



DSB Travel Form

Note: Do not enter sensitive or personally-identifiable information in this form.

Email
REQUIRED

Phone No.

Name

Task Force Name

TDY Dates **From**
(MM/DD/YYYY)

TDY Dates **To**
(MM/DD/YYYY)

Date of Departure
(MM/DD/YYYY)

Date of Return
(MM/DD/YYYY)

Please note the government does not reimburse your leave/non-DSB time or travel to and from.

Do you have non-DSB travel
in conjunction with TDY

Yes
No
From
(MM/DD/YYYY)

To
(MM/DD/YYYY)
Non-DSB travel in conjunction with TDY

Are you taking leave
in conjunction with TDY

Yes
No
From
(MM/DD/YYYY)

To
(MM/DD/YYYY)
Leave in conjunction with TDY

Are you planning on using Carlson for your travel reservations?

Yes No

Departure City, State

Preferred Departure Airport

Preferred Carrier/Flight No.

Preferred Departure
Flight Time
(*for Carlson Travel only)

Destination City, State

Preferred Destination Airport

Returning City, State

Preferred Return Airport

Preferred Carrier/Flight No.

Preferred Returning
Flight Time
(*for Carlson Travel only)

Please check which apply

Air Fare Train POV Lodging Parking
Per Diem Taxis, baggage fees, etc.

Mileage Reward Info
(Airline/Reward Number)

Additional Comments
(if needed)

If you are going to use Carlson, through DTS, DSB will select your flight reservations through DTS. Once your orders are completed with chosen flights DSB will send you your travel orders and itinerary. If the flights chosen do not work for you, contact Carlson at **1-800-756-6111** to change your flights. You will need to give them the record locator on the itinerary. Once you change your flights you will need to send the DSB the new flight information. The DSB will still need you to send the e-ticket receipt when your flights are finally ticketed through Carlson.

If you decide to use your own travel agent, the authorized Government rate for your reimbursement will be listed in your travel orders. You will be limited to that rate. If there is an issue with the rate amount please, contact our Travel Coordinator at osd.pentagon.osd-atl.mbx.dsb-office2@mail.mil to inform her of the situation and she will assist in resolving the issue. If a member chooses to purchase a ticket over the Government authorized rate the cost difference may be the responsibility of the traveler.