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MEMORANDUM FOR UNIT/SYMBOL

FROM: 39 LRS/LGRDAP

SUBJECT: Reimbursement for Leave In-Conjunction with Official Travel

References: (a) DAFI 24-602V1, 15 December 2020, *Passenger Movement*

(b) JTR, 01 April 2025, *Joint Travel Regulations*

1. Rank First MI. Last is entitled reimbursement for deviation from official routing not to exceed the Government Constructive Cost. Self-procurement for the official portion of travel is reimbursable for the member. All official travel arrangements must be through the Scheduled Airlines Ticket Office (SATO) to include enroute changes to see that reimbursement considerations are not denied.

2. Member understands reimbursement is not authorized for any leg of travel when using Foreign Flag carriers, unless a U.S. Flag carrier is not available on the normal route between authorized locations. U.S. Flag carriers are not available for the beginning segment(s) of commercial travel from Adana, Türkiye. U.S. Flag carriers must be used at the nearest interchange point. The use of Foreign Flag carriers must be authorized on orders prior to ticket issuance for reimbursement consideration. Financial Service Office (FSO) determines actual reimbursement IAW the JTR (020206 Para I).

3. The authorized routing for official travel is from to Incirlik AB, TR to Official Location to Incirlik AB, TR.

a. Member is requesting leave travel to Leave Location City and State.

b. Member is requesting self-procurement from City and State to City and State to City and State.

4. The FY25 government authorized (one-way) **or** (round trip) fare for travel is $0.00. The member is entitled for reimbursement not to surpass government costs of $0.00.

5. If you have questions about this matter, please contact the TMO Passenger Travel section at DSN: 314-676-6520 or email: [39LRS.TMO.PAX@us.af.mil](mailto:39LRS.TMO.PAX@us.af.mil).

TA for TO

LAKEAREA L. TONEY, SMSgt, USAF Installation Transportation Officer