



## PASSENGER TRAVEL REQUEST

**SPONSORS INFORMATION:**

Date:	Duty Phone:	Cell Phone:	Squadron:
Rank:	Last Name:	First Name:	Middle Name:
DOB: (DD/MMM/YY)	CAC/DOD ID #:	CAC/DOD ID Exp Date: (DD/MMM/YY)	Sex: (Select from drop Down)
GTC Number:		GTC Exp Date:	
Emergency POC/Phone:		Official Email: Personal Email:	
Total Number of Passengers:			
Type of Travel:			

**\*AS IT APPEARS ON  
PASSPORT/DEPENDENT ID)****DEPENDENT INFORMATION:**

Full Name (Last, First, Middle Name)	Relationship	Sex M/F	DOB: (DD/MMM/YY)	Passport #:	Passport Exp Date: (DD/MMM/YY)

**PET INFORMATION:**

Dog/Cat:	Type of Breed:	Sex:	In-Cabin (Y/N)	Weight LBS: (Pet + Cage)	Cage Dims: (LxWxH)	ESA-Service Pet (Y/N)

**FOR MEMBERS TRAVELING TDY ONLY:**

Rental Car (Y/N):	Type:	Date From:	Date To:	Location pickup/drop off:
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**REQUESTED PASSENGER TRAVEL DETAILS**

Date:	From: City, State, Country	To: City, State, Country	Hotel (Y/N)	AMC (Y/N)	Hotel Location:

Members Signature:

**I authorize the Airline to contact via phone/email in  
regards to last minute changes with my travel: (Y/N)**

TMO Only Auth. Tvl Route	LEG 1:	LEG 2:	LEG 3:	LEG 4:
Date of Travel:				

**Additional Remarks for TMC/TMO:**

## **PTR Instructions**

1. Complete **all** highlighted areas of the PTR
  - Ensure your Date of birth has the correct year
  - Ensure GTC information is correct
  - Ensure passenger travel details is filled out with dates/locations
2. Before sending back to our org box, please check with Citi bank or your RA and verify that your GTC is active and has purchasing funds available
3. Send completed and signed PTR to our org box at  
[52LRS.LGRDAP.PASSENGERTRAVEL@US.AF.MIL](mailto:52LRS.LGRDAP.PASSENGERTRAVEL@US.AF.MIL)

## **52 LRS Passenger Travel Office:**

Open M-F 0800-1100 re-open 1300-1500

Closed the 3<sup>rd</sup> Wednesday of each month for training

PTRs must be filled out electronically and sent to our org box

## **SATO:**

For leisure travel tickets you can contact SATO directly at Commercial: 06565-4866

## **Pet Shipping Company:**

PetAir Worldwide Pet Shipping

60549 Frankfurt-Airport TOR 26 Bldg 458

**Website:** [www.petair.de](http://www.petair.de) **Phone:** 069-694750 **Email:** [info@petair.de](mailto:info@petair.de)

## **Information:**

**What is circuitous travel?** Circuitous/indirect travel is PCS travel to, from or between OCONUS points over an indirect or circuitous route due to personal convenience and therefore all additional costs are at the traveler's personal expense, unless identified as official in the orders.

**What are Leave in Conjunction with TDY (LICWO) procedures?** Members requesting to take leave in conjunction with official TDY travel must contact the passenger travel office to obtain a LICWO Letter. The Pax Travel section will annotate the authorized route and maximum reimbursement amount on the LICWO Letter. All leisure travel will be self-procured by the member and will not be placed on the GTC.

**How do I start IPCOT/COT Leave?** Process must be initiated with MPF first. Once initiated send us the memorandum provided and we will annotate total cost. Unless wanting to self-procure, a flight reservation must be made and sent to MPF with the total cost memorandum. **These dates of leave and flight reservations should be firm dates.**