

**6.4. Invitational Travel Authorizations.** Invitational travel authorizations are published for travel of: relatives attending group interments according to AFI 34-501, *Mortuary Affairs Program*; individuals who are not employees of the federal government as described in JTR; Reserve Officers Training Corps cadets participating in authorized base orientation visits who, because of circumstances beyond their control, are not able to return to their institutions by originally authorized modes of military transportation; and Reserve Officer Training Corps graduates or cadets for medical examination before they enter flying training. Any orders publishing agency may publish Invitational Travel Authorizations as described in JTR 030501 & related documents on Defense Travel Management Office website. Organizations below Major Command level must first be delegated this authority by their Major Command (T-1).

6.4.1. For travel within the Contiguous United States, include (T-0):

6.4.1.1. Information required by JTR.

6.4.1.1.1. Special Arrangements for Canadian, British, or Australian exchange officers. According to agreement with the Canadian Government, Canadian exchange officers may travel on routine travel orders (either composed or DD Form 1610). Per diem will be the same as United States Air Force officers.

6.4.1.1.2. For exchange officers, include after name, the country and "exchange officer." Example: "RAF Exchange Officer."

6.4.1.2. Authorization for excess accompanied baggage, if approved (see paragraph 3.2.1.).

6.4.1.3. If per diem is authorized, state "Per diem authorized as prescribed in JTR 0203" or "per diem authorized as prescribed in JTR, chapter 2, except as follows (specify conditions, locality and rate)." Per diem for exchange officers (other than Canadians) is paid by their own government. Include statement in their orders "No per diem authorized."

6.4.1.4. The Fund Certifying Official signs the request for orders, indicating availability of funds and accuracy of accounting classification codes.

6.4.1.5. Security clearance, if required. This is not to be indicated for exchange officers.

6.4.2. Modes of transportation.

6.4.2.1. If travel by common carrier is authorized, and traveler cannot get government issued transportation, include statement: "If transportation is not procured by US Government issued transportation, the servicing installation TMC number is \_\_\_\_\_ to call and get a ticket per JTR. The invited traveler is limited to city pair fares (JTR 030501.B1) and may only be issued with a Government Travel Charge Card – Centrally Billed Account ticket." (AFI 24-602, Vol 1)

6.4.2.2. When a more costly class of service is authorized, include statement: "Use of first (or business) class air transportation is authorized by the Secretary of the Air Force per (cite reference and date)."