

## CHAPTER 1

### INTRODUCTION

1-1. Policy. The prudent management of travel funds is essential and requires command involvement. All persons involved in the travel request, approval, authentication, and payment process, including the traveler, must be prepared to explain the reasonableness of their actions in the expenditure of travel funds. All USACE personnel shall ensure compliance with the Secretary of the Army's (SA) Policy for Travel for the Department of the Army. The SA policy is available from the HQUSACE Logistics homepage located at <http://www.hq.usace.army.mil/celd/trans/tnt.htm>. The following guidelines must be adhered to in authorizing travel for all USACE military and civilian personnel.

a. Temporary Duty (TDY) and Permanent Change of Station (PCS) must be directly and clearly related to mission achievement. Its authorization, therefore, must be based on the principle that travel is essential and officially justified.

b. Temporary Change of Station (TCS) for civilian employees is in accordance with JTR, pars. C3105 and C4111.

c. Approval authority for all travel must be at a level that ensures judicious control and use of funds.

d. A travel authorization must be issued before travel begins unless an urgent or unusual situation prevents prior issuance. The authorization must be as specific as possible on the circumstances requiring travel.

e. There may be circumstances when travel and transportation entitlements are prohibited and are specifically stated. However, in the event that a prohibition is not stated, the entitlement shall not be assumed.

f. Travelers must use the same consideration and regard for incurring official travel expenses as a prudent person traveling at their own expense and maintain records to validate expenses.

g. All personnel traveling outside CONUS must ensure that all requirements are met for passports, visas, immunizations and clearances in accordance with the DOD Foreign Clearance Guide (FCG), DOD 4500.54-G, and within the time limitations governed by the FCG for the country to be visited. The FCG is located at <http://www.fcg.pentagon.mil>.

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h. Requests for clarification of the provisions contained in the Joint Federal Travel Regulations (Volume 1) for military members and the Joint Travel Regulations (Volume 2) for civilian employees (JFTR/JTR) must be submitted through command channels to HQUSACE (CELD-T), 441 G Street NW, Washington, DC 20314-1000.

1-2. Responsibilities.

a. Commander, U.S. Army Corps of Engineers (USACE) provides policy guidance to USACE installations for the effective management and control of official travel.

b. USACE Division Commanders, District Commanders and Directors:

(1) Establishes a proactive program to limit travel expenditures to an absolute minimum consistent with mission requirements.

(2) Ensures the policies outlined in this regulation are effectively enforced at all times.

(3) Initiates actions to ensure that the intent of this regulation is followed (e.g., publish standing operating procedures, conduct periodic briefings) by all personnel who are involved in the travel process.

(4) Designates Travel-Approving/Directing Officials (TAOs) to direct and approve/disapprove travel request and travel vouchers. Ensure the designated TAOs be at an organizational level that provides effective travel control. TAOs should be at the lowest supervisory level feasible, yet maintaining operational oversight over the individuals traveling.

(5) Designates Authorizing/Order-Issuing Officials to issue travel orders in compliance with the JFTR/JTR. Ensure the designated official authorizing or authenticating travel orders has full knowledge of applicable regulations and is equal to the task of representing the Commander/Director in the issue of travel orders.

(6) Appoints in writing an employee as Transportation Officer to execute DoD traffic management policy and procedures to obtain transportation services. Appointment must be accomplished in compliance with Defense Transportation Regulation (DTR) DOD 4500.9-R. The DTR is available at <http://public.transcom.mil/J4/j4lt/dtr.html>.

c. Authorizing/Order-Issuing Officials shall:

(1) Ensure travel authorization is prepared in accordance the JFTR/JTR.

(2) Ensure costing is reasonable.

(3) Ensure entitlements stated are authorized under governing regulations.

(4) Ensure funds were properly certified.

(5) Ensure only authorized officials have signed in appropriate signature blocks.

(6) Make recommendations to the TAO and traveler that would facilitate the TDY and reimbursement process. Approve or disapprove the travel order to ensure compliance with travel regulations.

d. The Travel Approving/Directing Official (TAO) shall:

(1) Direct the official travel and approve items for reimbursement.

(2) Verify the necessity and justification for travel authorizations.

(3) Be responsible for reviewing the validity of the travel settlement voucher ensuring that travel is conducted in a prudently fiscal manner, consistent with the travel order and travel regulations.

e. The Transportation Officer shall:

(1) Provide efficient, responsive, and quality transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws, directives, and regulations.

(2) Prepare, edit and check TAO travel and transportation documentation to ensure quality data, timely processing, and the retention of disbursement documentation.

(3) Administer and manage travel and transportation services as outlined in DTR, DOD 4500.9-R, Parts I-V.

f. The Traveler shall:

(1) Travel in a prudent manner consistent with the travel order and travel regulations.

(2) Assume full accountability for the propriety, accuracy and completeness of the information submitted on the travel settlement voucher. Travelers are liable under False Claims Act (18 U.S.C. 287 and 1001 and 31 U.S.C. 3729) should they submit false, fictitious or fraudulent claims.

(3) Use the contracted Commercial Travel Office (CTO) when making transportation arrangements for official and rental car reservations in accordance with the JFTR, Vol. 1, JTR, Vol. 2 and Defense Transportation Regulation (DTR) DoD 4500.9-R, Part I, Passenger Movement.

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(4) Use the Government-sponsored, contractor-issued travel charge card to pay for costs incident to official Government travel, unless otherwise exempted, in accordance with the stipulations of the Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264. Provisions governing this mandatory use requirement are set forth in the DoD Financial Management Regulation (DoDFMR), DoD 7000.14-R, Vol 9, Chapter 3.

(5) Electronic Funds Transfer (EFT) is the preferred method of reimbursement of travel expenses. All employees are encouraged to submit a Direct Deposit Authorization Form to the USACE Finance Center (UFC) Disbursing Division, Check Issuance Branch, if EFT account information has not been previously established. The Direct Deposit Authorization Form is available from the UFC web site at <http://www.fc.usace.army.mil/>.

### 1-3. Travel Documents Retention.

a. Travel receipts, settlement vouchers and disbursement documents are documents supporting a U. S. Government accounts payable. As such, these documents constitute official files of the activity that requested performance of the travel and must be filed and retained in a central repository for a period of six years and three months from the date of the travel voucher settlement. Since these documents support official U. S. Government disbursements, they should be readily available for post-payment validations throughout the required retention period.

b. The TAO must ensure that the travel voucher disbursement is fully documented by an official file that includes source data. These documents and related receipts shall be retained by the TAO unless the Commander establishes other local procedures for their retention.

c. The traveler shall provide the TAO with the original travel settlement voucher and a copy of the Finance Center disbursement records for the official file supporting the travel disbursement. The documents must remain in the work place if the traveler leaves his/her position.