

Date

MCMR-

SUBJECT: Contractor Letter of Identification for Traveler's name/s

Mr. John Doe
Contracting Company
Address

Dear Mr. Doe:

(Contracting Company) which has a contract with (MRMC Unit) under Government contract DAMD17-XX-XXXX, Task Order #3 and #4. During the period of the contract (Date), the following individuals (List names of personnel) are eligible to use available travel discount rates while performing official business in accordance with government contracts. These individuals need to proceed from (Point of Origin), in sufficient time to arrive in (OCONUS Origin), on or about (Date), Insert traveler's names and SSN. The purpose of this travel is to (spell out exact purpose). Duration of this travel is approximately 50 days. Upon completion of the mission, the travelers will return on (Date) to the point of origin.

Logistics support and privileges in host country are as follows:

a. The United States citizen contractor employees who are authorized entry to the overseas command will be authorized the following Logistics Support Services that are applicable, free or at cost and consistent with Theater Regulations at the various sites:

- (1) AAFES Facilities
- (2) Armed Forces Recreation Center
- (3) Class VI
- (4) Credit Union Facilities
- (5) Customs Exemption
- (6) Legal Assistance (Space A)
- (7) Medical/Dental Services (Space A Reimbursable Basis)
- (8) Military/Commercial Banking Facilities
- (9) Military Postal Service
- (10) Mortuary Service (IAW AR 632-40)
- (11) Officer or NCO/EM Clubs (IAW AR 638-40)
- (12) Purchase of POL (petroleum and oil products) for Rental Vehicle
- (13) Rationed Item Ration Card

- (14) NATO Status of Forces Agreement Stamp
- (15) Transient Billets (Space A)
- (16) Local Military Transportation
- (17) ID Card (GS-12 Equivalent)
- (18) Other (U.S. Government Dining Facilities)
- (19) Commissary Privileges Authorized
- (20) Use of all U.S. Government Facilities Authorized

b. Contractor employee requests for Logistics Support and Privileges, while in the Host Country, will be processed through an Overseas Contract Administration Office or Government Liaison Officer, which will assist with procedures required for obtaining individual support.

The planned mode of travel to the area of operations is U.S. Government military air. Travel by rail, commercial aircraft, bus, and privately owned automobile is authorized to and from points of departure and if Government military air is not available.

If practicable, traveler will be provided a Government transportation request to exchange for carrier tickets. If a transportation request is not used and travel is performed by common carrier at personal expense, reimbursement for the cost of transportation will be limited to:

- a. The least costly regularly scheduled air service between the points involved, or the lowest cost class of accommodation available at the time reservations were made; or
- b. The cost of the rail fare and a lower berth, or the lowest first-class rail accommodation available at the time reservations were made; or
- c. Actual cost of commercial bus fare.
- d. Rental vehicle is authorized.

If travel is privately owned automobile, reimbursement will be authorized at the rate of \$.48.5 per mile, plus the cost of necessary parking fees and bridge, ferry, and other highway tolls incurred while in travel status under this travel order.

The total reimbursement will be limited to the cost of travel by the usual mode of common carrier, including per diem. Receipts and ticket stubs will be required to substantiate claims for cost of lodging, transportation, and subsistence for items in excess of \$XX.

The per diem allowance for travel overseas is based on rates established by the Department of State or the Department of Defense Joint Travel Regulation. Accordingly, traveler will be authorized a maximum amount of \$XXX for lodging and \$XX for meals and incidental expenses each day in (Country).

The travel authorized herein has been determined to be in the public interest and is chargeable to:

Contract # DAMD17-
Funds in the following amount are authorized:

a.	Per Diem	\$
b.	Airfare	\$
c.	Other	<u>\$</u>
	Total	\$

Any inquiries regarding this travel order may be directed to POC at
Phone XXX-XX-XXXX.

Sincerely,

COR NAME
Contract Officer's Representative, USAMRMC Unit
Address
Phone