



# TRAVEL DOCUMENTATION

## Official Travel:

Service Members, DoD civilians and dependents travelling in a permanent change of station (PCS) or Temporary Duty (TDY/TAD)

## Required Documents for travel:

### Active military:

- Two copies of the approved travel orders with a Customer Identification Code (CIC) listed within the orders.
- Identification Card( Military ID & Passport)

### USMC:

- Two copies of approved original travel orders and the “WEB” order.
- Identification Card ( Military ID & passport)

### Sponsor traveling with dependent(s):

- Two copies of approved travel orders ( Sponsor travel order )
- Passport, Visa, dependent ID (Age ten and older)
- Record of Emergency Data (RED) / Dependency Application (DA)

### Dependent(s) traveling w/o sponsor:

- Two copies of approved travel orders (Sponsor travel order)
- Passport, Visa, Dependent ID (Age ten and Older)
- Record of Emergency Data (RED)/ Dependency Application (DA)

### DoD Civilian:

- Two copies of approved travel orders with a Customer Identification Code (CIC) listed within the orders.
- Passport & Visa

### DoD Contractors:

- Two copies of approved Letter of Authorization (LOA) signed by GOV contracting officer.
- Passport & Visa