

Department of the Army
Headquarters, United States Army
Training and Doctrine Command
Fort Monroe, Virginia 23651-1047

*TRADOC Regulation 37-2

11 December 2009

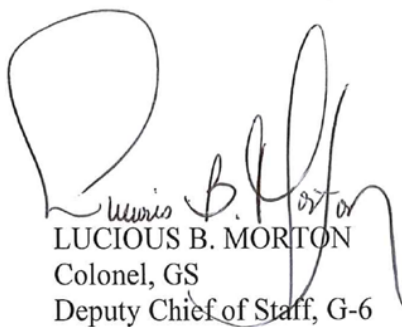
Financial Administration

TEMPORARY DUTY TRAVEL POLICIES AND PROCEDURES

FOR THE COMMANDER

OFFICIAL

DAVID P. VALCOURT
Lieutenant General, U.S Army
Deputy Commanding General/
Chief of Staff



LUCIOUS B. MORTON
Colonel, GS
Deputy Chief of Staff, G-6

History. This publication is a rapid action revision to this regulation. The portions affected are listed in the summary of change.

Summary. This regulation establishes policies and procedures for the effective management and control of temporary duty (TDY) travel.

Applicability. This regulation applies to all personnel assigned to or under the operational control of Headquarters, U.S. Army Training and Doctrine Command (TRADOC) and personnel assigned to major subordinate organizations (MSOs), special activities and field operating activities, schools and centers.

Proponent and exception to authority. The proponent of this regulation is Deputy Chief of Staff (DCS), G-8. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the issue and a formal review by the activity's senior legal officer. All waiver requests will be endorsed by the senior leader of the requesting activity and forwarded through higher headquarters to the policy proponent.

*This regulation supersedes TRADOC Regulation 37-2, 18 May 2000.

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by DCS, G-8 (ATRM-FDF), 5 North Gate Road, Fort Monroe, VA 23651-1047.

Army management control process. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DCS, G-8 (ATRM-FDF), 5 North Gate Road, Fort Monroe, VA 23651-1047.

Distribution. This publication is available in electronic media only and is published on the TRADOC Homepage at <http://www.tradoc.army.mil/tpubs/regndx.htm>.

Summary of Change

TRADOC Regulation 37-2
Temporary Duty Travel Policies and Procedures

This rapid action revision, dated XX November 2009-

- o Identifies roles and responsibilities of Defense Travel System authorizing/certifying officials (para 2-4).
 - o Identifies roles and responsibilities of Defense Travel System accountable officials (para 2-5).
 - o Mandates the use of the Defense Travel System for the processing of temporary duty travel ([para 3-3](#)).
 - o Mandates the purchase of gasoline for special conveyance (rental cars) prior to returning the vehicles to the rental car counter ([para 3-5e8](#)).
 - o Authorizes reimbursement of airline baggage fees ([para 3-5f](#)).
 - o Updates administrative revisions of organizations names, references, uniform resource locators, and office symbols throughout the publication.
-

Contents

	Page
Chapter 1	4
Introduction.....	4
1-1. Purpose	4
1-2. References	4
1-3. Explanation of abbreviations and terms	4
Chapter 2.....	4
Responsibilities.....	4
2-1. Commander, U.S. Army Training and Doctrine Command (TRADOC).....	4
2-2. Commanders/Commandants/Directors, TRADOC major subordinate organizations (MSOs), special activities and field operating activities, schools and centers	4
2-3. Directors of resource management.....	4
2-4. Travel authorizing officials (AOs)/certifying officials (COs).....	5
2-5. Accountable officials.....	6
2-6. Military/civilian travelers	7
2-7. Staff judge advocates/legal advisors	7
Chapter 3.....	7
Policies and Procedures	7
3-1. General	7
3-2. Internal controls.....	8
3-3. Defense Travel System (DTS).....	9
3-4. Limitation of temporary duty (TDY)	10
3-5. Transportation.....	10
3-6. Travel authorizations.....	14
3-7. Use of government quarters/mess	14
3-8. Pass or leave in conjunction with TDY	15
3-9. Promotional materials, benefits and services	15
3-10. Seat relinquishing	15
3-11. Government Travel Charge Card Program.....	16
3-12. Communication services	16
3-13. Travel advances	16
3-14. Travel settlements.....	17
3-15. Actual expense allowance (AEA)	17
3-16. Electronic funds transfer.....	17
3-17. Lodging Success Program (LSP).....	17
3-18. Split disbursement	17
3-19. Military Training Support System (MTSS).....	17
3-20. Travel by spouses of Department of Army (DA) personnel	18
3-21. Travel paid for by non-federal entities	18
Appendix A.....	19
References.....	19
Appendix B.....	21
Accountable Official Memorandum of Designation.....	21
Glossary	23

Chapter 1 Introduction

1-1. Purpose

This regulation contains policies, assigns responsibilities, and provides procedures for requesting, authorizing, funding, and performing temporary duty (TDY) utilizing the Defense Travel System (DTS). This regulation will be followed whenever a trip is authorized which will result in an obligation of appropriated funds allocated to U.S. Army Training and Doctrine Command (TRADOC). This regulation is published in order to instill throughout TRADOC an ongoing attitude of stewardship in managing travel from the planning phase to the execution phase. TRADOC commanders will incorporate the basic tenets of this regulation within implementing directives published at their organization, school, or activity. The Office of Management and Budget has directed that measures be taken to curb the expenditure of appropriated funds for travel.

1-2. References

Required and related publications and prescribed and referenced forms are listed in [appendix A](#).

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the [glossary](#).

Chapter 2 Responsibilities

2-1. Commander, U.S. Army Training and Doctrine Command (TRADOC)

The Commander, TRADOC will provide policy guidance for the effective management and control of TDY.

2-2. Commanders/Commandants/Directors, TRADOC major subordinate organizations (MSOs), special activities and field operating activities, schools and centers

Commanders/commandants/directors will-

- a. Ensure personnel comply with the travel policies as stated in this regulation.
- b. Establish a proactive program to limit travel expenditures to an absolute minimum consistent with mission requirements.

2-3. Directors of resource management

Directors of resource management will-

- a. Devise policies and procedures aimed at ensuring the most prudent use of resources committed to travel. In this regard, scrutinize, through periodic reviews, all travel undertaken with particular attention to:

- (1) Travel associated with job interviews.

- (2) Coordination visits between activities.
- (3) Familiarization and general surveillance trips.
- (4) Conferences, symposiums, and seminars for administrative, organizational, or training purposes.
- (5) Change of command ceremonies.
- (6) Sports participation.
- (7) Staff visits.
- (8) Training courses not specifically required for job performance or career development.
- (9) Staff retreats.

b. Assume general stewardship of travel resources throughout the school and/or activity in consonance with the responsibility for overall school/activity resource management. Within this capacity, continually promote innovative ways to instill travel cost-consciousness throughout the school/activity.

c. Include status of travel utilization as part of the school/activity review and analysis process.

d. Highlight the school/activity travel status as necessary during program resource advisory committee and/or senior program resource advisory committee meetings.

e. Initiate actions to ensure that the intent of this regulation is followed; publish standing operating procedures, conduct periodic briefings for all personnel who might normally be expected to travel.

f. Follow up, at least monthly, on unliquidated travel obligations and deobligate if travel is not performed, unless airline tickets were issued and credit has not appeared.

g. Perform joint reviews of unliquidated obligations (Non-Stock-Fund Orders and Payables Report) RCS CSCFA-218 with the appropriate Defense Finance and Accounting Service (DFAS) location, Accounting Branch, throughout the year with the final review being performed within the last 60 days prior to the end of the fiscal year. Reviews will be IAW Defense Finance and Accounting Service-Indianapolis Center (DFAS-IN) Regulation 37-1.

2-4. Travel authorizing officials (AOs)/certifying officials (COs)

Travel AOs/COs will-

- a. Complete the Certifying Officer's Legislation Training.

b. Be appointed in accordance with (IAW) DOD Financial Management Regulation (FMR) 7000.14-R, volume 5, paragraphs 330303 and 3306. Department of Defense (DD) Form 577 (Appointment/Termination Record - Authorized Signature) will be used for appointment of AO/COs.

c. Verify the necessity for official TDY travel to ensure it is mission essential and planned in the most cost-effective manner.

d. Review all receipts and justifications of travel expenses.

e. Ensure required receipts and supporting documentation are attached in an electronic format (via faxing or scanning) to the DTS travel record.

f. Approve DTS travel authorization, vouchers, and subvouchers.

2-5. Accountable officials

Accountable officials will-

a. Complete the Certifying Officer's Legislation Training.

b. Be appointed IAW DOD Financial Management Regulation, volume 5, paragraphs 330303 and 3306. DD Form 577 will be used for appointment of accountable officials. Accountable officials also require a memorandum of appointment. Sample memorandum of appointment is at appendix B.

c. Assist certifying officers in the travel management process.

d. Accountable officials include:

(1) Authorizing official (AO). Approve DTS travel authorization. AOs cannot approve their own travel authorizations or voucher.

(2) Self-AO. Approve their own DTS travel authorizations.

(3) Non-DTS entry agent. Create and sign travel authorizations for personnel within their DTS organization. Create and sign travel vouchers/sub-vouchers, using the T-Entered stamp, for submission on behalf of "disconnected" travelers.

(4) Defense Travel Administration (DTA) personnel.

(a) A finance DTA is responsible for administration of DTS lines of accounting, budgets, and review of travel documents for fund control and accuracy.

(b) A lead DTA is responsible for coordinating administration of DTS at the site level, including assisting organizational DTA personnel.

(c) An organizational DTA is responsible for coordinating administration of DTS at the organization level, including functional support of DTS users. Coordinate and provide DTS training at the organizational level.

(5) Routing officials. Responsible for examining and/or applying data to DTS travel documents prior to approval. Routing officials may verify eligibility to travel, verify entitlements, and/or apply lines of accounting.

2-6. Military/civilian travelers

Military and civilian travelers will-

a. Exercise the same care in incurring expenses that a prudent person would if traveling on personal business.

b. Make travel arrangements through local commercial travel office (CTO) or transportation office, as applicable.

c. Submit completed voucher to certifying official for payment within 5 days after completion of TDY.

d. Electronically attach receipts (via faxing or scanning) for lodging and miscellaneous expenses of \$75 or more.

2-7. Staff judge advocates/legal advisors

Staff judge advocates/legal advisors will-

a. Provide advice and legal interpretation of statutes, regulations, and policies affecting travel.

b. As required, review requests for invitational travel authorization, accompanying spouse travel, and acceptance of travel benefits from non-federal sources.

c. Compile and submit SF 326 (Semiannual Report of Payments Accepted From a Non-Federal Source) for travelers in their jurisdiction to Office of The Judge Advocate General, Headquarters, Department of the Army (DAJA-ALL), 300 Army Pentagon, Room 2B517, Washington, DC 20310-2200.

Chapter 3 Policies and Procedures

3-1. General

The prudent management of limited TDY funds is essential and requires command involvement. All persons involved in the TDY authorization, approval, and payment process, including the traveler, must be prepared to explain the reasonableness of their actions in the expenditure of

travel funds. Managers at all levels will consider alternatives (for example, correspondence, telephone, teleconference, etc.) prior to requesting travel authorization.

3-2. Internal controls

a. 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.

b. To ensure effective and efficient use of travel funds, approving officials will 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; for example, video teleconference, correspondence, or telephone.

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

(5) Ensure the exact location is shown. (If travel is to Fort Benning, GA, indicate the installation and not Columbus, GA.)

(6) Except under unusual circumstances, direct the use of government quarters and mess unless a certificate of non-availability is obtained.

(7) Use government transportation whenever possible.

(8) Minimize the use of rental cars.

(9) Combine visits within the same geographical area.

(10) Ensure travel is performed by the most expeditious and economic means of transportation. Privately owned conveyance (POC), if authorized, must be the least costly mode or reimbursement will be limited to the constructive travel cost to include maximum use of special economy fares.

(11) Use the Army travel charge card whenever possible. Use of the card provides commands with additional funding from rebates received and allows traveler to use split disbursement option to reimburse contractor for charges incurred.

(12) Ensure amendments and cancellations are issued with minimum delay.

(13) Ensure entitlements are stated in travel authorizations, justified, and authorized by governing regulations.

(14) Ensure travelers submit travel settlement vouchers to their approving officials within 5 days after completing TDY.

(15) Utilize the Army Lodging Success Program when possible.

3-3. Defense Travel System (DTS)

a. Use of DTS is mandatory for the following types of travel:

- (1) Routine business TDY.
- (2) Invitational travel.
- (3) Military training.
- (4) Group travel.
- (5) Local travel.
- (6) Personal leave in conjunction with official travel.
- (7) Long term TDY exceeding 45 days.
- (8) Medical/escort (DOD personnel).
- (9) Deployment travel except to contingency areas.
- (10) U.S. National Guard/U.S. Army Reserve annual training and/or mobilization.
- (11) Centrally funded intern travel.

b. Currently DTS does not process the following types of travel. Manual TDY authorization and travel vouchers will need to be completed for the following:

- (1) Classified travel.
- (2) Permanent change of station.
- (3) Contractor travel.
- (4) Foreign nationals.
- (5) Cadet/Midshipman travel.
- (6) Recruit travel (available but not implemented).

(7) Retirees recalled to active duty.

c. DTS business rules. TRADOC centers and schools will create business rules or use local garrison rules to provide travelers, administrative, and supervisory personnel, and travel services providers with transportation and financial policy. DOD 4500.9-R and DOD Financial Management Regulation 7000.14-R, volume 9 prescribe policies and procedures that will be used to resolve any travel or financial questions that may arise. The Joint Federal Travel Regulation (JFTR) (military) and Joint Travel Regulation (JTR) (civilian), appendixes O applies to DTS processing capabilities. The provisions of JFTR and JTR, appendixes O are to be used in place of TDY allowances in other parts of the JFTR and JTR, with noted exceptions and references. JFTR and JTR, appendixes G provides additional guidance related to miscellaneous expenses incurred while on official travel.

3-4. Limitation of temporary duty (TDY)

a. No individual or organization will be placed on continuous TDY at one location for a period in excess of 180 calendar days without prior approval of Commander, U.S. Army Human Resources Command. Army Regulation (AR) 600-8-105, paragraph 1-21c, provides guidance for requesting approval for exceptions. Commanders/commandants/directors are authorized to approve up to a maximum of 180 calendar days of accumulated TDY (non-continuous or continuous). The 180 days is computed by adding all of the individual's TDY performed during the preceding 12-month period. TRADOC must approve noncontinuous TDY, beyond 180 calendar days, accumulated in a 12-month period. Requests for approval will be forwarded through Commander, TRADOC (ATBO-BP), 5 North Gate Road, Fort Monroe, VA 23651-1048 to Commander, U.S. Army Human Resources Command (AHRC-PDP), 200 Stovall Street, Alexandria, VA 22332-0474.

b. When a period of TDY exceeds 6 months, consideration should be given to changing the traveler's permanent duty station. Exceptions are:

(1) Personnel on a long-term training assignment.

(2) When it is determined that a TDY assignment is more economical than a permanent change of station movement expense.

(3) When the traveler will return to his/her station within 6 months from the initial duty assignment.

3-5. Transportation

a. Transportation arrangements.

(1) Use of the government-contracted CTO for official transportation arrangements including rental cars is **mandatory**, IAW JFTR, U3120 and JTR, C2203.

(2) Travelers, including those on invitational travel authorizations, will utilize the services of and make travel arrangements through the CTO. If travelers are not near a government ticket office, the activity directing the travel will make the ticket available at the nearest airport or send the ticket by certified mail to the traveler.

(3) Reservations will be made as far in advance as possible to take advantage of discount fares. Penalty fees incurred due to use of discount fares are reimbursable, not to exceed contract fares.

(4) The most expeditious and cost-effective mode of transportation will 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, will be performed prior to authorizing POC as more advantageous to the Government.

b. Air transportation.

(1) Mandatory use of government contract city-pair fares. IAW DOD 4500.9-R, use of General Service Administration contract city-pair fares is mandatory for Department of Army (DA) personnel on official travel unless travel meets one of the exception criteria contained in JFTR and JTR, appendixes P. When an exception is warranted, the travel authorization must specify the applicable JFTR or JTR paragraph that applies.

(2) Premium class travel. DOD policy specifies that travelers must use coach class airline accommodations for all official business travel. Exceptions to this policy are contained in DOD 4500.9-R, paragraph 3c; JFTR, paragraph U3125B4; and JTR, paragraph C2204. The Secretary of the Army is the sole approval authority for first class airline accommodations. TRADOC Chief of Staff is the approval authority for business class airline accommodations for TRADOC travelers.

(3) Reimbursement of additional fees for “preferred economy seating” is not authorized.

(4) Special air mission aircraft will 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. Among Army military officers, only four-star general officers may use special air mission aircraft.

(5) Use of government air as a cost effective alternative to commercial air will be considered whenever feasible.

(6) Scheduling and use of operational support airlift will be IAW [TRADOC Regulation 95-5](#).

(7) Any additional costs for paper tickets are reimbursable when authorized/approved by the order authorizing/order issuing official as necessary to meet government requirements (for example, potential work stoppage by the airline or special circumstances involving international travel to foreign countries).

Note: Paying for paper tickets sought by travelers for personal convenience is the financial responsibility of the traveler.

(8) Flight cancellation notification. TRADOC travelers must notify the CTO of any flight cancellation as soon as possible. This will ensure timely refund or credit is made to the traveler's government travel card or the installation's centrally billed account.

c. Official vehicles. When cost effective, government-owned or -controlled transportation assets will be used for TDY travel. AR 58-1 provides Army policy on the administration and use of official vehicles.

d. Travel within and around TDY station.

(1) Authorization to utilize a POC for TDY does not automatically constitute authority for reimbursement of travel within and around the TDY station.

(2) The use of a POC may be authorized or approved for travel within and around the TDY station if it is determined to be more advantageous to the Government or if a statement is obtained from the TDY school that government or commercial transportation is not available.

(3) Reimbursement for travelers is limited to one round-trip daily between place of lodging and place of business; not more than three round-trips daily between the place of business or lodging and the place where meals are procured, with any round-trips in excess of one subject to approval by the traveler's commanding officer or order issuing official; and not to exceed 30 miles for each round-trip unless a commander/commandant establishes a lower limit, as reflected in Army Training Requirements and Resources System schoolhouse "SH" screen.

(4) Travelers will provide a signed statement containing a daily itemization of their odometer mileage within and around the TDY point. This will be reviewed and approved by the approving official and submitted with the travel settlement voucher.

e. Rental cars.

(1) The use of rental cars during TDY will 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.

(2) Every effort should be made to coordinate transportation requirements with personnel at the TDY location in advance of the travel to preclude the requirement for commercial rental vehicles.

(3) Rental cars will not be authorized for use while attending schools or courses of instruction unless the location of the TDY point makes it impractical to rely on government or less expensive commercial transportation.

(4) When the use of a rental car is authorized on the travel authorization, the traveler must use DTS or 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 the lowest cost compact rental car will be stated in the TDY authorization.

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

(6) A daily administrative fee for travelers renting automobiles under a government agreement is reimbursable.

(7) When extra collision insurance is not purchased, a traveler may be reimbursed up to the deductible amount as contained in the rental contract for personal funds paid to rental car companies for damage sustained by an automobile properly rented and damaged in the performance of official business. The Government may also make direct payments of such deductible amount to car rental agencies instead of to the traveler. Reimbursement is not authorized if damage is sustained while rented automobile is being used on other than official business. Documentation to support the claim will include, as a minimum, statements and itemized bills from the traveler and the car rental agency in order to ensure that the claim is valid and in an amount commensurate with the actual damages. In addition, personnel will include an accident report in order to establish fault on the part of the party not employed by the Government, and to enable the Government to recoup its losses when the negligence of that party can be established without costly investigation.

(8) Travelers must purchase gas for rental cars prior to returning the vehicles to the rental car counter. Rental car companies routinely charge significantly higher prices than local gas stations. Purchase of prepaid gasoline options should only be made when determined to be cost effective.

f. Airline baggage allowance. The airline industry has revised their "free checked baggage allowance" for domestic travel. Travelers must confirm the policy of each individual airline prior to beginning travel. Reimbursement of excess baggage should be identified in the travel authorization to eliminate confusion over reimbursement. Approval on the travel voucher should be based upon individual circumstances.

g. Disciplinary action for failure to follow JFTR/JTR. IAW JFTR paragraph U1055 and JTR paragraph C1070, commanders/commandants/directors are expected to take appropriate disciplinary action when ~~personnel, members/employees or~~ AOs, or /COs fail to follow the

requirements contained in the regulations. Disciplinary action should be for willful violations and may be in the form of counseling (oral/written), nonjudicial action, or other appropriate means. Action should not be through refusal to approve reimbursement unless deliberate intent is suspected.

3-6. Travel authorizations

TDY authorizations will be prepared utilizing DTS IAW JFTR, volume 1, chapter 4 and JTR, volume 2, chapter 3. Authority to issue TDY authorizations involving travel outside the continental United States (OCONUS) is delegated to those commanders and commandants who report directly to the Commander, TRADOC. However, authorizations will not be published until requirements of the DOD 4500.54-G, [AR 55-46](#), and [TRADOC Regulation 1-11](#) are met.

a. Invitational travel authorization policy and procedures are prescribed in TRADOC Regulation 1-11, chapter 10.

b. Travel without written authorization. Commanders/commandants/directors or their designee may issue verbal authorization to travel when written authorization is not available.

c. Time limit on travel authorization. Travel will be accomplished as close to the "proceed on/about date" as possible. The TDY period, including travel time, may be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel authorization amendment.

d. OCONUS TDY. DOD 4500.54-G, Department of Defense Foreign Clearance Guide at <https://www.fcg.pentagon.mil/>; [AR 55-46](#), chapter 8; and Army Directive 2007-1 (as applicable) provides guidance on submitting requests for OCONUS travel.

(1) HQ TRADOC personnel will follow prescribed guidance in TRADOC Regulation 1-11, paragraph 2-5o.

(2) TRADOC MSO, special activity and field operating activity, school and center personnel will obtain travel/theater clearances for OCONUS travel (to include Alaska and Hawaii). Authority to approve OCONUS TDY travel is delegated to centers of excellence commanders/school commandants (major general and above) IAW [AR 55-46](#), paragraph 8-4. In the case the commander is in the grade of brigadier general or below, forward the OCONUS TDY request to Commander, TRADOC (ATBO-BP), 5C North Gate Road, Fort Monroe, VA 23651-1048. Clearance requests should be submitted at least 60 days prior to commencement of travel.

(3) Authorization will not be authenticated until travel clearances and commander's approval is obtained.

3-7. Use of government quarters/mess

When travel is to a U.S. military installation, travelers will check into the availability of government quarters. Travelers can call the billeting office at the TDY location or the Army Central Reservation Center at 1-800-GO ARMY1 (1-800-462-7691). If government quarters are available and not utilized, lodging reimbursement for military travelers will be limited to the government quarters cost. If government quarters are not available, military travelers will obtain

a non-availability control number to substantiate full reimbursement except under the following conditions:

- a. When the TDY location is not a U.S. military school;
- b. When the travel authorization contains a statement that the utilization of government quarters at the TDY location would adversely affect the performance of the mission;
- c. For any TDY/delay of less than 24 hours at one location;
- d. Dining and quarters availability/nonavailability. See the Worldwide Listing of Army Schools Without Government Facilities at <http://www.army.mil/cfsc/documents/lodging/worldwidelisting.pdf>;
- e. During all periods of TDY enroute;
- f. General officers and senior executive service personnel determine their own quarters availability.
- g. Military travelers will utilize government mess when available. If available, TDY authorization for military will direct or not direct such use. Absence of direction defaults entitlement to locality per diem rate. Government mess cannot be directed if government quarters are not available. Civilians are not required to utilize government mess.

3-8. Pass or leave in conjunction with TDY

Military personnel will meet the provisions of AR 600-8-10, paragraph 5-29, when taking a pass or leave in conjunction with TDY. Leave is normally authorized provided the TDY is clearly mission essential. The period of leave for military personnel will be entered on DA Form 31 (Request and Authority for Leave), and not on the travel order. Passes may be granted while traveling to/from and while at the TDY station. AOs should closely review per diem entitlements for the pass period. Payment of per diem is not authorized for the pass period(s). The inclusive dates of a pass must appear on the travel authorization.

3-9. Promotional materials, benefits and services

Personnel on official business traveling at government expense may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. 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.

3-10 Seat relinquishing

a. Voluntary. A traveler may keep payments from a carrier for voluntary vacating a transportation seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay.

Note: Additional travel expenses incurred as a result of voluntary giving up of a seat are the traveler's financial responsibility.

b. Involuntarily. If a traveler is involuntarily denied boarding on a flight, compensation for the declined seat belongs to the Government IAW [59 Comptroller General Decision 203](#).

3-11. Government Travel Charge Card Program

a. Public Law 105-264, The Travel and Transportation Reform Act of 1998 stipulates that all U.S. government personnel (military and civilian) **must** use the government-sponsored contractor-issued travel card to pay costs incident to official business travel. Unless otherwise exempted, all DOD personnel are required to use the government-sponsored travel card for authorized TDY expenses only.

b. Personnel are expected to use their charge cards to purchase items needed while conducting official government business, to include, but not limited to, meals, lodging, airline and rental cars. The split disbursement payment option (see para 3-18) is available with use of the government travel charge card.

c. [TRADOC Regulation 37-3](#) provides guidance and procedures for management of the Government Travel Charge Card Program.

3-12. Communication services

a. Government-owned or government-leased services should be used for official communications. Commercial communications services may be used when government services are not available. Reimbursement may be authorized/approved by the order approving official.

b. Approving officials may determine certain communications to a traveler's home/family are official. These communications must only be to advise of the traveler's safe arrival, to inform or inquire about medical conditions, or to advise regarding changes in itinerary. The order approving official should limit these communications to a dollar amount in advance of the TDY so the traveler is aware of the limit.

c. Prepaid phone cards purchased through or with international merchant purchase authorization cards may be used for communication services while TDY.

3-13. Travel advances

Travel advances will only be paid IAW the following policies:

a. Personnel without government travel charge cards may request a non-ATM advance using DTS. Authorizations that include a travel advance should be approved a minimum of 10 days in advance of travel beginning to allow for deposit into the traveler's electronic funds transfer account.

b. Travel advances must be settled within 5 days after completion of the TDY trip. Outstanding travel advances will be considered delinquent after 30 days.

3-14. Travel settlements

a. Travel settlement vouchers will be prepared using DTS.

b. Travelers must electronically attach receipts (via faxing or scanning) for lodging and miscellaneous expenses of \$75 or more.

3-15. Actual expense allowance (AEA)

The applicable per diem rates prescribed in JFTR/JTR are generally adequate. However, the rate may be insufficient for a particular TDY trip because of special duties (JFTR U4200A, items 1 through 5 or JTR, C4600, items 1 through 5) or because costs for lodging escalated temporarily during a special event. The AEA will 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. The AEA authority will not be used as blanket authority for all travel to a particular area where the reimbursement rate is inadequate. JFTT and JTR, appendixes L cites AEA approval authority. Travelers are responsible for excess costs and additional expenses incurred for personal preference or convenience.

3-16. Electronic funds transfer

Use of electronic funds transfer for payment of travel advances and settlements is mandatory.

3-17. Lodging Success Program (LSP)

LSP is a government sponsored program providing high quality lodging at rates typically 20 percent below the lodging portion of per diem. LSP hotels meet the minimum mandatory quality and security requirements and are certified Federal Emergency Management Agency compliant. The most recent information can be obtained at http://www.armymwr.com/travel/lodging/lodging_success.aspx.

3-18. Split disbursement

This payment option automatically designates a specified amount of their travel settlement to be automatically forwarded to the government travel charge card for payment of expenses charged to the government sponsored travel card. The remaining amount of the travel settlement will continue to be electronically forwarded to the traveler's designated financial institution. Use of the split disbursement is mandatory for all travelers. Travelers will not have to await receipt of billing, will not have to worry about being late on payments, and will not have to pay postage costs when submitting payment.

3-19. Military Training Support System (MTSS)

Established on 1 October 1997, MTSS replaced the open allotment as a method of funding military training. All levels of command should be aware of funding requirement for lodging, meals and incidentals, and in and around mileage. Courses funded through MTSS and per diem limitations are listed at the DA G-3 MTSS Web site: <http://www.hqda-odcsops.army.pentagpn.mil/mtss>. Army Knowledge Online user identification and password is required for access.

3-20. Travel by spouses of Department of Army (DA) personnel

See TRADOC Regulation 1-11, chapter 10 for prescribed policy and procedures to process accompanying spouse travel.

3-21. Travel paid for by non-federal entities

IAW 31 United States Code 1353 and 41 Code of Federal Regulations Part 304 with prior approval of their travel approving official and the staff judge advocate, personnel may accept unsolicited payment of official travel expenses by a non-federal entity for attendance at meetings or similar functions.

a. Travel approving authority.

(1) Within HQ, TRADOC, directors serving in the grade of colonel or the civilian equivalent, are delegated as nonfederal travel approving authority.

(2) Within subordinate commands, commanders of units or directors serving in the grade of colonel or the civilian equivalent, are hereby delegated nonfederal travel approving authority.

(3) Prior to authorizing acceptance of an outside payment of official travel and related expenses, travel approving authorities must consult with their own, or the traveler's, ethics counselor and obtain a written determination that acceptance is appropriate.

(4) An offer of free travel for an accompanying spouse will be processed and approved IAW [Army Directive 2007-01](#). Such requests will be evaluated on the basis of whether they are in the Army's interests to accept the offer.

(5) The Secretary of the Army retains the authority to approve all first-class travel. Requests for first class air travel, including those paid by a nonfederal source, must be fully justified. This requirement applies to the traveling official and the accompanying spouse.

(6) Travelers are encouraged to accept "in-kind" travel expenses rather than cash reimbursement. If reimbursement is in the form of a check, it will be made out to the "Treasurer of the United States" and deposited with the installation Defense Military Pay Office (DMPO). Under no circumstances will government travelers accept cash payments for travel expenses from nongovernment sources.

b. Reporting requirements.

(1) Travelers will report to their ethics counselor acceptance of travel and related benefits in excess of \$250.00.

(2) Ethics counselors will submit consolidated reports from travelers within jurisdiction using Standard Form (SF) 326 (Semiannual Report of Payments Accepted from a Non-Federal Source) and SF 326A (Semiannual Report of Payments Accepted from a Non-Federal Source – Continuation) IAW [Army Directive 2007-01](#), section 15.

Appendix A
References

Section I
Required Publications

DOD 4500.9-R
Defense Transportation Regulation

DOD 4500.54-G
DOD Foreign Clearance Guide

DFAS-IN Regulation 37-1
Finance and Accounting Policy Implementation

JFTR Volume 1
Joint Federal Travel Regulation: Uniformed Service Members

JTR Volume 2
Joint Travel Regulation: Department of Defense Civilian Personnel

AR 55-46
Travel Overseas

AR 58-1
Management, Acquisition, and Use of Motor Vehicles

AR 600-8-10
Leave and Passes

AR 600-8-105
Military Orders

TRADOC Regulation 1-11
Staff Procedures

TRADOC Regulation 95-5
Flight Operations

Section II
Related Publications

18 U.S.C. 287

31 U.S.C. 1353

[Army Directive 2007-01](#)

Policy for Travel by Department of the Army Officials

DOD 4515.13-R

Air Transportation Eligibility

DOD 5500.7-R

Joint Ethics Regulation

DOD 7000.14-R

Financial Management Regulation, Volume 9, Travel Policy and Procedures

DODD 4500.56

DOD Policy on the Use of Government Aircraft and Air Travel

Military Training Specific Allotment (MTSA) Handbook

(This publication is available from the Office of the Assistant Secretary of the Army (Financial Management and Comptroller) (OASA(FM&C)) <http://www.asafm.army.mil/rabp/th/th.htm>)

TRADOC Regulation 37-3

Government Travel Charge Card Program

RCS CSCFA-218

Section III

Referenced Forms

DA Form 31

Request and Authority for Leave

DD Form 577

Appointment/Termination Record - Authorized Signature

SF 326

Semiannual Report of Payments Accepted from a Non-Federal Source

SF 326A

Semiannual Report of Payments Accepted from a Non-Federal Source-Continuation

Section IV

Prescribed Forms

This section contains no entries.

Appendix B
Accountable Official Memorandum of Designation

B-1. Accountable official memorandum of designation appointment

a. IAW Army Business Rules for DTS appointing officials will sign accountable official memorandum of designations for each accountable official.

b. Appointed individuals will sign the accountable official memorandum of designation to acknowledge the designation.

B-2. Accountable official memorandum of designation format

See figure B-1 for the accountable official memorandum of designation format.

(LETTERHEAD)

(Date)

MEMORANDUM FOR *(Insert accountable official's Name)*

SUBJECT: ACCOUNTABLE OFFICIAL MEMORANDUM OF DESIGNATION

1. You are hereby appointed to a position as an accountable official in (insert organization name) to assist certifying officers in support of travel using the Defense Travel System (DTS).
2. You must become thoroughly familiar with your responsibilities and accountability. By your signature below, you acknowledge this appointment and affirm that you have read Title 31, United States Code, sections 3325 and 3528, DOD Financial Management Regulations (FMR) volume 5, chapter 33 and DOD FMR volume 9, chapter 2, and you understand your responsibilities and accountability as described therein. You must also complete DD Form 577 (Appointment/Termination Record – Authorized Signature). A signed copy of this memorandum of delegation must be returned to me for approval.

APPOINTING OFFICIAL SIGNATURE
BLOCK AND DATE

ACKNOWLEDGEMENT

By signature hereon, I acknowledge my appointment as a DTS accountable official. I have completed the certifying officers and accountable officials training. I have read and understand the duties, responsibilities and accountability of accountable officials as stipulated in DOD FMR, volume 5, chapter 33, and DOD FMR, volume 9, chapter 2. I understand that accountable officials have pecuniary liability IAW DOD FMR volume 5, chapter 33, paragraph 3307. I understand my right to request relief of liability for any payment I have, or share, responsibility for that is determined to be illegal, improper, or incorrect (DOD FMR, volume 5, chapter 6). I further understand that this appointment will remain in effect until revoked in writing by you or your successor.

APPOINTEE SIGNATURE
BLOCK AND DATE

Figure B-1. Accountable official memorandum of designation format

Glossary

Section I

Abbreviations

AO	authorizing official
AR	Army regulation
AEA	actual expense allowance
CO	certifying official
CTO	commercial travel office
DA	Department of the Army
DD	Department of Defense
DFAS	Defense Finance and Accounting Service
DTA	Defense Travel Administration
DOD	Department of Defense
DTS	Defense Travel System
IAW	in accordance with
JFTR	Joint Federal Travel Regulation
JTR	Joint Travel Regulation
LSP	Lodging Success Program
MSO	major subordinate organization
MTSS	Military Training Support System
OCONUS	outside the continental United States
POC	privately owned conveyance
SF	standard form
TDY	temporary duty
TRADOC	United States Army Training and Doctrine Command

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.