



DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAF)

MEMORANDUM FOR 65 FSS/FSMPD

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
(Rank/Name/Unit/Office Symbol)

SUBJECT: Request for Circuitous Travel

1. Under the provisions of AFI 24-602 V1, I am requesting permission to travel for myself by the circuitous route indicated below, in connection with my permanent change of station (PCS) between (Old PDS) Lajes Field Azores to \_\_\_\_\_ (New PDS) during the month of \_\_\_\_\_.

2. Additional information submitted:

a. Traveler(s) Name/SSAN (list each):

\_\_\_\_\_  
\_\_\_\_\_

b. Circuitous route (list all locations): \_\_\_\_\_ to \_\_\_\_\_  
(Location) (Location)

to \_\_\_\_\_ to \_\_\_\_\_ to \_\_\_\_\_  
(Location) (Location) (PDS)

c. Space-available segment(s) if any: \_\_\_\_\_ to \_\_\_\_\_

d. Space-required segment(s):

AMC: \_\_\_\_\_ to \_\_\_\_\_

Commercial: \_\_\_\_\_ to \_\_\_\_\_

e. Travel window (AMC space required only): \_\_\_\_\_

f. Foreign Flag Carrier: YES/NO \_\_\_\_\_

3. If approved, it is my responsibility to ensure MPF annotates authorization of circuitous travel and/or use of foreign flag carrier in my travel orders. **Travelers must make all official travel arrangements through LGRD/CTO, to include enroute travel changes to ensure reimbursement considerations are not jeopardized.** I understand I may use my GTC in purchasing commercial airline tickets from the CTO/LGRD and subject to reimbursement up to the government cost as determined LGRD/CTO. \_\_\_\_\_ (Initials)

4. For any AMC space-required portion of my travel, the LGRD/CTO must make all travel arrangements, perform cost comparison, and, if necessary, collect any excess cost. For AMC space-available portions of my travel, I am solely responsible for making all the travel arrangements for my circuitous route. \_\_\_\_\_ (Initials)

5. I must have sufficient funds in my possession to defray the cost of travel where government transportation is not furnished. I understand and accept the responsibility for compliance with the travel requirements as outlined in the Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>). \_\_\_\_\_ (Initials)

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Printed/Type Name/ Rank/ SSN)

1st Ind, 65 FSS/FSMPD

**Approve / Disapprove**

\_\_\_\_\_  
Career Development Counselor

\_\_\_\_\_  
(Printed/Type Name/ Rank/ SSN)

2nd Ind, 65 LRS/TMO and/or CTO

Under the provisions of AFI 24-602v1 \_\_\_\_\_ (Name, Rank, SSAN), is authorized from \_\_\_\_\_ to \_\_\_\_\_ for circuitous travel. Traveler's authorized normal route is: \_\_\_\_\_ (old PDS) to \_\_\_\_\_ (new PDS) and is authorized reimbursement in the amount of \$\_\_\_\_\_ (state "NONE" if there's no reimbursement authorized). The AMC portion of this request resulted in the excess cost amount of \$\_\_\_\_\_ (state "NONE" if there's no excess cost). Reimbursement for travel on foreign flag carrier is authorized if U.S. flag carriers are not available on the direct/normal route and not available on the circuitous route". If you have any questions or concerns please email or call us at 535-3442/1246.

TA for TO

\_\_\_\_\_  
WILLIAM D. BELLMORE, GS-12, DAF  
Installation Transportation Officer