

Invitational Traveler Worksheet

*Date:

v3

Personal Passport Information						
1 Last Name*		First Name*		Middle Name* (full name as shown on passport)*	2 Social Security Number*	3 Gender M/F*
4 Residence Address*		5 Residence City*		6 Residence State/Country*	7 Residence Zip Code*	
Residence Address (Line 2)		8 Residence / Cell Phone Number*		9 Business Phone Number*		
10 Mailing Address (if different from Residence)		11 Mailing City		12 Mailing State/Country	13 Mailing Zip Code	
Mailing Address (Line 2)		14 Emergency Contact Name / Relationship*			15 Emergency Contact Number*	
16 E-mail Address*		17 Title / Role*			18 Date of Birth mm/dd/yy*	
19 Passport Number *	20 Passport Issue Country*	21 Passport Exp mm/dd/yy*	22 JBA Base Parking Required (Y/N)* If Yes, add Driver Lic #/State Issued		23 Base Visitor Center Shuttle* required to Flt Terminal (Y/N)	
Financial Information						
24 Account Type (EFT/banking)		25 Account Number		26 Routing Number		
27 Credit Card Type		28 Credit Card Number		29 Credit Card Expiration Date		
Government Point of Contact						
30 POC Name			31 POC Email Address			
32 POC Phone Number			33 POC Organization			

- The traveler must be informed of their rights under the Privacy Act, outlined below.
- PRIVACY ACT STATEMENT:** Authority, Title 5 U.S.C., S 4103 & EO937. The information contained in a completed worksheet is sensitive and is subject to the Privacy Act. The regulatory authority which authorizes the solicitation of this information is contained in Appendix E of the Department of Defense (DoD) Joint Travel Regulations (JTR). The requested information above is intended to be used by Defense Travel Administrators (DTAs) in planning and authorizing official TDY travel for DoD. Disclosure of this personal information is voluntary and no adverse action can be taken against individuals for refusing to provide this information. However, failure by an individual to provide required information (**fields 1-21**) will result in the inability to process travel on behalf of that individual. All efforts should be made to ensure this information is protected. This includes not distributing a completed worksheet, or information from a completed worksheet, via an unencrypted email, regardless if the email is sent over a secure DoD network.
- DTA should enter relevant information prior to providing to traveler (fields 28-31).
- Passport information (fields 18-20) is optional for continental US travel.
- EFT information (fields 22-24) is optional, if the traveler would like to be paid via EFT. This is only available if the traveler can provide a US bank with a valid American Bankers Association (ABA) routing number. If no EFT information is provided, reimbursement will be paid in US Dollars via a paper check to the mailing address provided.
- If lodging and/or rental car reservations are needed, a personal credit card number (fields 25-27) must be provided. Otherwise, the traveler must obtain these reservations outside of DTS, with the understanding that their reimbursement is limited to the TDY location(s) per diem rates, unless otherwise specified.
- This worksheet is separate from the official invitation to travel, but can be used in conjunction with the invitation to travel to allow the traveler a single document packet to complete when accepting an invitation to travel.

UNCLASSIFIED//FOR OFFICIAL USE ONLY