

**Inbound/Newcomer Amendment Checklist for Travel voucher issues**

Please email the required documentation to our org box at: 786 FSS/FSPM Classifications  
[786FSS.FSPM.Classifications@us.af.mil](mailto:786FSS.FSPM.Classifications@us.af.mil); DSN: 480-2354

AMENDMENT TYPE	REQUIREMENTS FOR AMENDMENT
CIRCUITIOUS TRAVEL (CT)	<ul style="list-style-type: none"><li>CT MEMO (LOSING BASE TMO OFFICE)</li></ul>
TDY EN ROUTE	<ul style="list-style-type: none"><li>TDY/TRAINING RIP / TDY/TRAINING MEMO / AETC FUNDING MEMO (PASSPORT WILL NOT SUFFICE) <b>NOTE: IF AETC FUNDED AND NO LOA/FUND CITE WAS GIVEN ON RIP OR MEMO, OUR OFFICE CAN REQUEST FOR FUNDING</b></li></ul>
ACCOMPANIED STATUS/TOUR LENGTH CHANGE	<ul style="list-style-type: none"><li>MEDICAL CLEARANCE (1466)</li><li>1172 DEERS form</li></ul>
ADDRESS CHANGE FOR DEPENDENTS (IF RESIDING SOMEWHERE ELSE)	<ul style="list-style-type: none"><li>1172 WITH THEIR ADDRESS LISTED</li></ul>
DELAYED DEPENDENT TRAVEL	<ul style="list-style-type: none"><li>A GOVERNMENT REASON FOR DELAY, WILL REQUIRE A MEMO</li></ul>
WEATHER EVACUATION	<ul style="list-style-type: none"><li>MEMO FOR THE WEATHER EVACUATION WITH THE INCLUSIVE DATES &amp; LOCATION LISTED WILL BE REQUIRED</li></ul>
STUDENT DEPENDENT TRAVEL (DEROS office deals with this, however there might be amendments for this)	<ul style="list-style-type: none"><li>APPROVED STUDENT DEPENDENT TRAVEL PACKAGE</li></ul>
COT DEFERMENT	<ul style="list-style-type: none"><li>COT/IPCOT WORKSHEET</li></ul>
NON-US FOREIGN FLAG CARRIER	<ul style="list-style-type: none"><li>MEMO AUTHORIZING COMMERCIAL AIRFARE OR FOREIGN FLAG/TRAVEL</li></ul>