



TMO Passenger Travel

623-856-7035/8131

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Taking Leave in Accordance With Official Travel

The use of Government Fares for personal travel is prohibited!

PCS or TDY (including DTS) Overseas:

- Call/work directly with TMO. The requirements are too many to list. TMO will be happy to explain your entitlements pertaining to your particular situation.

PCS or TDY (including DTS) Stateside:

- Option 1: Have TMO issue your official travel. You can then work with our Travel Agent or with the airline directly to “exchange” your ticket(s) to the requested location(s). All excess costs are your responsibility
- Option 2: Book your own travel (ITT, Expedia, Airline Web Site, etc.). TMO will give you a letter stating what the official costs are. You will file this letter with your voucher, and Finance will Reimburse up to official costs.