

TDY Entry Summary

MTMC Requisition

Requisition → Requisition

1. Enter Requisition

Section	Field	Notes	
Enter Transaction Event	Transaction Event	Requisition	
Header	Description	Travel Purpose	
	Descriptive Flexfield []	Requisition Type	
	Traveler's Name		
	Aprox Number of TDY Days		
	Proceed Date	Date travel is to begin enter as DD-MMM-YYYY	
	Itinerary From	Departing From Location	
	Itinerary To	Destination Location	
Requisition Line	Type	Choose the Type of Travel	
	Category	Combinations Button, %	
	Quantity	Enter Dollar Amount	
	Description	1 line for Airfare, one for Per Diem, one for Other	
	Descriptive Flexfield []	Type TDY. This will be changed by the system to the Standard Document Number after saving.	
	Travel Cost Type	Choose One	
	Supplier	Traveler for Per Diem and Other, Bank of America for Airfare.	
	Supplier Site		
	Distributions Button	Project	Use Regulation 37-2, appendix A as guidance.
		Task	
		Expenditure Type	Use Regulation 37-2, V-11, as guidance.
		Organization	
	Date		
SAVE, Close Distributions Window, Record Requisition Number			
Attachment HEADER	Be sure to be in Header	Hit "Paperclip" Icon	
	Seq	MUST BE "10" for	

TDY Entry Summary

		Remarks
	Category	Miscellaneous
	Description	Remarks
	Data Type	Long Text
	Text	Enter Remarks to print on the 1610
SAVE !, Then Close Window		

2. Print Report

Run MTMC DD1610 TDY FORM
View Output and Print

3. Submit for Approval

Section	Field	Notes
Approve Button	Reserve Funds	
	Submit for Approval	