



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 14TH FLYING TRAINING WING
COLUMBUS AIR FORCE BASE MISSISSIPPI

<DATE>

MEMORANDUM FOR 14 OSS TRAVEL APPROVING OFFICIAL

FROM: <TRAVELER'S RANK/NAME>

SUBJECT: Dual Occupancy

1. In an effort to be a prudent traveler, I voluntarily exercised dual occupancy in accordance with the JFTR, para U4129-D. Please see below for the detailed information:

- a. Roommate: <INSERT ROOMMATE RANK/NAME>
- b. TDY Location (City, State) (*must match travel voucher*): <INSERT CITY & STATE>
- c. TDY Length (days) (*must match travel voucher*): <INSERT TDY LENGTH>
- d. Hotel Name (*must match the receipt*): <INSERT NAME OF HOTEL>

Note: In accordance with the JFTR, para U4129-H, despite any savings realized through online booking agents, the CTO should be used for lodging arrangements or the traveler should reserve a room directly with the hotel/chain (including the hotel's online website). Lodging reimbursement is not authorized for hotel lodging obtained through online booking agents unless an itemized receipt from the hotel is provided.

- e. Total Cost of Lodging Charged (per member) (*must match lodging receipt(s)*):

	Traveler 1	Traveler 2
Room cost		

****For CONUS travel, taxes are a separate reimbursable expenses. DO NOT INCLUDE TAXES IN THIS NUMBER****

- f. Maximum Lodging Rate: <INSERT RATE HERE>
Reference: <http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>
- g. Single Room Rate: <INSERT RATE HERE>
(Provided by hotel at check-in or when making reservations)

2. In accordance with JFTR, para 4129-D, I understand that I am only authorized to be reimbursed 50% of the rate charged for the shared room **not to exceed** the hotel's single room rate nor the locality maximum lodging rate allowed per the per diem rates published on the website listed above.

3. I understand that, to the greatest extent possible, we should attempt to get one lodging receipt from the hotel showing the room number, both occupants' names and both credit cards being charged 50% of the room rate. When not feasible per the hotel, then each occupant should be charged separately for 50% of the room rate and a copy of both receipts will be attached to this memorandum in DTS or accompany the hard copy travel voucher (DD1351-2).

4. I certify that the above information is true and accurate to the best of my knowledge.

SIGNATURE BLOCK OF THE TRAVELER

****NOTE:** The travel approving official will approve lodging reimbursement by approving the member's travel voucher in DTS or signing as the "Approving Official" in blocks 21a-d on the DD1351-2.

Comment [J1]: Signature block must be typed
Wet signature required.