

Invitational Traveler Worksheet

Personal Information				
1 Last Name*	2 First Name*	3 MI.	4 Social Security Number*	5 Gender*
6 Residence Address*	7 Residence City*	8 R State/ Country*	9 Residence Zip Code*	
Residence Address (Line 2)	10 Residence Phone Number*	11 Business Phone Number*		
12 Mailing Address (if different from Residence) *	13 Mailing City*	14 M State/ Country*	15 Mailing Zip Code*	
Mailing Address (Line 2)	16 Emergency Contact Name/Relationship*	17 Emergency Contact Number*		
18 E-mail Address*				
19 Passport Number	20 Passport Issuing Country	21 Passport Expiration Date		
Financial Information				
22 Account Type (EFT/banking)	23 Account Number	24 Routing Number		
Government Point of Contact				
25 POC Name Jacqueline F. Roach		26 POC Email Address jacqueline.f.roach.civ@mail.mil		
27 POC Phone Number 256-955-8888 Ext. 1616		28 POC Organization Fox Army Health Center, Redstone Arsenal, Al		

1. The traveler must be informed of their rights under the Privacy Act, outlined below.
2. **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 1-18) 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.

3. DTA should enter relevant information prior to providing to traveler (fields 25-28).
4. Passport information (fields 19-21) is optional.
5. The traveler must obtain their lodging reservations with the understanding that their reimbursement is limited to the TDY location(s) per diem rates.
6. 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.