

## CHAPTER 3

### TEMPORARY DUTY TRAVEL

#### 3-1. General.

TDY assignments may be authorized/approved only when necessary in connection with official DoD activities or Government business. Procedures must be in place to evaluate TDY requests to ensure compliance with statutory and regulatory travel policies. Employee/member selection for TDY assignments must be based on official necessity and qualifications of the individual to best perform the service required.

#### 3-2. Business Process Controls.

a. Management and fiscal controls must be established at all levels of command and within each activity to limit TDY travel to the minimum number of personnel and days to accomplish the mission, and ensure that documentation of the related disbursement complies with statutes and regulations.

b. To ensure effective and efficient use of travel funds, managers, requesting, approving, and authenticating officials must use the following pertinent guidelines:

(1) Question the reasonableness of the travel request based on the stated purpose and other information available.

(2) Plan trips as far in advance as possible.

(3) Ensure the purpose for the trip cannot be accomplished by other means, e.g., video teleconference, correspondence, telephone or web-conference.

(4) Minimize the number of travelers required to accomplish the mission.

(5) Ensure the exact TDY location is shown on the authorization. (e.g., If traveler is TDY to Fort McPherson, GA, indicate the installation and not Atlanta, GA).

(6) Authorize the use government transportation whenever possible.

(7) Minimize the use of rental cars.

(8) Combine visits within the same geographical area.

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(9) Ensure travel is performed by the most expeditious and economic means of transportation. Privately owned conveyance (POC), if authorized, must be the mode most advantageous to the Government.

(10) Ensure use of the Government-sponsored contractor-issued Travel Charge Card for costs incurred while on official travel.

(11) Ensure amendments, rescissions, or revocations are issued with minimum delay.

(12) Ensure entitlements are stated in travel orders, justified, and authorized by governing statutes and regulations.

(13) Ensure that funds are sufficient to cover the projected cost of the TDY.

(14) The TAO must review consecutive TDY by travelers to the same location for possible TDY continuation in lieu of return to home station to reduce travel cost.

(15) Establish procedures and controls to test and evaluate organizational compliance with the execution of applicable travel laws and regulations.

### 3-3. Leave in Connection with TDY Assignments.

a. Commanders/Directors and TAOs should carefully evaluate all requests for leave in conjunction with TDY. The image that official TDY has been arranged to afford the traveler the opportunity to take leave must be avoided.

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

c. Uniformed members shall meet the provisions of DoDD 1327.5, Leave and Liberty, and 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.

d. When deviation from the normal route to the TDY destination is requested for the traveler's convenience, any extra expense is the financial responsibility of the traveler and any excess travel time will be charged appropriately. Reimbursements must be based on charges that would have been incurred by the usually traveled route, unless an alternate travel route, necessary for mission accomplishment, is authorized in the order.

3-4. Actual Expense Allowances (AEA). The locality per diem rates prescribed on the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) website located at <http://www.dtic.mil/perdiem/pdrates.html> are generally adequate. However, the rate may be

insufficient for a particular TDY trip because of special circumstances outlined in JFTR, par. U4200-A, items 1-5 or JTR, par. C4600-A, items 1-5) or because costs for lodging escalated temporarily during a special event.

a. The AEA may be used on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time the travel is performed.

b. The AEA authority must not be used as blanket authority for all travel to a particular area where the reimbursement rate is inadequate.

c. Travelers are responsible for excess costs and additional expenses incurred for personal preference or convenience.

d. All requests for approval of AEA must include complete, detailed written justification as indicated in JTR, pars. C4603-F, C4604 and JFTR, pars. U4215-F and U4220. Requests submitted without the conditions listed should be disapproved. Full justification for all AEA requests/approvals must be retained with the travel documents for audit purposes. AEA authorization is annotated in the REMARKS of DD Form 1610, or "OTHER REMARKS" the CEFMS travel orders.

(1) Authority to authorize/approve AEA not to exceed 150 percent is delegated to the designated Travel Approving Official, with final approval by the Authorizing/Ordering-Issuing Official. This authority must not be re-delegated.

(2) Authority to authorize/approve AEA above 150 percent, not to exceed 300 percent, is delegated to General Officers and SES equivalents for all employees within their area of operations. This authority shall not be re-delegated.

(3) Requests for special AEA relating to Presidential declared disaster areas must be authorized PDTATAC. Submit written requests for Special AEA through command channels to HQUSACE (CELD-T) for consideration by the PDTATAC.

e. If approval is needed for actual expense/special per diem allowance after travel is performed, requests must be accompanied by detailed statement showing dates, expense items and amounts paid.

f. Employees should make every effort to locate lodging at a TDY site that does not exceed the established per diem rate.

g. The current limits established for meals and incidental expenses are generally adequate. Requests for excess meal costs should be the exception rather than the norm. In instances where an employee submits a request for excess meal costs, the request must contain justification.

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Expenses associated with the purchase of alcohol beverages are the responsibility of the employee.

h. The traveler is responsible for excess costs and additional expenses not authorized incurred for personal preference or convenience.

### 3-5. Conference Allowances.

a. The Conference Lodging Allowance is a predetermined maximum allowance greater than the applicable locality lodging portion of the per diem rate. A conference lodging allowance rate up to 25% greater than the maximum local lodging rate (per geographical location) may be authorized as reimbursable to conference attendees. The meal and incidental expense rate portion of the per diem allowance remains unchanged.

b. A USACE traveler attending a conference may be authorized the Conference Lodging Allowance for the actual amount incurred for lodging up to 125 percent of the normal lodging per diem rate when notified by the conference sponsor that the allowance is necessary.

c. The travel approving official is responsible for ensuring the traveler is entitled to this allowance, and authorize it in the travel order by including the following statement in the remarks section: "A conference lodging allowance rate of up to \$XXX.XX (list exact amount, which is not more than 125 percent of the locality lodging rate) is authorized." Additionally, the Travel Category/Purpose Identifier must indicate conference attendance. (See JTR/JFTR, Appendix H).

d. If an agency sponsoring a conference furnishes light refreshments at nominal or no cost to attendees, the traveler is still entitled to receive the entire authorized meals and incidental expense (M&IE) per diem rate.

e. Light refreshments are provided in accordance with the conditions of JFTR, par. U2550-F5 and JTR, par C4950-F5 at conferences, meetings, symposia or events that involves attendee travel when at least 51% of the attendees are in a travel status. Light refreshments may not be provided at internal meetings where most attendees are within their Permanent Duty Station, or at regularly scheduled courses of instruction.

f. The Proportional Meal Rate (PMR) shall apply when meals are received at no cost or have been purchased by the Government through some means such as a registration fee. The PMR applies for any day when at least one, but not all three meals are consumed in this manner.

g. On any full day that all meals are provided or consumed at no cost to the employee, only the locality incidental expenses amount is authorized.

3-6. Transportation.

a. Transportation arrangements.

(1) Travelers, including those on invitational travel orders (ITOs), must utilize the services of and make arrangements for official business travel through the Commercial Travel Office (CTO). All transportation arrangements must be accomplished in accordance with:

(a) JFTR, Vol 1, Chapter 3 and JTR, Vol 2, Chapter 2 at <http://www.dtic.mil/perdiem/trvlregs.html>;

(b) DoDD 4500.9, Transportation and Traffic Management, at <http://web7.whs.osd.mil/dodiss/directives/dir2.html>;

(c) DoDI 4500.42, DoD Passenger Transportation Reservation and Ticketing Services at <http://web7.whs.osd.mil/dodiss/instructions/html>; and

(d) The Secretary of the Army Travel Policy which is available from the HQUSACE Logistics homepage at <http://www.hq.usace.army.mil/celd/trans/tnt.htm>.

(2) When cost-effective, Government-owned or controlled transportation assets must be used for TDY travel, in accordance with AR 58-1, Management, Acquisition and Use of Administrative Use Motor Vehicles available at <http://www.army.mil/usapa/epubs/index.html>.

(3) Reservations must be made as far in advance as possible.

(4) The most expeditious and cost-effective mode of transportation must be used, taking into account mission requirements, time limits, availability of transportation, and economic considerations.

(5) A cost comparison, clearly proving that it is more cost-effective, must be performed prior to authorizing POC as more advantageous to the government.

(6) Public transportation should be used to reduce ground transportation costs. Available courtesy transportation service furnished by hotels/motels should be used to the maximum extent practicable as a first source of transportation between place of lodging and the carrier terminal.

(7) When the use of a rental car is authorized on the travel order, the traveler must contact the CTO for car reservations.

(8) Emergency Operations Support Disaster Travel Authorization. Individuals who are traveling in support of a disaster mission for Federal Emergency Management Agency (FEMA)

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are authorized to charge their airline ticket to their Individually Billed Account (IBA) Government Travel Card if all of the following conditions are met:

- (a) FEMA funds are the funding source cited on the travel order;
- (b) The individual's IBA Government Travel Card account is in good standing;
- (c) Airline tickets are purchased through their local CTO; and
- (d) Travel authorization is approved.

(9) To ensure prompt reimbursement for the airline ticket, the individual's travel order must include the following in CEFMS:

(a) On CEFMS screen 12.3, Travel Order Itinerary, the "Transportation Paid by Traveler" block must be 'Y' and "Mode of Transportation" must be 'CP'.

(b) On CEFMS screen 12.2, Cost Amounts, Cost Code 3, "Commercial Transportation Amount Paid by Traveler" must be selected to input the estimated airline ticket cost.

(c) On CEFMS screen 12.1.1, "OTHER REMARKS", enter the Emergency FEMA Travel authority office, number, date, memo, e-mail, fax or messages authorizing travel.

(10) The Government Unit Travel Card is authorized for special use in accordance with DoD Financial Management Regulation, DOD 7000.14-R, Volume 9, Chapter 3, at <http://www.dtic.mil/comptroller/fmr/>. The Government Unit Travel Card is authorized for use in the USACE in support of disaster response operations.

(a) Unit travel cards are not designed to replace the Government Contractor-issued individually billed account (IBA) or centrally billed account (CBA). IBAs must be used for official travel related expenses and CBAs should be used to procure the airline tickets.

(b) Unit travel cards will be issued to each district. Each district will assign an account manager and an alternate. Additional cardholders may be assigned under the designated account manager.

(c) Proper use of the unit travel card. USACE personnel are authorized to use the unit travel card only for the reserving of lodging accommodations and rental cars for official travel in preparation for support of disaster response operations. The cardholder is responsible for ensuring proper use and establishing management controls to ensure fiscal accountability.

(d) Each deployed employee will use their Government Contractor-issued IBA for their lodging and rental cars once they have checked into the hotel and have taken possession of the rental vehicle.

(11) The unit travel card is NOT authorized for uses as follows:

- (a) Air/rail/bus transportation.
- (b) Food Establishments.
- (c) Automated Teller Machine (ATM) access.
- (d) Parking.
- (e) Telephone calls.
- (f) Regular TDY travel not in support of emergency response.
- (g) Other miscellaneous reimbursable travel expenses not stated in paragraph 3-6.10(c) above.

(12) Prompt payment of charges. The unit travel card is a charge card, not a credit card. The cardholder is not entitled to carry account balances forward. Cardholders are liable for all unpaid charges to their account upon receipt of the Contractor's billing statement, except where the unit travel card has been promptly reported as lost or stolen.

b. Air transportation. All commercial air travel should be in coach class.

(1) Upgrades to other than coach class at the traveler's personal expense or using frequent flyer benefits require no additional authorization as long as such upgrades do not increase the costs of travel to the Government (additional per diem, lodging, transportation, or miscellaneous expenses). Any extra expense is the financial responsibility of the traveler and any excess travel time will be charged appropriately.

(2) Request for authorization for the use of other than coach class travel at Government expense should be made in advance of actual travel unless extenuating circumstance or emergency situations make advance authorization impossible.

(3) Use of premium-class (first, business) accommodations for commercial air travel at Government expense is not authorized except when the criteria specifically outlined in JFTR, par. U3125 and JTR, par. C2204 are met.

c. Premium-Class Accommodations. The travel approving official may authorize or approve the use of premium-class airline other than first-class airline accommodations if the criteria outlined in JFTR, par. U3125 or JTR, par. C2204, as appropriate, are met. Authorization for the use of premium-class airline accommodations should be made in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization can't be obtained, the employee must obtain written approval from the local transportation officer or other appropriate authority, at the earliest possible time. When an airline flight has only two classes of service, the higher class of service,

regardless of the term used, is "first class" (which can only be approved by the Secretary of the Army (SA) for authorization to upgrade such travel at Government expense).

d. **First-Class Accommodations.** The SA retains the authority to approve the use of first-class travel. Criteria for first-class travel are limited to security circumstances, medical disability or impairment, and when because of exceptional circumstances, travel must be performed at a specific time and no other accommodations are available. Authorizing/order issuing officials should consider physical characteristics and not just medical or disability reasons when recommending first-class travel, **if** other travel options are **not** available, (purchase of two coach class seats or reserving a "bulkhead" seat with extra leg room). Requests for use of first-class travel are to be submitted in writing at least 45 days in advance through command channels to HQUSACE (CELD-T) for submission to the Secretary of the Army for approval of consideration of authorization. This authority cannot be re-delegated. Requests for authorization of first-class must contain the following information on travelers:

(1) Name, Grade, SSN, Position, Title, and Organization.

(2) Purpose of trip.

(3) Justification to include complete explanation of the circumstances for using other than coach class as outlined in the JFTR or JTR. If the justification is based on a medical condition, medical documentation substantiated by a competent medical authority must be included for review by The Surgeon General.

(4) Complete itinerary to include dates(s) of travel, time(s), flight number(s), and airline(s) to be used.

(5) Additional cost of other than coach class. Show a complete breakdown between the costs of first-class/premium-class other than first-class and the regular coach fare.

(6) Reason advance approval not obtained, if applicable.

(7) Reason for delay in submitting request, if applicable.

e. Use of other than coach class travel must be on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time the travel is performed. Approval of first-class/premium class travel must not be used as blanket authority for all travel.

f. Use of Government air as a cost effective alternative to commercial air shall be used whenever feasible.



g. Special Assignment Airlift Mission (SAAM). SAAM aircraft are specially configured aircraft assigned to the United States Air Force used to support only the most important U.S. interest missions and DoD missions where other airlift do not provide the timeliness, security, or communications capability. SAAM aircraft must not be used unless travel is plainly in the national interest, for official purposes, and when commercial transportation is clearly incapable of meeting security requirements or other significant reasons.

(1) All requests for SAAM aircraft support must be submitted in writing through command channels to HQUSACE (CELD-T) for approval by the SA and submission to HQMTMC Passenger Program Division for processing.

(2) The request must include complete itinerary, purpose of mission, impact if SAAM support is not provided, complete manifest of passenger(s) data, amount of baggage/equipment, fund citation, POCs at departure and arrival, and type of aircraft requested.

h. MilAir/Operational Support Airlift (OSA). OSA missions are movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements. It is DoD policy that OSA aircraft not be used for travel if commercial airline or aircraft (including air charter) service is reasonably available to meet the traveler's departure and/or arrival requirements in a 24-hour window, unless highly unusual circumstances present a danger, an emergency exists, use of military aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable.

(1) Scheduling and use of Operational Support Airlift must be in accordance with DOD 4500.45, DoD Policy on Use of Government Aircraft and Air Travel, and DOD 4500.43, Operational Support Airlift.

(2) The use of OSA should be restricted to flights where commercial transportation is inconsistent with security or other significant mission requirements.

(3) All requests for OSA must be submitted on a completed DD Form 2768, Military Air Passenger/Cargo Requests and will be processed in accordance with current directives and procedures. DD Form 2768 is available for printing and/or downloading from <http://web1.whs.osd.mil/icdhome/forms.htm>.

(a) All Major Subordinate Commanders (Division) within USACE must request approval for MilAir prior to use. DoD 4500.56 designates MACOM Commanders as authorization for MilAir/OSA when the senior official is traveling. This authority has been further delegated to the level of MG or above, to remain at the MACOM level. Further re-delegation is not authorized. All other travelers may be approved by their travel approving officials.

(b) Submit the DD Form 2768 to your command OSA/MilAir validator at least 15 days prior to travel. The validator determines the priority of the request by the following definitions:

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- **Priority 1.** Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

- **Priority 2.** Required use airlift with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel. Priority 2 airlift request must pass the validity test and must state the following remarks:

- The purpose of this flight is \_\_\_\_\_.
- The compelling operational considerations (significant impacts on the service) are \_\_\_\_\_.
- The commercial air schedule was checked and found unacceptable in this 24-hour window because \_\_\_\_\_.
- The commercial air cost to this destination is (state cost) \_\_\_\_\_.
- After Duty POCs are (recommend providing at least two names, with all available phone numbers, (home, pager, and cellular))

- **Priority 3.** Official business airlift that is validated to be more cost effective than commercial air travel when supported by military aircraft, or official business travel when consolidated with another request(s) on previously scheduled missions.

(c) Once the validator determines the priority, the request is transmitted via the Joint Air Information System (JALIS) Army, or Joint Operational Support Airlift Command (JOSAC) to schedule the airlift.

(d) Current information on JALIS policies, DoD guidance, training, user access, forms, etc., is available at <https://josac.transcom.mil>.

### 3-7. Authorization of Privately Owned Conveyances (POC).

a. Use of POC for official business may not be directed as operator or passenger, but should be encouraged when it is more advantageous to the Government, and may be permitted when requested by the employee or member.

b. When it is determined that use of POC is more advantageous to the Government based on the circumstances outlined in JFTR, par. U3305 and JTR, par. C2151-B, 'POC-More Advantageous to the Government' should be stated on the travel orders. Reimbursement must be at the current mileage allowance rate for Local and TDY travel prescribed in JFTR, par. U2600 and JTR, par. C2500, for the mode of POC used.

c. When use of POC is **not** more advantageous to the Government, and the employee or member chooses to use a POC as a matter of personal preference, the travel order must state 'POC-Reimbursement Limited to Constructive Cost of Carrier and Per Diem'. Reimbursement must not exceed the total constructive cost of the common carrier mode that would have been provided including constructive per diem for travel by that mode, in accordance with JFTR, par. U3310 and JTR, par. C2152. A constructive cost comparison must be included with the travel documents. NOTE: Per diem is limited to the amount of time it would have taken if the common carrier had been used.

d. Individuals who are authorized the use of privately owned airplanes for TDY must have included in the travel order a certification by the pilot that he/she and the aircraft to be used meet all applicable regulations with respect to the pilot qualifications and current aircraft air worthiness requirements. Aircraft must have Federal Aviation Administration (FAA) or the equivalent Civil Aviation Authority (CAA) air carrier or commercial operator certificates and must remain under FAA and/or CAA regulatory and safety oversight during performance of the flight.

(1) All non-military aircraft authorized for use by individuals on TDY must be on the list of DoD air carriers approved by the DOD Air Carrier Survey and Analysis Office. This list published quarterly and is available from the Army Materiel Command homepage at <https://amc.scott.af.mil/do/doSub.cfm?page=division%2Ehtm>.

(2) If other official passengers are to be carried, both the pilot-in-command and the aircraft to be used must meet the requirements set forth in Federal Aviation Regulations, Part 135 for air taxi available at <http://www.tisco.com/aviation/FAA/>.

### 3-8. Use of Rental Cars/Hire of Special Conveyances.

a. The use of rental cars during TDY must not be a routine authorization. Consideration must be based on factors such as the need for local travel at the TDY location, availability of public or government transportation, cost of taxi service, and number of travelers.

b. Special conveyances, such as rented or hired automobiles, taxis, boats, aircraft, livery or other means of transportation, may be utilized by travelers in a TDY status if authorized and approved by the travel approving official when it is determined that the use of other means of transportation is not advantageous to the Government. Personal preference or minor inconvenience shall not be the basis for authorizing/approving the use of a special conveyance.

c. When it is determined that a commercial vehicle is required for official travel, a statement authorizing the rental of commercial vehicles must be contained in the "REMARKS" section of the travel order.

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d. Payment for rental car services used for official business should be made with the Government-sponsored contractor-issued travel charge card.

e. Small groups (two to four persons) from the same location going to the same TDY destination for the same period of TDY should be limited to one larger sized accommodating rental car unless specifically justified and authorized by the TAO and final approval reviewed by the Authorizing/Ordering-Issuing Official.

f. When the use of a rental car is authorized on the travel order, the traveler must contact the CTO for car rental reservations. The CTO has a current list of rental car companies having agreements with the Military Traffic Management Command. The traveler should request a confirmation number from the CTO to ensure that the reservation has been processed. The requirement for other than standard compact rental car must be stated in the TDY order. The lowest cost rental service that meets the mission requirements must be selected.

g. Government furnished automobiles should continue to be used in isolated areas where commercial rental contractors are not available. When an automobile is required for official travel performed locally or within commuting distance of an employee's designated permanent duty station, a Government-furnished automobile is the first resource. If a Government-furnished automobile is unavailable, a commercial rental may be used, if authorized and approved.

h. Generally, car rental is not authorized for travel while attending training courses/conferences unless the location of the TDY point makes it impractical to rely on government or less expensive commercial transportation. Written justification must be submitted with travel order and approved prior to making arrangement for the rental car.

i. The cost of extra collision insurance to provide full coverage collision insurance is not authorized when official travel is performed wholly within CONUS, Alaska, Hawaii, Puerto Rico, or the territories and possessions of the U.S. However, it is reimbursable when travel is performed in outside these areas in foreign countries.

j. Liability coverage, as well as full comprehensive and collision coverage is in accordance with the Military Traffic Management Command (MTMC) negotiated U. S. Rental Car Agreement.

k. Purchase of optional full coverage collision damage waiver is not reimbursable to the employee, except under conditions specified in JTR, par. C2102-D, and JFTR, par. U3415-C.

l. Claims for damage to rental vehicles while being used for official business are reimbursable to the traveler or the rental company, as appropriate, as miscellaneous transportation expenses if adjudicated as payable through the legal process in accordance with Department of the Army

Pamphlet 27-162, Legal Services: Claims Procedures, Chapter 2, available at <http://www.usapa.army.mil/gils/epubs10.html>.

m. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

n. Only those chartered air taxi operators holding the Standardized Tender of Service for Passenger Air Transportation by Chartered Air Taxi Service, approved by HQ Military Traffic Management Command, may be used for movement of personnel. Guidance is provided in DoD 4500.9-R, Part I.

### 3-9. Lodging Locations.

a. When performing TDY to a military installation, uniformed members should use Government quarters and other Government furnished facilities, to include Lodging Success Program (LSP) facilities.

(1) The travel order and voucher must include supporting availability/non-availability documentation in accordance with JFTR, par. U1045-C. When adequate Government quarters or Government-furnished facilities are available and other lodgings are used, lodging reimbursement is limited to the Government quarters cost for uniformed members.

(2) TDY orders must direct or not direct use of Government mess. Absence of such defaults entitlement to the locality per diem rate. Government mess cannot be directed if Government quarters are not available.

b. When performing TDY to a military installation, civilian employees should check the Government quarters availability and are encouraged to use Government quarters or Government-furnished facilities when available in accordance with JTR, par. C1055-A. Documentation of availability/non-availability is not required for civilian employees. Lodging reimbursement is limited to the locality per diem rate for civilian employees, not the Government quarters cost, unless a reduced per diem rate is approved by the Civilian Advisory Panel (CAP) members to the PDTATAC in advance of the travel as provided in the JTR, par. C4550-E1.

c. The Army Central Reservation Center (ACRC) is available for travelers to Army installations and Lodging Success Program (LSP) hotels in Atlanta, San Antonio, the National Capital Region, Hampton, Newport News, Miami, San Juan, PR, and the Armed Forces Recreation Center-Europe. All travelers to these areas may contact the Army LSP at 1-800-GO-ARMY-1(1-800-462-7691) to check lodging availability.

d. It is presumed that the traveler will obtain lodging at the TDY location. However, if the employee obtains lodging away from or outside the TDY location because of personal preference

or convenience, the allowable per diem is limited to the maximum per diem rate prescribed for the TDY location.

e. The traveler is reimbursed for the actual cost of lodging up to the maximum amount prescribed for the locality concerned. All claims for lodging expenses require a receipt regardless of the amount.

f. When the traveler obtains lodging from friends or relatives with or without charge, the cost of lodging, for the purpose of computing per diem, is zero. No token or flat amount is allowed. An explanation must be annotated in the remarks section of the travel voucher indicating "no cost" for lodging.

g. Authorizing/order issuing officials must ensure that travelers who are required to perform additional TDY away from their initial TDY location are not paid two travel allowances for the same day.

h. When it is necessary for an employee or member to procure or retain lodgings for other than personal convenience at more than one location on a calendar day, reimbursement shall be in accordance with the provisions of JFTR, par. U4125-A1(i) and JTR, par. C4555-F.

### 3-10. Temporary Duty in Connection with Attendance at Private Organization Meetings.

a. Attendance at international meetings must be prioritized and approved on the basis of those trips that will produce the highest return to USACE. Normally, travel will be approved for persons who:

(1) Present papers at meetings.

(2) Participate in the meeting in some meaningful way, such as a member of a panel or work group.

(3) Are Officers of the organization sponsoring the meeting.

### 3-11. Hotel/Motel Sales Taxes.

a. The Comptroller General, in the decision B-172621, 16 July 1986, ruled that a Government employee traveling on official business is not exempt from state and local taxes imposed by hotel/motel. However, a traveler is not prohibited from accepting an exemption if offered by a state, city or county.

b. Travelers or CTOs arranging the travel should be encouraged to query the establishment (in advance) at the time lodging reservations are requested if they may be tax exempt and if tax exemption certificates are acceptable. When a hotel/motel honors the tax exemption status, use

of the local (state) exemption form is required. If a request for tax exemption is refused, the traveler has no legal basis to demand such an exemption. Taxes paid for lodging in the United States and its territories and possessions will continue to be reimbursed as part of the traveler's miscellaneous reimbursable expenses. Meal taxes are part of the M&IE. A listing of states that provide some form of tax exemption for federal employees on official business is available from the PDTATAC homepage at <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/StTaxexemp.shtml>.

c. The OCONUS per diem rates (set by Department of State (DoS) for foreign OCONUS areas continue to include lodging taxes as part of the per diem lodging ceiling so those taxes are NOT separately reimbursable.

### 3-12. Transportation Requests.

a. Under the regionalization of travel services in Defense Travel Regions (DTR), the Government Travel System (GTS) Centrally Billed Account (CBA) will be the primary method of payment for commercial air transportation.

b. SF 1169, U. S. Government Transportation Request (GTR) may only be used under special circumstances where GTS issued documents will not be accepted. The GTR is used for the procurement of transportation from commercial carriers when the charges are properly payable by the Government directly to the carrier concerned when centrally billed accounts of the Government's charge card company are not used. A GTR may be issued to any carrier certified for passenger service transportation, and is issued only for procurement of passenger transportation, either for individual or bulk purchase quantities of carrier ticket. The GTR may also be used for those USACE activities using the Local Payment of Airlines (LOPA) and/or centralized billing system.

c. GTRs for travel orders citing USACE Civil Works funds may only be issued by the travel service office supporting the Corporate Charge Program for the activity whose funds are cited. Order issuing offices and travelers should be aware that a GTR may be issued only if the civil funds cited can be charged to an account of the servicing finance and accounting office. A GTR must not be issued for orders citing civil funds of another activity.

d. When a GTR is required, officials responsible for its issuance must ensure that the GTR is logged on ENG Form 4032, Control of Travel Orders and/or Record of GTRs Issued, and must reflect the GTR number, date issued, and name of the traveler. The itinerary should be included in the "Remarks" block of the form.

e. All unused GTRs, tickets, refund applications, exchange orders, and other transportation documents or portions thereof should be turned in by the traveler to the Commercial Ticket Office (CTO), and/or the issuing transportation officer or to the transportation officer nearest

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traveler's duty station. Cancellation of reservation should be made as soon as it is known that travel will no longer take place.

f. The CTO and/or transportation officer will take prompt action to issue a receipt for unused GTR and/or tickets and void GTRs that have been issued and not used.

g. All GTRs must be issued in compliance with the Defense Transportation Regulation (DTR) DOD Regulation 4500.9-R-Part I, Appendix L. The DTR is available at <http://public.transcom.mil/J4/j4lt/dtr.html>.

### 3-13. Promotional Materials, Benefits and Services.

a. USACE travelers on official business traveling at Government expense on the funds an agency (as defined in JFTR/JTR, Appendix A) may keep promotional material, including frequent traveler benefits such as points, miles, upgrades, or access to carrier clubs or facilities) for personal use.

b. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional cost to the Government.

c. Travelers may keep payments received from a carrier for voluntarily vacating a transportation seat. However, no additional per diem or miscellaneous may be paid as a result of the traveler's delay. Additional travel expenses incurred as a result of the voluntary relinquishing of the transportation seat are the traveler's financial responsibility. USACE personnel may not voluntarily surrender their seats if the resulting delay would interfere with the performance of duties.

d. If a traveler is involuntarily denied a seat on a transportation mode, the traveler is allowed reimbursement of per diem and miscellaneous expenses for the time while awaiting transportation. Any monetary compensation (including meal and/or lodging vouchers) for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).

e. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier. If the traveler intends to make a claim against the Government, the traveler should see the claims office prior to accepting a carrier's compensation. By accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. See The Joint Ethics Regulation (JER) DoD 5500.7-R, at [http://www.defenselink.mil/dodgc/defense\\_ethics/ethics\\_regulation/index.html](http://www.defenselink.mil/dodgc/defense_ethics/ethics_regulation/index.html) regarding standards of conduct and how to accommodate non-federal sources for travel and transportation expenses.

f. Procurement of transportation for official purposes is based on best-value rather than participation in promotional programs. Consequently, all policies relating to routing and



selection of modes/carriers remain unchanged. Travelers should not patronize or request the transportation officer/CTO to select carriers by increasing the scheduled travel time, scheduling meetings in more distant locations, scheduling travel that involves multiple legs, or solely for the purpose of avoiding use of the contract city-pairs carrier when they do not have a frequent flyer account for the contract carrier.

g. Personnel on official travel may upgrade accommodations at personal expense or using personally owned frequent traveler benefits. Government-funded transportation shall be in coach class, unless the requirements and conditions are met as provided in JFTR, pars. U3125, U3130, U3135 and JTR, pars. C2203, C2204-A, C2205, C6552.

h. Uniformed members while on official travel shall not travel premium/first-class while in uniform, in accordance with the SA Policy for Travel for the Department of the Army.

#### 3-14. Communication Services.

a. Reimbursement for certain communications to the employee's home during TDY may be determined official. Reimbursement may be authorized by the TAO as a miscellaneous expense. These communications may be for, but not limited to, advising of the traveler's safe arrival, informing or inquiring about medical conditions, or providing advise regarding changes in itinerary.

b. The TAO should establish a ceiling amount before the TDY so the traveler is aware of the limit. The TAO should consider duration of TDY and destination (CONUS/OCONUS) when establishing limits. The TAO may approve charges after the TDY when appropriate.

c. Discretion and prudence in the frequency and length of the calls should be applied by the traveler. The TAO has the final determination for reimbursement authorization when deemed as necessary for performance of duty.

#### 3-15. Travel Voucher Review and Approval.

a. A DD Form 1351-2 signed by the traveler indicates that the claim is factual, complete, and accurate. Claiming more expenses than actually incurred and expenses, which were not authorized, may, depending on the particular facts, constitute fraud. Suspected fraudulent claims will be brought to the attention of the appropriate supervisory chain for referral to Counsel and the Office of Security and Law Enforcement and are subject to referral to the Criminal Investigation Command or Federal Bureau of Investigation.

b. All DD Forms 1351-2, Travel Voucher or Subvoucher, must be approved by a duly authorized travel approving official.

c. All travel vouchers or subvouchers must be reviewed to ensure as a minimum that:

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- (1) Claim is presented on an original travel voucher with an original signature and date.
- (2) The administrative data on the voucher agrees with the orders. The complete fund citation is reflected on the voucher.
- (3) All claims for lodging are supported by an original receipt, regardless of the amount or an appropriate explanation if a receipt is not provided.
- (4) Vouchers reflect any leave taken; if no leave taken, vouchers must reflect none.
- (5) Advance and partial payments are properly indicated in appropriate block.
- (6) The claim is reasonable and consistent with the mission, and claims for reimbursement are consistent with authorizations on the travel order.
- (7) If rental car is authorized, the most economical car was used to perform the TDY assignment. When a CTO or transportation officer has made rental car reservations under the Military Traffic Management Command (MTMC) contract rates and the size of car used was appropriate for the mission (number of people or load requirements), the most economical car is considered to have been used. Otherwise, the reviewer must determine that the rate and size of car are in accordance with the requirements for using the most economical car to perform the TDY requirements. Determine if the traveler acted in a prudent manner (filling the gas tank prior to turn-in or the car was refueled by the rental car agency at a much higher cost.)
- (8) Traveler did not use more days than necessary to perform the mission or request reimbursement for additional expenses incurred for personal convenience.
- (9) All individual expenses of \$75.00 or more are supported by a receipt.
- (10) When foreign currency is used while on official business, travelers report their reimbursable expenditures, by items, in foreign currency converted into U.S. dollars at the rate(s) of exchange at which the currency was obtained. The rates of conversion and the commission charges must be shown on the voucher.

d. Approval of a designated official is required on travel vouchers when the employee claims expenses not authorized by a travel order. The TAO must ensure claimed items requiring approval, but not approved in the order, were necessary in the conduct of official business. All approvals must be made at the travel approving official level by signature above block

e. Items that require approval should be shown on the original DD Form 1351-2 in the remarks section, block 26. The following are examples of expenses that require approval:

(1) The hire of a special conveyance (taxi or rental car) when specific authorization was not contained in the travel order.

(2) Local travel performed within and around duty stations.

(3) Questions of prudence/necessity that cannot be resolved when the facts presented do not contain sufficient authority for, or a complete record of, the travel and duty performed.

f. A specific designation is required for each official authorized to review and approve travel vouchers. The Reviewing/Approving Official must have electronic signature card capability and access permissions in CEFMS screen 10.1.1 to Travel Voucher/Long Distance Phone Call Reviewer Authority.

g. Finance and Accounting officers must ensure that the designated travel approving official has signed the appropriate block to indicate that the travel voucher has been reviewed and approved before a travel voucher is paid.

h. Commanders/Directors may establish administrative control procedures whereby first-line supervisors review their organization's vouchers and provide their recommendations to the travel approving officials. However, only travel approving officials may sign the travel voucher.

i. In any case where fraud is suspected, the voucher should immediately be referred to Counsel and Office of Security and Law Enforcement.

j. Travelers must indicate on the travel voucher whether the Government Transportation Request was used, unused, lost or stolen.