

# Procedures to Pick Up Tickets

1. You currently have a reservation. Your reservation will be cancelled if TMO doesn't "issue" the ticket by 72 hours from your departure date. Once you have your orders, TMO can issue the ticket. (We recommend coming 3 duty days before your "Final Out" with MPF)

2. TMO will need your orders and Activated Government Travel Card (GTC) to issue your tickets. It is your responsibility to ensure that your GTC is activated and ready when you come in to TMO.

*(If you don't have a GTC, a statement stating such must be placed in your orders. This statement is normally only placed if you have been denied a GTC. You must request and activate a GTC through your Squadron RA)*

3. Once TMO has your orders and GTC, your ticket will be "issued" and you will be signed off in VMPPF. You can either contact Travco directly (1-855-655-1004 Toll free) with your GTC info or you can give it to TMO.

4. Your tickets are E-Tickets, you just need to go to the Airport and check in with your respective airline.

5. TMO will either give you an invoice or E-Mail the invoice to you, whichever you prefer. Keep this invoice, as you will need it when filing your Travel Voucher.

6. Your orders normally authorize 2 (Two) bags per traveler. If the airline charges for these bags, pay for them, keep receipts, and file with your voucher. *(Most airlines will not charge if you show them your orders, but this is strictly up to the airline)*

7. If you are taking Pets, you need to contact the Airline directly to schedule your pets. All pet travel will be at your expense. You cannot use the GTC to pay for your pet travel, as this is not a reimbursable expense. For personnel who are also taking a "Patriot Express" flight to the overseas location, your pets were booked on that flight, but not the commercial portion.