REQUEST FOR EMPLOYEE RELOCATION

OCONUS to CONUS - Fellowship

Center, Institute, or Office (CIO):		**Travel Order Number:**	
Division:		**CIO Travel Resource Contact (TRC):**	
Employee's Name:		**Social Security Number:**	
Job Title:		**Office Park:**	
Type: (check one)	☐ Senior Fellow ☐ Service Fellow	☐ EIS Fellow ☐ Regular Fellow	☐ PHPS Fellow
Relocating From:			
Relocating To:			
Effective Date:			
Immediate Supervisor at New Location:			
Current Home Address:			
	City	State	Zip
Mailing Address:			
	City	State	Zip
Home Phone Number:		**Work Phone Number:**	
Mobile Number:		**Fax Number:**	
Email Address:			
Funding Information:	*Appropriation:*		*FY of Appropriation:*
	CAN:	*Service Fee CAN*	
	Interagency Agreement Number: 2051IA06-24		
For Approving Officials:	☐ Shipment of POV, mobile home, or boat ☐ Consumables Shipment		
Division Approval:	*Signature of Division Approving Official*		
	Name:	*Title:*	
CIO Approval:	*Signature of CIO Approving Official*		
	Name:	*Title:*	

Please complete this form and send it to Bureau of the Public Debt (BPD) to begin processing your move:

Centralized E-Mail Account: PCSTravel@bpd.treas.gov
Fax Number: (304)480-8480

Rev. 07/2005

Subject line of faxed or e-mailed documents should be"CDC PCS – 'CIO'"