



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

MEMORANDUM FOR 18 FSS/FSMPS

DATE: _____

FROM: _____

SUBJECT: Request for Circuitous Travel in Conjunction w/ COT/IPCOT Travel

1. Under the provisions of AFI 24-101, I am requesting permission to travel by the circuitous route indicated below, in connection with my COT/IPCOT travel between **Okinawa, JP** to _____ (HOR), during the month of _____.

2. Additional information submitted:

a. <u>All Traveler(s) Name(s)</u>	<u>SSAN</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

b. Circuitous route (list all segments): _____ to _____ to _____
_____ to _____ to _____ to _____

c. Space-available segment(s) if any: _____ to _____

d. Space-required segment(s):
AMC: _____ to _____

Commercial: _____ to _____

e. Travel window (AMC space required only): _____

3. If approved, it is my responsibility to ensure Customer Service annotates authorization of circuitous travel in my travel orders. I understand I may use my GTC in purchasing commercial airline tickets from the CTO/TMF and subject to reimbursement up to the government cost as determined by TMF/CTO. **AFI24-101 27 OCTOBER 2004 71**

4. For any AMC space-required portion of my travel the TMF/CTO must make all travel arrangements, perform cost comparison, and if necessary, collect any excess cost. For AMC space-available portions of my travel, I understand I am solely responsible in making all the travel arrangements for my circuitous route.

5. I must have sufficient funds in my possession to defray the cost of travel where government transportation is not furnished. I understand and accept the responsibility for compliance with the travel requirements as outlined in the Foreign Clearance Guide.

(Signature of Individual)
(Print name, rank, SSAN, phone)

1st Ind (Unit Anit-Terrorism Officer)
Complete/Not Applicable

(Signature of Unit ATO/AATO)
(Print Name/Rank/Title)

2nd Ind (Unit Commander)
Approve/Disapprove

(Signature of Unit Commander)
(Print Name/Rank/Title)

3rd Ind (FSS/FSMPS)
Approve/Disapprove

(Signature of Customer Service Rep)
(Print Name/Rank/Title)

4th Ind (TMF/CTO)

Member has approved circuitous travel IAW JFTR U5116-E. Normal route of travel is from Okinawa, JP to _____ and _____. Approved route is Okinawa, JP to _____ to _____ to _____. Constructed cost of the normal route per authorized traveler is: \$ _____. Member is authorized reimbursement of self-procured circuitous travel not to exceed the constructed cost of the normal route. Constructed travel time is by the normal direct route. Foreign Flag carrier travel (is/is not) authorized IAW JFTR U5116.E.3 from _____ to _____.

TA FOR TO:

(Print Name/Rank/Title)
Joe W. Walls, YC-02, USAF
Traffic Management Officer

MANDATORY Flight Date/Time: _____

*****Once this form is completed, return it to Customer Service for processing of COT/IPCOT orders*****