

*"FOR OFFICIAL USE ONLY"*  
**TAD Request Worksheet**  
**(Upload into DTS)**

\_\_\_\_\_  
LAST NAME, FIRST, MI

\_\_\_\_\_  
RANK

\_\_\_\_\_  
COMMAND NAME

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

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

DATES OF TRAVEL: \_\_\_\_\_

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

\_\_\_\_\_  
DATE

COMMAND ADDRESS: \_\_\_\_\_

TAD CONTACT: \_\_\_\_\_

**APPROVAL SIGNATURES (Note - Since orders route through funding command in DTS, this worksheet allows the funding command to know your chain of command is aware and has approved you to go on travel.)**

DEPARTMENT HEAD: YES/NO

\_\_\_\_\_  
NAME AND RANK (PRINT & SIGN)

\_\_\_\_\_  
DATE

APPROVER ABOVE DEPT HEAD LEVEL: YES/ NO

\_\_\_\_\_  
NAME AND RANK (PRINT & SIGN)

\_\_\_\_\_  
DATE