

Taking Leave En Route:

You have four options:

1. Go on leave at your expense. Return to Phoenix at your expense; TMO will issue your ticket from Phoenix, as explained on page 1.
2. Apply for "Circuitous Travel" with MPF. There is very specific routing through your Chain of Command to get this approved. Work with Career Developments on this option.
3. Go on leave at your expense. From your leave location, purchase a ticket to Seattle at your expense. You need to purchase these tickets online, directly with the airline, or through ITT. You cannot purchase these tickets through TMO.

Keep your receipts. When you file your Travel Voucher, you will be reimbursed the cost of a ticket from Phoenix – Seattle (\$164.00)

Example: You go on leave to Dallas, TX. You purchase a ticket from Phoenix – Dallas – Seattle.

The cost of this ticket through Expedia is \$356.00. You will be reimbursed \$164.00

4. Exchange your ticket. TMO will issue the ticket from Phoenix – Seattle on your GTC via Southwest Airlines (contracted carrier). You can then call Southwest to exchange this ticket to your personal travel. You will need your orders to do this option. If Southwest does not service your desired location, you will need to do one of the other options.

If you elect either option 3 or 4, you are financially responsible for any fees imposed by the airline if your assignment changes/cancels. There are no refunds, unless you purchase the more costly "Refundable" tickets.