  
 LAST NAME, FIRST, MI                      RANK/GRADE/CORPS                      SSN  
 \_\_\_\_\_  
 CODE/BLDG                      PHONE

YOUR EMAIL: \_\_\_\_\_

EMAIL OF YOUR TAD OFFICE PERSON: \_\_\_\_\_

PURPOSE OF TRAVEL: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ITENERARY:	HOUR/DATE	PLACE
DEPART(CITY)	_____ / _____	_____
ARRIVE(CITY)	_____ / _____	_____
DEPART(CITY)	_____ / _____	_____
ARRIVE(CITY)	_____ / _____	_____

MODE OF TRANSPORTATION:

AIR: \_\_\_\_\_ POV: \_\_\_\_\_ OTHER: \_\_\_\_\_

REQUEST TRAVEL ADVANCE                      YES                      NO

REQUEST ADVANCE FEES                      YES                      NO

REQUEST USE OF TELEPHONE/INTERNET FOR OFFICIAL BUSINESS    YES                      NO

RENTAL CAR / TAXI / SHUTTLE(Justify in Comments)                      YES                      NO

(Include rental car size in justification; standard issued is a compact car)

Comments  
 → PerDiem Calc:

GOVERNMENT QUARTERS (COST \$\_\_\_\_\_)

IF NO, NON - AVAILABILITY NUMBER : \_\_\_\_\_                      YES                      NO

CONFERENCE / REGISTRATION FEES                      YES                      NO

Does it include meals and which meals)

Cost \$ \_\_\_\_\_

IS COMMAND USING DTS (DEFFENSE TRAVEL SYSTEM)?                      YES                      NO

**JOB ORDER NUMBER** \_\_\_\_\_

**ESTIMATED COSTS:**

PER DIEM \$ \_\_\_\_\_ TRANS \$ \_\_\_\_\_ FEES \$ \_\_\_\_\_

MISC \$ \_\_\_\_\_ RENTAL CAR \$ \_\_\_\_\_

**TOTAL COST \$** \_\_\_\_\_

**MEMBERS SUPERVISORS E-MAIL:** \_\_\_\_\_

**MEMBERS CO E-MAIL:** \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
REQUESTOR SIGNATURE

\_\_\_\_\_  
DATE

**APPROVAL SIGNATURES**

DEPARTMENT HEAD: YES/NO \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

CODE DIRECTOR: YES/NO \_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**NAVMEDEDTRACOM 1300/1 (04-03)**

DIRECT SITE REQUEST WORKSHEET INFORMATION (Updated 25 Jan 2022)

Please note that most commands now require you to use your Government Travel Card for purchasing your plane ticket and paying for your lodging.

If you purchase your own plane ticket, this offers you some flexibility but please know if you purchase your own plane ticket, and you end up not going to the conference, meeting etc, I would not be authorized to reimburse you for this expense. Remember you are only authorized to be reimbursed the Government Travel Rate if you purchase your own ticket. Very rarely is the Government Travel Rate less than the commercial rate for airfare.

DO NOT USE YOUR GOVERNMENT TRAVEL CARD TO PAY FOR ANY REGISTRATION. Use your personal credit card, or ask your TAD office for other registration payment options.

Save receipts for lodging, registration, rent-a-car (if authorized), and airfare. These are needed for reimbursement by your TAD office.

You will be authorized up to a \$100.00 miscellaneous expense. You'll need to itemize these misc. items on a DD1351 given to you by your TAD office in order to get reimbursed for these expenses (i.e. Taxi, Internet use)

Your TAD office may require you to liquidate within 5 days upon return from travel.

I am only authorized to reimburse you for Government Travel Rates (GTR). I am not authorized to reimburse for Actual Costs, i.e. if the government lodging rate is 209 a night, and you stay in a \$300 dollar a night hotel, you personally will incur that extra 100 dollar expense. As needed, please contact me for GTR's.

Directions for filling out the DIRECT SITE REQUEST  
WORKSHEET

1. NAME, RANK, GRADE, CORPS, SSN - Self explanatory
2. Code is 1WMC15
3. Phone, your E-Mail - Self explanatory

4. Purpose of Travel - Please place the name of the conference, meeting, seminar, event, or rotation as appropriate.
5. Itinerary - Indicate the date you are leaving, and the airport you are departing from. Then indicate the date you are arriving, and the airport you are arriving to. Complete the other depart/arrive info as well.  
Also indicate if you are purchasing your own ticket. If yes please give me the exact amount.  
If attached to MIT, or UIC 0622A, please indicate if you need me to purchase your ticket.
6. Please indicate if traveling by air, POV, or indicate other and identify what the "other" is.
7. Are you requesting advance travel - yes or no?
8. Are you requesting advance fees (i.e. registration, lodging, meals) - yes or no?
9. Are you requesting funding for the use of your phone or internet service for official business related to this conference, meeting, etc. - Yes or No
10. Rental Car may be authorized if you are staying in government quarters. Circle this if you are staying in government quarters and are requesting rent-a-car expense. Please also indicate the cost of the rent-a-car expense.
11. Circle shuttle and/or taxi if you will be asking for reimbursement of these items (this falls under the misc expense)
12. Put daily cost of the government quarters if that is where you are planning to stay for the conference, meeting etc. (DO NOT WORRY ABOUT THE NON AVAILABILITY NUMBER)
13. Please identify any conference or registration fees.
14. Indicate if these fees include meals.
15. Indicate if your command is using DTS. (If your command is MIT, Massachusetts - indicate No)
16. The Job Order Number is L4346
16. DO NOT COMPLETE THE ESTIMATED COSTS (I will complete this)
17. Indicate my E-Mail address as the supervisors E-Mail mark.d.sullivan10.civ@mail.mil
18. Indicate the E-Mail address of your TAD representative as the member CO E-mail address.
19. Add any comments as needed.
20. Sign and date the Direct Site Request Worksheet.
21. The Navy GME Office will sign the Department Head and Code Director approval signatures.