



# 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	<b>From</b> (MM/DD/YYYY)	<b>To</b> (MM/DD/YYYY)
	No		Non-DSB travel in conjunction with TDY

Are you taking leave in conjunction with TDY	Yes	<b>From</b> (MM/DD/YYYY)	<b>To</b> (MM/DD/YYYY)
	No		Leave in conjunction with TDY

Are you planning on using CWT for your travel reservations?      Yes      No

Departure City, State	Preferred Departure Flight Time (*for CWT Travel only)
Preferred Departure Airport	
Preferred Carrier/Flight No.	

Destination City, State	Preferred Returning Flight Time (*for CWT Travel only)
Preferred Destination Airport	
Returning City, State	
Preferred Return Airport	
Preferred Carrier/Flight No.	

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 CWT, through the Defense Travel System (DTS), the DSB will select your flight reservations through DTS. Once your orders are completed with chosen flights, the DSB office will send you your travel orders and itinerary. If the flights chosen do not work for you, contact CWT 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 office the new flight information. The DSB office will still need you to send the e-ticket receipt when your flights are finally ticketed through CWT.

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-office@mail.mil](mailto:osd.pentagon.osd-atl.mbx.dsb-office@mail.mil) to inform them of the situation and they 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.