

MEMORANDUM THRU ANTITERRORISM OFFICE, 284<sup>th</sup> BASE SUPPORT BATTALION  
FOR COMMANDER, 284<sup>th</sup> BASE SUPPORT BATTALION

SUBJECT: Unofficial Travel Summary

1. Itinerary

- a. Sponsoring Agency: \_\_\_\_\_
- b. Sponsoring Agency Phone: \_\_\_\_\_
- c. Destination(s): \_\_\_\_\_
- d. City/Country: \_\_\_\_\_
- e. Origination: \_\_\_\_\_
- f. Date/Time of Departure from Origination: \_\_\_\_\_
- g. Estimated Date/Time of Arrival at Destination: \_\_\_\_\_
- h. Estimated Date/Time of Departure from Destination: \_\_\_\_\_
- i. Estimated Date/Time of Arrival at Origination: \_\_\_\_\_
- j. Mode of Travel: \_\_\_\_\_
- k. Travel POC (must accompany trip): \_\_\_\_\_
- l. Travel POC Phone: \_\_\_\_\_

2. I certify that the Travel POC has received AT/FP Level I training within the last 12 months, that he/she has reviewed <http://travel.state.gov>, and [www.cdc.gov/travel](http://www.cdc.gov/travel) and that the following items will be submitted to the BSB PMO/EAC prior to departure.

- a. An approved Travel Summary (this document).
- b. Computer generated and printed driving directions.
- c. Current passenger manifest (including passenger name, sponsor name, sponsor unit).

\_\_\_\_\_  
(Printed Name of Sponsoring Agency Staff Member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Sponsoring Agency Staff Member)

APPROVED / DISAPPROVE

BART U. SHREVE  
LTC, SF  
Commanding

**NOTE: The Unofficial Travel Summary shall be submitted to the BSB PMO, ATTN: Mr. Rothenburg or FAX to DSN 343-7556 ATTN: Mr. Rothenburg at least five (5) business days prior to departure.**



**DEPARTMENT OF THE ARMY**  
284TH BASE SUPPORT BATTALION  
UNIT 20911  
APO AE 09169-0001

AETV-GSN-PM

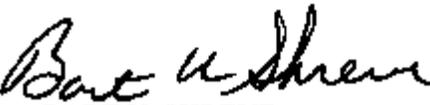
5 Jan 04

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter 2, Unofficial Travel

1. Reference, HQ USAREUR/7A Travel Guidance and Advisory, (Current quarter and FY).
2. For the purpose of this memo, Unofficial Travel is defined as any travel occurring outside the 284<sup>th</sup> BSB AOR that is associated with a DoD sponsored activity (DoDDS sporting events, Outdoor Recreation sponsored trips, etc.).
3. Sponsors of Unofficial Travel shall:
  - a. Comply with the reference listed above.
  - b. Ensure the enclosed Unofficial Travel Summary is filled out completely, returned ICW attached instructions, and approved prior to any Unofficial Travel.
  - c. Ensure the 284<sup>th</sup> BSB PMO/EAC is contacted by telephone at the following times (DSN: 343-7606/8601 or Civ: 0641-402-7606/8601):
    - (1) Upon departure from the origination location.
    - (2) Upon arrival at destination.
    - (3) Upon departure from destination.
    - (4) Upon arrival at origination location.
    - (5) Whenever deviating from the itinerary.
4. The PMO/EAC will log phone calls received (per para 3), and disseminate as required.
5. Point of Contact for this CPL is Mr. Rothenburg at DSN 343-8603 or Civilian 0641-402-8603.

Encl

  
BART U. SHREVE  
LTC, SF  
Commanding

DISTRIBUTION  
A + Web Site