

Travel AUTOMATED SYSTEM CANNOT be used when it contains the following components, please utilize the appropriate manual form and/or BLANKET form.

CHECK BOX TO INDICATE WHICH TRAVEL APPLIES:

- 1. **Out-of-the-Country Travel, Hawaii, and Alaska.**  
(Atlanta Airport Departure OK regardless of base location.)
- 2. **Requesting personal time be added to the travel.**  
**REQUIRES MEMO SIGNED BY AGENCY DIRECTOR**
- 3. **Travel to two or more different cities/states without returning to base.**  
(Example: Montgomery – Washington, DC – Chicago – Montgomery)  
**REQUIRES Part 1/Part 2 FORM or BLANKET TRAVEL**
- 4. **Combination Fly One-Way / Drive One-Way**  
(Example: Fly to one city; Drive equipment, carpool, etc. to base)
- 5. **Combination Out-of-State Travel connected to In-State Travel without returning to base.**
- 6. **Business Participation City is more than 2 hours from nearest airport.**  
(Example: Must fly into Seattle, WA and drive to Bend, OR)
- 7. **Travel is extended longer than 7 days/6 nights.**  
**REQUIRES BLANKET TRAVEL**
- 8. **Mode of transportation: State Plane/Military Plane**
- 9. **Mode of transportation and/or in-town transit utilizing a Rental Car.**  
**REQUIRES DETAIL QUOTE FOR ECONOMY CAR**
- 10. **Lodging: Military Housing, Training Center, Dormitory Housing, etc**
- 11. **Calendar Date AFTER Departure Date. REQUIRES EXPLANATION.**  
(Example: Requesting approval AFTER travel has begun or ended.)
- 12. **Anticipate ANY unusual requests. REQUIRES EXPLANATION.**  
(Example: 2 hotels same city, use rate of higher hotel but list both names on the lodging line.)

**THIS FORM MUST COME WITH TRAVEL  
REQUEST TO WHICH IT APPLIES**