

CHAPTER 2

TRAVEL ORDERS

2-1. General. The travel order establishes in writing the conditions for official travel and transportation at Government expense. Travel orders must be prepared in accordance with JTR, Chapter 3 for civilian employees, and AR 600-8-105, Military Orders, and JFTR, Chapter 2 for uniformed members. The JTR/JFTR is available from the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) homepage at <http://www.dtic.mil/perdiem/trvlregs.html>. Army Regulations (AR) are available at <http://www.army.mil/usapa/epubs/index.html>.

2-2. Authority to Issue Travel Orders.

a. Commanders/Directors are delegated authority to issue and approve travel orders for TDY travel within CONUS. This authority may be re-delegated as necessary in accordance with JTR par. C3000 for civilian employees, and AR 600-8-105 for uniformed members.

b. The authority to issue and approve orders for PCS within CONUS is restricted to Commanders who have delegated authority to fill positions. For PCS OCONUS, authority is restricted to Commanders who are responsible for filling requisitions and processing appointments to OCONUS areas or for assigning employees OCONUS permanent duty. PCS authorizations shall be in accordance with JTR, Chapter 4 for civilian employees, and JFTR, Chapter 5 for uniformed members. A comparison chart of military/civilian PCS entitlements is available from the PDTATAC home page at <http://www.dtic.mil/perdiem/faqpcs.html>.

c. The authority to issue and approve TDY travel orders involving travel to, from, or between locations OCONUS must be in accordance with the JFTR/JTR, ARs, and DoD regulations. However, orders shall not be authenticated or issued until requirements of the FCG (DoD 4500.54-G) and AR 55-46 are met. The FCG is located at <http://www.fcg.pentagon.mil>. ARs are available at <http://www.usapa.army.mil/gils/epubs1.html#top>.

d. Commanders/Directors are delegated the authority to issue travel orders for foreign travel reflected in Chapter 5 of this regulation, except the Former Soviet Union and Baltic States. This authority may be re-delegated to subordinate commands, as necessary in accordance with JTR, Chapter 3 for civilian employees, and JFTR, Chapter 2, AR 600-8-105 and AR 55-46 for uniformed members.

e. Commanders/Directors are delegated authority to issue TDY orders for projects specifically authorized or approved by Office of the Assistant Secretary of the Army for Civil Works (OASA-CW) under a memorandum of agreement or memorandum of understanding (MOA/MOU) provided by blanket OASA-CW approval.

f. Commanders/Directors are delegated authority to issue TDY orders to Canada in conjunction with the International Joint Commission (IJC), to participate in Columbia River Treaty activities, and activities connected with Joint U.S./Canada Technical Task Force.

2-3. Blanket Travel Orders (BTOs) (also called Repeat Travel Order).

a. BTOs must be held to a minimum and only issued to personnel whose duties are considered absolutely essential to operation of the mission, and require frequent, repetitive travel to the degree that issuance of regular TDY orders is impracticable.

b. Division Commanders are delegated the authority to approve and issue BTOs to military personnel and civilian employees in their area of responsibility. This authority may not be re-delegated. Blanket travel orders may be issued for periods up to one fiscal year and may be reissued if necessary. Guidance for preparation of orders is available in AR 600-8-105 for uniformed members, and in JTR, Chapter 3 for civilian employees.

c. Division Commanders must submit BTO requests for their individual travel to HQUSACE (CELD-T) for approval by the Deputy Commanding General (DCG). A hard copy DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, must be completed through items 17 and 19. Items 18 and 20 are completed by HQUSACE. DD Form 1610 is available for printing and/or downloading from the Washington Headquarters Service DoD Forms Program at <http://web1.whs.osd.mil/icdhome/forms.htm>.

d. Request for approval to issue BTOs involving OCONUS travel must be submitted in accordance with the FCG, DoD 4500.54-G, for the specific country (s) for which BTO is required. BTOs for OCONUS travel shall not be authenticated or issued until the approval of the country(s) to be visited under BTO is received and requirements of the FCG (DoD 4500.54-G) and AR 55-46 are met. The FCG is available at <http://www.fcg.pentagon.mil>.

e. BTOs must reflect a not to exceed (NTE) dollar limit for the fiscal year. BTOs must be reviewed biannually to determine their validity and need. Commanders must maintain appropriate records indicating the number of requests reviewed, approved and denied.

f. Commanders/Directors must thoroughly evaluate requests for approval of BTOs to ensure they are fully justified and include specific reasons why BTOs are required. Officials evaluating requests for blanket travel orders should ensure that BTOs are not used to compensate for administrative workloads.

2-4. Periods of TDY.

a. Commanders are authorized to approve TDY up to but not to exceed 179 calendar days for military personnel. Requests for TDY in excess of 179 calendar days must be submitted by

memorandum through Commander, HQUSACE, Washington, D.C. 20314-1000 for submission to DA level for approval, NLT the completion of the 129th day of TDY. AR 600-8-105, par. 1-21c, provides guidance for requesting approval for exceptions.

b. Commanders/Directors must ensure that the provisions of the JTR, par. C4430 are met prior to authorizing long term TDY assignments in excess of 180 days for civilian employees.

c. When the projected period of TDY exceeds 6 months for civilian employees, consideration should be given to authorizing a Temporary Change of Station (TCS). See JTR, par. C4111 for TCS eligibility, conditions, and allowances.

2-5. Invitational Travel Orders (ITOs).

a. Use of ITOs shall be in accordance with JTR/JFTR, Appendix E.

b. Commanders/Directors, or designee are delegated the authority to issue invitational travel orders. The Division Commanders authority may be re-delegated to District Commanders, as necessary. Commanders/Directors shall ensure that the issuing authority adheres to the provisions of the JTR/JFTR, Appendix E.

c. Commanders/Directors are authorized to issue invitational travel orders from, to, and between OCONUS areas.

d. Requests for ITOs for travel to the Former Soviet Union and Baltic States (FSU/BS) must be forwarded to HQUSACE for review by the Office of Interagency and International Activities and approval by the OASA-CW. This geographic area is defined as all Independent States of Armenia, Azerbaijan, Byelarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikstan, Turkmenistan, Ukraine, Uzbekistan, Estonia, Lithuania and Latvia. Requests must be transmitted on ENG 4960, Request for Approval of Foreign Travel. Orders may not be authenticated until travel clearances and DA approval is obtained. After review and approval by the responsible HQUSACE Civil Works or Military Programs official, requests must be forwarded to HQUSACE (CELD-T) for approval to issue orders.

e. All requests for travel of foreign nationals, to or within CONUS or from CONUS to OCONUS, must be coordinated with the Division's designated Foreign Disclosure Officer for submission to HQUSACE (CECS-OS-F) and subsequent approval by HQDA.

f. ITOs are not authorized for regular Government employees, uniformed members, or Government contractors. A Contractor Letter of Identification is the chief instrument to be used to support government contractor travel requirements. Travel costs of Government contractors are governed by the Federal Acquisition Regulations (FAR). Employees from other Government agencies who travel or perform work for USACE should not be issued ITOs. The sample format for ITOs contained in JTR/JFTR, Appendix E may be used.

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g. ITOs for family members of employees must be forwarded to HQUSACE (CELD-T) for review and/or approval.

h. Travel allowances authorized for individuals traveling under ITOs are limited to those normally authorized for employees in connection with temporary duty travel.

i. An advance of funds is not allowed for persons traveling under invitational travel orders.

j. As a general rule, spouses or other family members may not accompany DA personnel, military or civilian, on official business at Government expense. Accompanying travel at Government expense is accomplished only as an exception to policy, pursuant to the provisions of JTR/JFTR, Appendix E, Part I, par. A13. Travel of spouses must be conducted in accordance with the SA Policy for Travel for the Department of the Army. This policy is available from the HQUSACE Logistics homepage at <http://www.hq.usace.army.mil/celd/trans/tnt.htm>.

2-6. North Atlantic Treaty Organization (NATO) Travel Orders – FCG,
DoD 4500.45-G (<http://www.fcg.pentagon.mil>)

a. The NATO countries are Belgium, Canada, Czech Republic, Denmark, France, Germany, Greece, Hungary, Iceland, Italy, Luxembourg, Netherlands, Norway, Poland, Portugal, Spain, Turkey, United Kingdom, and the United States.

b. DoD-sponsored non-NATO military visitors, including those visiting a U.S. organization, must have valid passports and visas. NATO military visitors need passports or visas in addition to the NATO travel orders and a valid Government identification card. Visits to NATO Headquarters or NATO Headquarters-sponsored activities must be coordinated with the U.S. Mission to NATO or U.S. Delegation to the NATO Military Committee as appropriate, and the specific NATO agency concerned, prior to visit. NATO Travel orders must not be issued to civilian personnel. Civilian personnel must have a valid DD 1610, passport and visa.

c. Commanders/Directors who are authorized to issue OCONUS orders are required to ensure that NATO orders are issued, when required.

d. NATO travel orders are printed on official letterhead. NATO orders must be printed in English and French. A sample format is available from the FCG located at <http://www.fcg.pentagon.mil/fcg/natoform.htm>.

2-7. Confirmatory Orders. No travel shall begin before the issuance of written travel orders, unless a situation demands emergency travel, and pursuant to proper oral letter, or message authorization. Confirmatory written orders must be issued within 15 calendar days of the travel start date and must include appropriate statements regarding justification and prior authorization.

2-8. Travel at No Expense to the Government. There may be individual situations where a civilian employee agrees to pay travel expenses, if travel at Government expense is not authorized, for attendance at a meeting of a technical, professional, scientific, or similar organization. It is an administrative determination as to whether the employee in these circumstances is to be carried in a duty or leave status. If it is determined that the employee is in a duty status, a travel order must be issued. The travel authorization must include appropriate statements indicating that attendance is in DoD's interest, but the travel is at no expense to the Government and no other per diem or other reimbursement is authorized.

2-9. Preparation of Travel Orders (Manual and CEFMS).

a. The CEFMS Travel Order must obtain the appropriate work item(s) on the Funding (Screen 12.4). The official must certify the travel order on (Screen 2.70). The fund approving official must ensure that item 19 of hard copy DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, reflects complete fund citation, including appropriation number and title and fiscal station number when processing orders manually. DD Form 1610 is available for printing and/or downloading from the Washington Headquarters Service DoD Forms Program at <http://web1.whs.osd.mil/icdhome/forms.htm>.

b. When travel orders include points outside the continental United States and transportation is furnished by the Air Mobility Command (AMC), a Customer Identification Code (CIC) must also be included in the accounting citation block. Enter the CIC in the "OTHER REMARKS" (Screen 12.1.1) of the CEFMS Travel order.

c. All travel orders must include the amounts of estimated costs. All estimates must be as realistic as possible. Estimates must include as follows:

(1) "Per Diem" estimate includes only costs for per diem, based on the number of days in travel status, applicable rates for locations of travel each day, and reduction for any partial day amounts.

(2) "Travel" estimate includes the cost of commercial transportation or travel to and from the temporary duty location by privately owned conveyance or special conveyance.

(3) "Other" estimates include all costs, except those in subparagraphs 1 and 2 above, for miscellaneous items reimbursable to the traveler in accordance with JTR, par. C4709 for civilians, and JFTR, Chapter 4, Part F, for military members.

d. The number of days of authorized and approved leave approved in conjunction with the TDY assignment must be shown on the DD Form 1610 in item 16 for civilian employees.

e. Uniformed members must meet the provisions of AR 600-8-10, Leaves and Passes, when taking a pass or leave in conjunction with official travel. The period of authorized leave must be entered on DA Form 31, Request and Authority for Leave.

2-10. Corps of Engineers Financial Management System (CEFMS) Requirement for Approving CEFMS Travel Orders.

a. The traveler (or someone acting in the traveler's behalf) may originate travel orders. The traveler must have Originate PR&C authority in CEFMS and must have Work Item/PR&C originator authority on the funding work item cited on the travel orders to request his/her travel order.

b. There are four electronic signatures required to complete travel orders in CEFMS: Requesting Official, Travel Order Approving Official (TAO), Certifying Official and Authorizing Official.

(1) The Requesting Official must have the Travel Requesting access permission in CEFMS. The Requesting Official does not require any work item/PR&C authorization assignments on the funding work item unless the requester is the traveler. The traveler or requester is required to request the travel order after completing it on CEFMS Screen 12.71.

(2) The Approving Official is the designated Travel Order Approving Official (TAO). The Approving Official is required to approve the travel order on CEFMS Screen 12.72 after it has been requested. The TAO must have Travel Approving Official access permission in CEFMS. Internal procedures may be established whereby first line supervisors may review vouchers and provide their recommendations to the TAO. However, only the authorized TAO may electronically and manually sign a travel settlement voucher.

(3) The Requesting Official and the Approving Official may NOT be the same person. The traveler may request their travel order if authorized; however, the traveler may not approve the travel order.

(4) The Certifying Official is the funds Approver of the travel orders and must have Approve PR&C and Certify PR&C access permissions in CEFMS. The Funds Approver must also have Work Item/PR&C Approving Fiscal Manager authority on the funding work item. The funding approving official is required to certify the travel order after it has been approved on CEFMS Screen 12.70.

(5) The Funds Approver/Certifying Official and Authorizing Official must have electronic signature capability in CEFMS. Also, electronic signature is required to cancel travel orders.

(6) The Authorizing Official is the designated Authorizing/Ordering-Issuing Official FOR THE COMMANDER. The Authorizing Official reviews the orders for compliance with the

JFTR, Vol. 1 and JTR, Vol. 2. Upon review, the Authorizing Official has the authority to approve or disapprove the travel order, or recommend changes and corrections to the Requester, Approving and Certifying Officials that would facilitate the appropriate TDY, travel, transportation, shipment of personal effects, per diem and reimbursement. The Authorizing Official requires Travel Authenticating Official access permissions in CEFMS.

(7) The Finance and Accounting Officer (F&AO) must ensure that adequate training in responsibilities, authorities, and procedures regarding travel entitlements and settlement disbursement documentation is provided to designated travel approving officials prior to granting access to this authority in accordance with the provisions of the USACE Finance Center publication UFC 98-05 Standing Operating Procedures for TDY, PCS, and Local Travel. This publication is available at http://www.fc.usace.army.mil/adobe/pub/ufc_05.pdf. Periodic refresher training should be conducted as needed.