



# TRAVEL DOCUMENTATION

**Official Travel:** Service Members, DoD civilians, and dependents traveling in a Permanent Change of Station (PCS) or Temporary Duty (TDY/TAD)

## **Required Documents for travel:**

### **Active Military:**

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

### **USMC:**

- Two copies of the approved original travel order and the "WEB" order.
- Identification Card (Military ID & Passport)

### **Sponsor traveling with dependent(s):**

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

### **DoD Civilian:**

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

### **DoD Contractor:**

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