

AFDW TDY-to-School Data Request Worksheet

SECTION A – Trainee Information

1. Trainee's Name:	2. SSAN:
3. Training Line Number (TLN):	4. Security Clearance:
5. Is this your first TDY?	6. Do you have a Government Travel Card?
7. Are you a Reservist?	8. Supervisor's email:

SECTION B – Travel Information

1. Will you fly to your TDY?	2. Will you drive to your TDY?
3. What is the flight cost?	4. What is the cost for driving?
NOTES: For cost estimates, go to https://www.defensetravel.dod.mil/neoaccess/login.php , login using your CAC, select "TraX," and click "Trip Tools."	

SECTION C – Leave in Route Information

1. Will you take leave in conjunction with this TDY?	2. If taking leave, how many days before your TDY?	3. How many days after your TDY?
4. What is the leave address?		5. What is the leave phone number?

SECTION D – Unit Funded Requirements

1. Will your unit pay for any of the unit funded requirements listed below?			
	Rental Car	Cost	\$
	Excess Baggage	Cost	\$
How many excess bags?		How many authorized pounds?	
2. What is the unit fund site?			

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