Travel Approval Request Letter



**UNITED STATES MARINE CORPS**

MARINE AIR GROUND TASK FORCE TRAINING COMMAND

MARINE CORPS AIR GROUND COMBAT CENTER

BOX 788100

TWENTYNINE PALMS, CALIFORNIA 92278-8100

 5050

 ORG CODE

 Date

From: Commander/Director, XXXXXXXXXX

To: Commanding General, Marine Air Ground Task Force Training Command,

 Marine Corps Air Ground Combat Center

Via: Staff Judge Advocate

Subj: TRAVEL APPROVAL REQUEST FOR THE MONTH(S) OF (Month/Month)

Ref: (a) Public Law Number 113-6 (P.L. 113-6), “Consolidated and Further

 Continuing Appropriations Act, 2013.”

 (b) DCMO DoD Conference Guidance Version 4.0 of 26 Jun 16

 (c) CCO 5050.5C

1. In accordance with the references, request for subject Temporary Additional Duty (TAD) event(s) requiring travel are submitted for approval.

Travel Event 1

 a. Travel Event Title/Name of personnel attending:

 b. # of Person(s) Traveling: X

 c. Reason for TAD/Travel: XXXXXXXXX

 d. TAD/Travel Location(s): XXXXXXXXX

 e. Travel Date(s): XXXXXXXX

 f. Total Estimated Cost: $ XXX.XX

 g. What is the attendee/s function at this TAD: Speaker/Board Member/Participant etc.

 h. Per reference (b), this TAD falls under exemption: [ex. Section IV, paragraph 4e(1)].

Travel Event 2

 a. Travel Event Title/Name of personnel attending:

 b. # of Person(s) Traveling: XX

 c. Reason for TAD/Travel: XXXXXXXXX

 d. TAD/Travel Location(s): XXXXXXXXX

 e. Travel Date(s): XXXXXXXX

Subj: TRAVEL APPROVAL REQUEST FOR THE MONTH(S) OF (Month/Month)

 f. Total Estimated Cost: $ XXX.XX

 g. What is the attendee/s function at this TAD: Speaker/Board Member/Participant etc.

 h. Per reference (b), this TAD falls under exemption: [ex. Section IV, paragraph 4e(1)].

Travel Event 3

 a. Travel Event Title/Name of personnel attending:

 b. # of Person(s) Traveling: XX

 c. Reason for TAD/Travel: XXXXXXXXX

 d. TAD/Travel Location(s): XXXXXXXXX

 e. Travel Date(s): XXXXXXXX

 f. Total Estimated Cost: $ XXX.XX

 g. What is the attendee/s function at this TAD: Speaker/Board Member/Participant etc.

 h. Per reference (b), this TAD falls under exemption: [ex. Section IV, paragraph 4e(1)].

2. The/These travel event(s) listed above will significantly advance the Marine Corps’ and the Department of the Navy’s mission. The expenses and activities associated with this/these events comply with applicable travel, conference, and/or acquisition regulations.

3. An After Action Report will be submitted seven days after completion of this TAD, per reference (c).

4. The point of contact is (Name) at (XXX) XXX-XXXX, email.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commander/Director

Commanding General recommendation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

 Date Concur Non-Concur