

**NEXT OF KIN TRAVEL REQUEST**  
NAVPERS 1770/10 (07-2011)

Supporting Directive MILPERSMAN 1770-270

Privacy Statement

**AUTHORITY:** 5 U.S.C. 5701 an 5702; 5 U.S.C. Section 301; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE:** Used for reviewing, approving, and accounting for official travel.

**ROUTINE USES:** Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

1. NAME OF SERVICE MEMBER:

2. DATE OF REQUEST:

TRAVELER INFORMATION

1. FULL LEGAL NAME OF TRAVELER (First Middle Last):

2. DATE OF BIRTH:

3. SSN (Required):

4. GENDER:

5. RELATIONSHIP TO SAILOR:

6. TELEPHONE NUMBER (Including Area Code):

7a. FULL MAILING ADDRESS:

7b. EMAIL ADDRESS:

8. IS TRAVELER IN DEFENSE TRAVEL SYSTEM?  
(Military/DoD Employee)

YES  NO

9. IF YES, PROVIDE COMMAND TRAVEL COORDINATOR CONTACT INFORMATION:

Military  DoD  
Employee

TRAVEL INFORMATION

1. PURPOSE OF TRIP (Funeral, Memorial, Dignified Transfer or Bedside Travel):

2. DATE OF EVENT (Burial Memorial or Dignified Transfer):

3. LOCATION OF EVENT (Cemetery if applicable, City, State)

4. TRAVELING VIA PERSONAL OWNED VEHICLE (POV):  
(If YES, indicate driver or passenger)

YES  NO //  DRIVER  PASSENGER

5. FLIGHT SCHEDULED BY NAVY OR TRAVELER?

NAVY  TRAVELER

6. PREFERRED AIRPORT OF DEPARTURE:

7. DATE/TIME OF DEPARTURE:

8. POV TRAVEL TO AIRPORT? (If YES, indicate driver or passenger)

YES  NO //  DRIVER  PASSENGER

9. PARKING AT AIRPORT?

YES  NO

10. PREFERRED AIRPORT OF ARRIVAL:

11. PREFERRED RETURN DATE/TIME:

- \* Casualty Assistant Call Officer provides travel claims and receipts to N135C via Region upon completion of travel for liquidation. A separate travel claim must be completed for each traveler, including minors. (Parents are authorized to sign travel claims for the minors.)
- \* All receipts must be in the traveler's name.
- \* When POV is utilized, mileage will be computed IAW DTS charts.
- \* Reimbursement for self-procured airfare and lodging will be limited to government cost.
- \* Rental cars are not an authorized expense.
- \* Travel is authorized from residence to site and back. Travelers are not authorized to visit other locations at government expense.
- \* Electronic Funds Transfer information should be provided as soon as possible for reimbursement to traveler unless payment is requested by check.

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