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U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

2100 2nd ST SW STOP 7801
Washington, DC 20593-7801
Staff Symbol: CG-13
Phone: (202) 475-5099

1754

DEC 14 2012

Maritime Safety and Security Team New Orleans (MSST) 91112
4023 Main Street
Belle Chase, LA 70037

Dear Yellow Ribbon Re-Integration Program Attendee:

You are invited to proceed at government expense on January 4, 2013, from your place of residence to New Orleans, LA, for the purpose of attending a Coast Guard Yellow Ribbon Reintegration Program event. Upon completion of this event, you are authorized to return to your home of record on January 6, 2013.

You are authorized to travel by coach or equivalent class on commercial plane, common carrier and/or privately-owned conveyance. Airfare must be arranged using the Travel Management Center (TMC) contractor. You are authorized to charge your air travel to the Centralized Billing Account (CBA) through Century Travel at 1-877-372-4640. To do so, please fax this Invitational Travel Order letter to Century Travel at 1-509-232-1424. Reimbursement for reservations made outside the contracted TMC is limited to the non-restricted government fares (YCA- fare basis code) or lowest economy fare approved by the Authorizing Official (AO) if city pairs are unavailable.

In the event a privately owned automobile is used for all or part of your travel (e.g., to or from airports, train stations), you will be reimbursed for the official use of the privately owned automobile at the rate of $0.555 per mile, limited to cost of the Government Transportation Request (GTR). Use of a rental car is not authorized.

While in a travel status, you will be allowed travel expenses in accordance with the Federal Travel Regulations (FTR), which currently allow reimbursement for meals and incidental expenses at the rate of $71.00 per day in the New Orleans, LA area. However, when meals or hotel rooms are paid for by the government, you are required to exempt these items on your travel claim. Breakfast and lunch will be provided on January 5, 2013. If you live within 50 miles of the event, you must file your travel claim as local travel only and no per diem will be authorized. Other legitimate expenses may be charged to the accounting data and travel order number (TONO) that will be provided separately.

Within three days of completing this travel, please submit a travel claim (Enclosure 1). You will receive assistance with preparing your travel claim at the event. If you are unable to complete at the event, please send your signed claim (signature in blue ink), this letter and receipts for airfare, lodging (if purchased), and any reimbursable expense over $75.00 to:

Commanding Officer (TST)
Invitational Travel Claims
Coast Guard Pay & Personnel Center
444 S.E. Quincy Street
Topeka, KS 66683-3591

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In the event your travel is cancelled or altered, all unused tickets for the transportation must be returned to the travel claims office, along with your original travel orders and your completed travel voucher. All such tickets are the property of the U. S. Government and are not to be used for any travel that is not authorized. If you have any questions, please contact Petty Officer First Class Russell D. Gibson, Reserve Programs Division, CG-131, at russell.d.gibson@uscg.mil, at (202) 475-5099.

Sincerely,

S. E. Day
Rear Admiral, U. S. Coast Guard Reserve
Acting Director, Reserve and Military Personnel

Enclosures: (1) DD Form 1351-2 Official Travel Claim