

# TRAVEL COORDINATION CHECKLIST

Course Name: Executive Leadership and Management

Course Location: IMCOM Academy - Onsite, Bldg 4022

Course Dates: 22Oct-01Nov

Installation Management Academy  
School for Family and MWR  
2280 Signal Road, Building 4022  
Joint Base San Antonio, TX 78234  
Phone: 210-466-1050 FAX: 210-466-1032  
<http://www.imcomacademy.com>

Please complete the fields below. Once completed: save, name and attach checklist to an e-mail along with ALL other required documents to the Travel Coordinator: [sonya.d.lee-tyson.naf@mail.mil](mailto:sonya.d.lee-tyson.naf@mail.mil). Upon receipt of ALL required information your Travel Authorization will be created and routed through proper channels for final approval. The process of approval can take up to 15 days. Please return all required documents within 5 days of receipt of Selection notification to assure your ticketing and travel are not affected.

## Student Information

Name:	
Position and Grade:	
Last 4 Digits of SSN:	
Duty Phone:	
Email Address :	
Installation:	
Organization Element	
Complete AT Level 1	<a href="https://atlevel1.dtic.mil/at/">https://atlevel1.dtic.mil/at/</a>
AT1 Certificate Date:	
CONUS/OCONUS:	
Emergency Contact:	
Email:	
Phone:	

## Travel Itinerary

E-mail Copy of Itinerary to Travel Coordinator	
Departing Airport	
Arrival Time/Date	
Departure Time/Date	
If you are not flying, please indicate below your travel method and estimate cost. You MUST provide a cost comparison: Airfare vs chosen method and final approval.	

☐ Bus ☐ Train ☐ Rental ☐ POC (.565)

Cost Est.:  POC Mileage:

## Government Travel Card

☐ Yes, I have a Gov't Travel Card

☐ No, I do not have a Gov't Travel Card

☐ I am requesting a Travel Advance\*\*

☐ NO, I am not requesting an Advance

\*\* Complete Bank Disbursement Form

## Leave in Conjunction

Leave begin date:

Leave end date:

THE ACADEMY WILL ISSUE ORDERS ONLY FOR TRAVEL TO AND FROM THE COURSE LOCATION. IF YOU TAKE LEAVE IN CONJUNCTION, YOU MUST HAVE YOUR INSTALLATION ISSUE NO COST TRAVEL ORDERS TO COVER THE LEAVE IN CONJUNCTION WITH TRAVEL.

## Further Information or Remarks:

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Reset Form