

# INCENTIVE TRAVEL PORT CALL REQUEST

DATE: \_\_\_\_\_ IBA  
PTO NAME: \_\_\_\_\_ CBA

NOTE: DMO Passenger Travel requires a minimum of 5-10 business days to arrange travel. This Reservation Request as well as approval letter can be email to [MCBBUTLERPTOFOSTER@USMC.MIL](mailto:MCBBUTLERPTOFOSTER@USMC.MIL) Once the reservation is confirmed and the name spelling needs to be changed, there is no guarantee that the same flight will be reserved. This is because in most cases TMC will need to cancel the existing record and make a new reservation.

## TYPE OF TRAVEL

IPCOT      COT(DEFER)      OTEIP(1 year extension)

## MILITARY MEMBER INFORMATION:

TEL :

NAME	EDIPI	RANK	GENDER	DOB	EMAIL ADDRESS

## DEPENDENT TRAVEL INFORMATION:

NAME	EDIPI	RELATIONSHIP	DOB	PASSPORT#

## FLIGHT INFORMATION:

DEPARTURE DATE	RETURN DATE	DEPARTURE LOCATION	MMIB-3 APPROVED DESTINATION

## GTCC INFORMATION:

GTCC Number (remove first 4 digits)	EXP Month/Year	Opened/Activated?	GTCC Limit
		YES      NO <small>*Contact S-1/APC</small>	

IPCOT (In-Place Consecutive Oversea Tour) & COT Defer /Refer **JTR050812**

➡Service member and their Dependents rate travel to/from Home of Record

If the service member or dependent travels to a more expensive alternate location, and that location has not been authorized by or approved through secretarial process, then City pair program airfares cannot be used. Service member has an option to exchange ticket through SATO and pay fare differences.(LICWO)

OTEIP(SR&R/1 year extension) /Refer **JTR040503**

➡Service member only rates travel to/from Port of Entry(AMC-Seattle). The round-trip cost to the alternate destination cannot exceed the cost of round-trip transportation between AMC Kadena-Seattle. Required ETP letter for commercial travel.

Remarks: