

USFS Incident Travel Request

Number of Pages Sent to BCD Travel:

OFFICIAL USE ONLY (May 2016)

DISPATCH CENTER						DISPATCH LOCATION			
POC Travel Arranger						POC Telephone Number		Voice	
								Fax	
POC E-Mail Address						Approval Code/Zone Code Last 4 of Corp Card		Job Code/P Code	
Incident Name						Incident Order #			
Destination (City and State)						Departure Date/Time:		Arrival Date/Time:	
Ticketing Info (Y/N):		Round Trip?		One Way?		Fully Refundable?		Non-Refundable Allowed?	
Car Rental? (Y/N)		Size Authorized				Number of Days			
INFORMATION HERE MUST MATCH GOVERNMENT ID		First Name	Middle Name	Last Name	Gender (M/F)	Date of Birth (MM/DD/YYYY)	Departure City and State <u>OR</u> Airport		Record Locator Number
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
Special notes or instructions for BCD Travel Agents:									

Please Note- BCD Travel will contact the Dispatcher within 30 minutes to confirm receipt of this document.

Privacy notice (found in Section 1560.103 of the Secure Flight Final Rule): The Transportation Security Administration (TSA) requires you to provide your full name, date of birth, and gender for the purpose of watch list screening, under the authority of 49 U.S.C. section 114, the Intelligence Reform and Terrorism Prevention Act of 2004 and 49 C.F.R parts 1540 and 1560. You may also provide your Redress Number, if available. Failure to provide your full name, date of birth, and gender may result in denial of transport or denial of authority to enter the boarding area. TSA may share information you provide with law enforcement or intelligence agencies or others under its published system of records notice. For more on TSA privacy policies, or to review the system of records notice and the privacy impact assessment, please see the TSA Web site at www.tsa.gov

Recommended Process

Email to: Usda.incidentdispatch@bcdtravel.com

Alternative

or fax to: 770-901-3914

BCD Travel Number: 855-207-1737

05-02 HO

*If faxed please review your fax-machine confirmation page to confirm document is visible