**EMAIL TEMPLATE FOR TRAVEL INQUIRY**

**Please ensure you provide the following information in your PPC Customer Care Ticket so that PPC (TVL) receives the applicable information needed to process your inquiry:**

- Name:
- Rate:
- Rank:
- Title: AO/Admin
- Department: (if applicable)
- Email Address:
- Employee ID:
- DOD ID: (if applicable)
- **Last Training Completion Date: ETS** **(Required)**

- **Last Training Completion Date: mLINQS (Required)**- Did you research the problem before submitting a customer care ticket?

 Customer’s Information Submitted by AO: (if applicable)
- Name:
- Rate:
- Rank:
- Title: Traveler or AO
- Department: (if applicable)
- Email Address:
- Employee ID:
- DOD ID: (if applicable)
- Trip ID:
- **Last Training Completion Date: ETS or mLINQS** **\*Required for requesting AO/elevated privileges\***- Request:

**By providing detailed information, you will help expedite the resolution of the trouble ticket in a timely manner. Your cooperation is greatly appreciated.**