



DEPARTMENT OF THE AIR FORCE
52D FIGHTER WING (USAFE)

Date:

MEMORANDUM FOR ACCOUNTING AND FINANCE OFFICE

FROM: 52 LRS/LGRDAP PASSENGER TRAVEL

SUBJECT: Leave-In-Conjunction With Official Travel (LICWO) Policy

1. IAW AFI24-602, Volume 1, Chapter 4, Paragraph, 4.2., authorized travelers may self-procure all commercial tickets through the TMC when authorized on the travel order. If the traveler elects to self-procure through the entire route, transoceanic travel and mandatory use of U.S. flag carriers must be annotated on the orders. Reimbursement will be limited to the cost of normally prescribed contracted route to the official Temporary Duty (TDY) location.
2. The following statement **MUST** be added to member(s) orders for this letter to be considered valid and true and furnished to the Passenger Travel Office prior to official travel.
 - **DTS STATEMENT: "IAW AFI 24-602v1 Chapter 3, para 3.16.3 Traveler authorized to personally procure transoceanic transportation. Use of Foreign Air Carrier(s) is NOT authorized for this member."**
3. The authorized routing for official travel is (*Don't add leave location*):
 - **From:**
 - **To:**
4. _____ is entitled to reimbursement not to exceed the official travel cost in the referenced TDY authorization.
5. The government _____, authorized fare for travel is \$_____ (**tax included**). The traveler is entitled to reimbursement in the amount of \$_____ (**tax included**), and TMC/CTO Fee of \$_____.
6. If you have any questions or concerns, please contact the Passenger Travel Office at