



Department of National Defence  
Schools Overseas

# Purchase Order

## MOVING TO EUROPE AND MOVING FROM EUROPE - PURCHASE ORDER FOR AIR TRAVEL

The following number must appear on all related correspondence:

**P.O. Number:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(ie School/day/month/year/time) (SHAPE/13/01/2002/1200)

TO BE COMPLETED BY THE TEACHER WHEN REQUESTING AIR TRAVEL  
→TO DCBA 5/DEM FOR APPROVAL

<b>PRI :</b>	<b>Teacher's Name :</b>					
<b>REQUESTED ITINERARY</b>						
Date	Departure Time	Flight	From	To	Arrival Time	Date
Preferred Seating: Window seat <input type="checkbox"/> Aisles seat <input type="checkbox"/> Special Meals <input type="checkbox"/> _____ Child's Meal <input type="checkbox"/> Other Request _____						
Surname and Given names (Must be identical to passports)	Relationship	Date of Birth (DD/MM/YY)				
	Self					
	Spouse (if Applicable)					
	<input type="checkbox"/> Son <input type="checkbox"/> Daughter					
	<input type="checkbox"/> Son <input type="checkbox"/> Daughter					
	<input type="checkbox"/> Son <input type="checkbox"/> Daughter					
	<input type="checkbox"/> Son <input type="checkbox"/> Daughter					
	<input type="checkbox"/> Son <input type="checkbox"/> Daughter					

**Will you be travel with a Pet:**  Yes  No

**OSAP 300.04.12 ANNEX A - MOVING TO EUROPE AND MOVING FROM EUROPE**

<b>FINANCIAL CODES -</b>	<b>Cost centre 2286AF Fund C134</b>
<input type="checkbox"/> Moving to/from Europe	GL 2109 Internal Order GRC0000B3235
<input type="checkbox"/> House Hunting Trip	GL 2109 Internal Order GRC0000B3235
<input type="checkbox"/> Home Inspection Trip	GL 2109 Internal Order GRC0000B3235

**Teacher's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

To be completed by DCBA 5-2	
<b>Air Travel Confirmation and Information may be found at:</b>	
<a href="http://www.virtuallythere.com">www.virtuallythere.com</a>	Reservation Code:
<b>Travel arrangements must be made 90 days prior to departure.</b>	
<p>AFNORTH:</p> <ul style="list-style-type: none"> <li>✦ Commercial Air (KLM) is the recommended method of travel to/and from Brunssum; DCBA 5-2 will make your booking though Amsterdam to Maastricht airport.</li> <li>✦ The City Hopper (between Amsterdam - Maastricht) is a local airline and does not permit the transportation of pets due to a lack of space.</li> <li>✦ Transportation by train in these cases (pets) is a viable option.</li> <li>✦ If not possible then your flight should terminate in Dusseldorf Germany.</li> </ul>	
<p>SHAPE</p> <ul style="list-style-type: none"> <li>✦ Commercial Air to and from Casteau, DCBA 5-2 will make booking through Brussels or Paris (Charles De Gaulle) airports.</li> <li>✦ The majority of flights departing from Brussels go though London then proceed to Canada.</li> </ul>	

**APPROVAL DCBA 5/DEM**

**Authority:** CBI instruction 209.83 (Transportation and Travelling Expenses – Move of Officers and Non-Commissioned Members on Posting or of Dependants),

**Approved**

**Not approved**

\_\_\_\_\_  
**DCBA 5/DEM**

\_\_\_\_\_  
**Date**

**Recorded by DCBA 5-2**      **Initials** \_\_\_\_\_

**Date:** \_\_\_\_\_