

# DoDEA RAT Travel Reservation Request

## Employee Information

**Sponsor Legal Name(LN/FN/MI)** as it appears on passport:

**Sponsor Date of Birth (DD/MMM/YYYY):**

**Personal Email Address:**

**Secondary Email Address:**

**Phone contact (NO DSN / NO DUTY):**

**Permanent Duty Station:**

**Home of Record** (please provide location listed on orders):

**Alternate Location** (please provide location listed on orders):

## Traveler Information

Please list ALL travelers (including employee) requiring air transportation for concurrent travel.  
Provide passport information for the passport you are using to travel.

#	Legal Name (as it appears on passport) LN/FN/MI	Date of Birth (TSA Requirement) DD/MMM/YYYY	Gender (Male /Female/ Neutral)	Passport Number	Passport Exp Date (DD/MMM/YYYY)	Known Traveler # (DOD ID)
1						
2						
3						
4						
5						
6						

## Flight Preference Information

**Travel Destination**(select one location "X"): Home of Record [ ] Alternative Location [ ] School (EDT Only) [ ] Duty Station [ ]

**Flight Departure Date Preferred:**

Travel is authorized on or up to 7 days after the "Travel Date" listed on Page 2 of orders. If travel is required outside this timeframe, please request an amendment to your order from CHRA specialist.

**Flight Time Preferred:** \_\_\_\_\_ Morning: \_\_\_\_\_ Afternoon: \_\_\_\_\_ Evening: \_\_\_\_\_

Preference is considered, but flight schedules will take priority and may limit options

**Departure Airport:**

Renewal Agreement Travel must depart from an authorized Permanent Duty Station location (indicated on orders)

**Flight Return Date Preferred:**

**Flight Return Time Preferred:** \_\_\_\_\_ Morning: \_\_\_\_\_ Afternoon: \_\_\_\_\_ Evening: \_\_\_\_\_

**Stop Enroute Requested (Y/N):** \_\_\_\_\_ **Stop Enroute Location:** \_\_\_\_\_ **Stop Enroute Date:** \_\_\_\_\_

## Additional Information

Send completed forms to [hqmts\\_dodea@dodea.edu](mailto:hqmts_dodea@dodea.edu) – using the following format in the subject line for the travel request:

**"RAT Airline Tickets Requested" + Traveler Last Name + Depart Date**

- For RAT Flight to the alternate location is only authorized if listed on orders provided ticket cost does not exceed the actual entitlement to your HOR.
- For RAT Only 1 stop in route for the entire trip is permitted if the stop does not increase the cost of the ticket and the direction is not circuitous. ED Travel is not eligible for Stops en Route or Alternative Destinations.
- Open Jaws flights are not permitted
- Departures and arrivals must be the same location.