

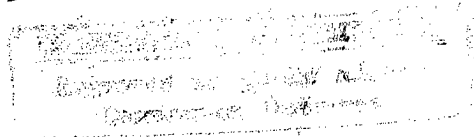
DOD 7000.14-R



DEPARTMENT OF DEFENSE

FINANCIAL MANAGEMENT REGULATION

VOLUME 9



TRAVEL POLICY AND PROCEDURES

DECEMBER 1996

**UNDER SECRETARY OF DEFENSE
(COMPTROLLER)**

19970303 006



COMPTROLLER

UNDER SECRETARY OF DEFENSE
1100 DEFENSE PENTAGON
WASHINGTON, DC 20301-1100

DEC 31 1996



FOREWORD

This Volume of the "Department of Defense Financial Management Regulation" is issued under the authority of DoD Instruction 7000.14, "DoD Financial Management Policy and Procedures," dated November 15, 1992. It governs financial management by establishing and enforcing requirements, principles, standards, systems, procedures, and practices necessary to comply with financial management statutory and regulatory requirements applicable to the Department of Defense. It directs financial management requirements, systems, and functions for all appropriated, working capital, revolving, and trust fund activities. In addition, it directs statutory and regulatory financial reporting requirements.

Volume 9 of the "DoD Financial Management Regulation" establishes "Travel Policy and Procedures."

This Volume of the Regulation applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Unified Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "DoD Components").

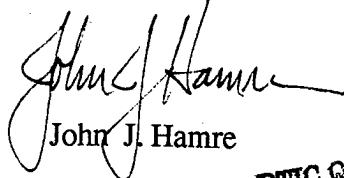
This Volume of the Regulation is effective immediately and is mandatory for use by all DoD Components. Heads of DoD Components shall ensure that the provisions of this Volume are adhered to in day-to-day operations and in the design, modification, and maintenance of their Component's financial management and reporting system or systems. The Heads of DoD Components shall not issue supplementary directives and/or regulations without the prior written approval of the Office of the Under Secretary of Defense (Comptroller).

The reporting requirements in this Regulation are exempt from licensing in accordance with paragraph E.4.f., of DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," November 1986.

Forward recommended changes to this Volume of the Regulation through the channels stated in paragraph 0105 of Chapter 1, to the address below. Submit requests for deviations from or exceptions to specific standards, with justification, to:

Office of the Under Secretary of Defense (Comptroller)
1100 Defense Pentagon
Washington, DC 20301-1100

The Defense Finance and Accounting Service will provide copies of this Volume, and other previously unpublished volumes, of this Regulation through its normal publication channels. Early in 1997, all 15 volumes of the Financial Management Regulation will be available on the Internet at: <http://www.dtic.mil/comptroller>. Printed or CD-Rom copies of the Regulation may be ordered through the Internet Homepage or directly from the Defense Automated Printing Service, at 1401 S. Fern Street, Arlington, VA 22202, or by telephone at (703) 607-5212.


John J. Hamre

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INTRODUCTION TO THE DoD FINANCIAL MANAGEMENT REGULATION

GENERAL

The DoD Financial Management Regulation provides all DoD Components with the policy, regulation, and procedures within the area of responsibility of the Under Secretary of Defense (Comptroller) (USD(C)). The Regulation consists of the following 15 volumes:

1. General Financial Management Information, Systems, and Requirements
2. Budget Formulation and Presentation
3. Budget Execution - Availability and Use of Budgetary Resources
4. Accounting Policy and Procedures
5. Disbursing Policy and Procedures
6. Reporting Policy and Procedures
7. Military Pay Policy and Procedures
8. Civilian Pay Policy and Procedures
9. Travel Policy and Procedures
10. Contract Payment Policy and Procedures
11. Reimbursable Operations, Policy and Procedures
12. Special Accounts, Funds and Programs
13. Nonappropriated Funds Policy and Procedures
14. Administrative Control of Appropriations
15. Security Assistance Policy and Procedures

AUTHORIZATION

This Regulation is issued by the USD(C) under authority of Department of Defense Instruction 7000.14, "DoD Financial Management Policy and Procedures," dated November 15, 1992.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of this Regulation is consistent for all 15 volumes. The six digit paragraph number and its subparagraph designators are formulated as follows:

<u>01</u>	<u>01</u>	<u>01</u>	<u>A.1.a.(1)(a)</u>
CHAPTER 1	SECTION 1	PARAGRAPH 1	SUBPARAGRAPHS

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* Approved for electronic form (EF)

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REFERENCES

- (a) DoD Instruction 7000.14, "DoD Financial Management Policy and Procedures," November 15, 1992
- (b) Joint Federal Travel Regulations (JFTR), Volume 1
- (c) Joint Travel Regulations (JTR), Volume 2
- (d) Federal Travel Regulation (FTR)
- (e) Marine Corps Order P7220.31, "Automated Pay Systems Manual"
- (f) Title 5, United States Code, sections 5521 - 5527, Advancements, Allotments, Pay
- (g) Federal Personnel Management Supplement 990-2, Chapter 550-A-1, Appendix A, February 27, 1969
- (h) Title 31, United States Code, section 3529, Requests for Decisions of the Comptroller General

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DEFINITIONS

1. Actual Expense Allowance (AEA). An amount for actual and necessary expenses when the per diem allowance for a particular area is inadequate.
2. Actual Travel Time. Travel time from physical departure to arrival.
3. Agency Program Coordinator (APC). The Agency person who acts as the liaison between the contractor and the cardholders. APCs are responsible to the respective DoD Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the DoD CPM.
4. Allowable Travel Time. The number of days allowed for official travel.
5. Approved. This term is defined in the JFTR, Appendix A. Its use, with respect to official travel, applies equally to military and civilian personnel.
6. ATM-In-Your-Pocket. A contractor offered travelers check program authorized by the immediate supervisor, managed by the APC, and designed for frequent or long-term travelers. The travelers checks are issued directly to individual cardholders in booklets and charged to their card only upon cashing.
7. Authorized. This term is defined in JFTR, appendix A. Its use, with respect to official travel, applies equally to military and civilian personnel.
8. Authorized Travel Time. The maximum allowable travel time determined before travel begins and based on the mode of travel authorized in the orders.
9. Authorizing Official (AO). An official, or the designated representative to whom final authority to issue travel orders is delegated in writing by a DoD Component, by organizational title, and/or name. This is the same as Orders Authorizing Official.
10. Cardholder. Personnel designated to use the Government travel card in their performance of official travel.
11. Centrally Billed Accounts (CBA). Travel card account numbers issued to an agency for which the government guarantees payment.
12. Commercial Travel Office (CTO). An office owned, staffed, and operated by a private contractor. It may be located on or off a government installation.
13. Component Program Managers (CPM). The designated headquarters program manager for each agency using the GSA Travel and Transportation Management Contract. CPMs are responsible for establishing the hierarchies for their agency and distributing program management information from the Defense Finance and Accounting Service.

14. Dependent. This term is defined in the JFTR/JTR, Appendix A
15. Directed. An order to do something a specific way.
16. Disbursing Office. An activity, or that organizational unit of an activity, whose principal function consists of the disbursement and collection of official funds for the government.
17. Government Bill of Lading (GBL). A government document used to procure freight and cargo transportation and related services of commercial carriers for the movement of material at government expense.
18. Government Dining Facility. A government owned facility with the primary mission of providing meals to military members. The JTR refers to this as a government mess.
19. Government Travel Card. A plastic card issued to personnel under the guidelines of the government travel card program.
20. Hierarchy. Individual travel card accounts linked to the organization responsible for issuing the card by billing cycle and Component management information.
21. Individual Mobilization Augmentee (IMA). A category of Reserve Component membership. While on active duty in a TDY status, travel and per diem are paid to such personnel in accordance with the JFTR, Chapter 7.
22. U. S. Installation. The definition in the JFTR, Appendix A, applies equally to the travel of military and civilian personnel.
23. Invitational Travel Order (ITO). Authorization for travel of a person, not a government employee, in connection with certain assignments directly related to activities and in the interest of the Department. The JTR, Chapter 6 and the JFTR, Chapter 7, part T apply.
24. Meals & Incidental Expenses (M&IE). The M&IE rate is a fixed allowance, by locality, for the meals and incidental portion of the per diem rate.
25. Military Traffic Management Command (MTMC) Negotiated Agreements. A negotiated agreement between the Military Traffic Management Command and rental car companies.
26. Open Travel Authorization. A written document issued or approved by an OA/AO for the purpose of performing official government travel for a continuous period of time. Also commonly known as "blanket" or "repeated" travel authorizations.
27. Orders Authorizing/Approving Official. This is the same as Authorizing Official (AO).
28. Permanent Change of Station (PCS). Permanent movement of a military member or civilian employee from one duty station to another within or outside the continental United States.

29. Permissive/Administrative Travel Time. An authorized administrative absence not chargeable to leave and for which per diem and transportation allowances are not payable.
30. Premium Class. Any class of transportation service above coach, such as business or first class.
31. Temporary Duty (TDY). In this Volume, TDY includes temporary additional duty (TAD) for those DoD Components that use TAD.
32. Transportation Officer (TO). A person appointed or designated by the commander of a military activity to perform traffic management functions. This person may be designated as "installation transportation officer," "traffic manager," "traffic management officer," or "passenger transportation officer."
33. Travel Status. Individual travel performed away from a permanent duty station on official business under competent travel orders. Delays for the purpose of qualifying for reduced travel fares, and other necessary delays en route incident to the mode of travel and periods of necessary TDY are included.
34. Traveler. Refers to Military members, DoD employees, and invitational travelers, who travel in an official capacity.
35. Unit Cards. Centrally billed accounts (CBAs) for which the government guarantees payment. CBAs may be issued in one of two ways; either by account number or in the form of a plastic card. The unit card allows commanders/supervisors to provide travel funds and/or tickets for personnel who have been denied an individual card.

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ABBREVIATIONS AND ACRONYMS

AEA	Actual Expense Allowance
ANG	Air National Guard
AO	Authorizing Official
APC	Agency Program Coordinator
ARNG	Army National Guard
AT	Annual Training
ATM	Automated Teller Machine (for use with government travel card)
CBA	Centrally Billed Accounts
Comp Gen	Comptroller General of the United States
CONUS	Continental/Contiguous United States (the 48 states plus the District of Columbia)
CPM	Component Program Manager
CTD	Civilian Travel Determination
CTO	Commercial Travel Office
CTT	Constructive Travel Time
COT	Consecutive Overseas Tour
DFAS	Defense Finance and Accounting Service
DFAS-HQ/F	Deputy Director for Finance, Defense Finance and Accounting Service - Headquarters
DITY	Do-it-Yourself Move (Household Goods)
DLA	Dislocation Allowance
DoD	Department of Defense
DoDFMR	Department of Defense Financial Management Regulation
EFT	Electronic Funds Transfer
FICA	Federal Insurance Contribution Act
FITW	Federal Income Tax Withholding
FTR	Federal Travel Regulation
GAO	General Accounting Office
GBL	Government Bill of Lading
GSA	General Services Administration
HHG	Household Goods
HOR	Home of Record
HPSP	Health Professions Scholarship Program
IAW	In Accordance With
ID	Identification
IDT	Inactive Duty Training
IMA	Individual Mobilization Augmentee
IRS	Internal Revenue Service

ITO	Invitational Travel Orders
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations
LES	Leave and Earnings Statement
M&IE	Meals and Incidental Expense
MALT	Monetary Allowance in Lieu of Transportation
MCO	Marine Corps Order
MTMC	Military Traffic Management Command
OCONUS	Outside the Continental/Contiguous United States
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PIN	Personal Identification Number
POC	Privately Owned Conveyance
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
RITA	Relocation Income Tax Allowance
SROTC	Senior Reserve Officers Training Corps
SSN	Social Security Number
TAD	Temporary Additional Duty
TDY	Temporary Duty
TO	Transportation Office(r)
TQSE	Temporary Quarters Subsistence Expense
TR	Transportation Request
U.S.C.	United States Code
USD(C)	Under Secretary of Defense (Comptroller)
USD(P&R)	Under Secretary of Defense (Personnel & Readiness)
WTA	Withholding Tax Allowance

CHAPTER 1

GENERAL INFORMATION0101 AUTHORITY

This Volume of the "Department of Defense Financial Management Regulation" (DoDFMR) is issued under the authority of Department of Defense (DoD) Instruction 7000.14, "DoD Financial Management Travel Regulations (JTR), Volume 2, paragraph C1002, (Policy and Procedures," (reference (a)); Joint Federal Travel Regulations (JFTR), Volume 1, paragraph U1010, (reference (b)); and Joint reference (c)). This Volume provides supplemental instructions on the payment of allowances authorized by the JFTR/JTR. Both the JFTR/JTR are published by the DoD chartered Per Diem, Travel and Transportation Allowance Committee (PDTATAC). The JFTR directly implements the travel and transportation entitlements authorized by law for members of the Uniformed Services and, thus, has the force and effect of law; therefore, it cannot be waived. The JTR prescribes travel and transportation allowances authorized for DoD civilian employees. The JTR is the Department's implementing guidance for the Federal Travel Regulation (FTR), (reference (d)), issued by the General Services Administration (GSA).

0102 APPLICATION

The policies and procedures addressed in this Volume apply to all DoD personnel. This includes military members, DoD civilian employees, members of the Reserve Components, dependents on official orders, and travelers on DoD Invitational Travel Orders (ITOs). Information in DoD Component travel regulations that directly impacts on amounts paid for DoD travel hereby are rescinded. However, individual DoD Component travel regulations remain in use for orders preparation, office administration, and accounting until a standard travel pay system is implemented at the specific installation. At that time, required information from existing travel manuals will be incorporated either in this Volume, other volumes of the DoDFMR, or systems manuals. Exception to the policies/procedures in this Volume must be authorized by the Office of the Under Secretary of Defense (Comptroller). Requests for exceptions should be sent through the appropriate DFAS Center and through the Deputy Director for Finance, Defense Finance and Accounting Service - Headquarters (DFAS-HQ/F) to the Office of the Under Secretary of Defense (Comptroller).

0103 EFFECTIVE DATE OF CHANGES

Changes to the entitlements in the JFTR/JTR are initiated by the PDTATAC through the issuance of Joint Determinations (JDs), Civilian Travel Determinations (CTDs), and Per Diem Determinations (PD). These changes are effective on the date included in the determination or the union negotiated date, as applicable, and must be implemented accordingly. DFAS-HQ/F releases travel advisories to implement these determinations, if necessary, as well as other procedural and policy changes. These advisories remain in effect until the information is published in a change to this Volume.

0104 REFERENCES

Within this Volume, paragraph references prefixed with the letter U refer to the JFTR and those prefixed with the letter C refer to the JTR (references (b) and (c)).

0105 ROUTING AND FORMAT FOR RECOMMENDING CHANGES

Recommendations for changes to this Volume will include sufficient explanation as to the need and rationale for the proposed change. When the proposal is the result of an actual situation, the details surrounding the situation will be provided. The request for changes will be submitted through the appropriate DFAS Center for the DoD Component being served. Addresses are provided below:

Army:

DFAS-IN-AM
8899 E. 56th Street
Indianapolis, IN 46249-2201

Air Force:

DFAS-DE/ANAB
6760 E. Irvington Place
Denver, CO 80279-8000

Marine Corps:

DFAS-KC/FSP
1500 E. Bannister
Kansas City, MO 64197-0001

Navy:

DFAS-CO/LTP
P.O. Box 369015
Columbus, OH 43236-9015

Also forward a copy to:

DFAS-CL/FFA
1240 E. 9th St.
Cleveland, OH 44199

Defense Agencies:

DFAS-CO/LTTA
P.O. Box 369015
Columbus, OH 43236-9015

DFAS Centers will review and submit their recommended changes/waivers to DFAS-HQ/F, 1931 Jefferson Davis Highway, Room 401, Arlington, VA 22240-5241. Recommendations sent directly to DFAS-HQ/F without passing through these channels will be returned, without action, to sender.

CHAPTER 2

TRAVEL AUTHORIZATION PROCEDURES0201 TRAVEL POLICY

020101. General. This chapter provides the DoD financial management policies and procedures to implement the provisions in the JFTR/JTR for travelers performing official government business. This guidance explains policy involving the payment of travel and transportation allowances. It does not include every condition in which travel and transportation allowances are authorized or limited by the JFTR/JTR. Information contained in this Volume should not be construed as modifying the JFTR/JTR.

020102. Funding of Travel Orders. All orders, wherever possible, shall be funded by the organizational level of the traveler. If funding is provided by another office, your organization should obtain a fund citation from the third party to pay for the travel prior to issuing travel orders.

020103. Object Classification

A. Travel Order. It is the general policy of the Department of Defense that accounting for temporary duty travel shall be accomplished through the use of a single Object Classification (Element of Expense/Resource). All temporary duty orders shall be issued using the single object classification code of 021.

B. Registration Fees. All registration fees incurred while travelers are on temporary duty travel shall be charged to Object Classification (Element of Expense/Resource) code of 021.

0202 TRAVEL ORDERS/AUTHORIZATION

020201. General. Travel orders are prepared in accordance with individual DoD Component travel regulations or management guidance and administrative instructions. TDY orders are valid, without amendments, if the traveler departs 7 days before or after the specified date of departure. Travel orders are valid, without amendments, if the period of TDY is extended for not more than 100 percent of the original time or 7 days, whichever is less. For example, if a TDY period of 5 days is authorized, and the traveler remains on TDY for 10 days, no amendment is necessary. But, if the traveler remains on TDY for 11 days, an amendment extending TDY and confirming the verbal authorization is required. (NOTE: TDY orders are required to have an object class code of 021.)

020202. Travel Order

A. General. A travel order is a written or electronic document issued or approved by the Heads of DoD Components or their designated representatives. The travel order

establishes, in writing, the conditions for official travel and transportation at government expense. Travel orders must identify the traveler as a government travel cardholder or non-cardholder. This statement will authorize alternative payment methods (e.g., transportation tickets being charged to a centrally billed account).

B. Issued in Advance. A travel order is issued before the travel is performed, unless an urgent or unusual situation prevents prior issuance. Travel orders may not be revised or modified retroactively after the effective date, so as to increase or decrease the rights and benefits which have been fixed under the applicable statutes or regulations. (NOTE: This does not prohibit confirmation of verbal orders (paragraph 020203.B).)

C. Basis for Reimbursement. The travel order is the basis for the traveler's reimbursement. Reimbursement for travel is not authorized when the travel is performed in anticipation of verbal orders. The legal right to allowances is established when travel expenses are incurred under orders. Travelers are entitled to travel and transportation allowances only while in a travel status.

020203. Variations in Itinerary

A. Variations Authorized. This authorization permits omission of travel to a place (or places) stated in a travel order; changes in order of travel to places shown; and travel to places not shown. It is not used in place of adequate advance planning nor is it interpreted as granting an open travel authorization. Variations must be authorized in the order and are permitted only when considered mission essential. This authorization does not preclude the requirement for an amendment if the total period of the TDY exceeds the time limitations in paragraph 0202.

B. Verbal Variations. When the AO gives the traveler a verbal order to change the order of places to be visited, the time at each location, or adds or omits locations, a confirmation of the verbal order is required. The verbal authorization does not preclude the requirement for an amendment if the total period of the TDY exceeds the time limitations in paragraph 0202. This approval authority may not be delegated.

020204. Retroactive Amendments to Orders

A. Amendment Required. Travel orders may not be amended to increase or decrease entitlement to travel allowances after travel is performed. However, the original order may be amended after travel is performed when an error is obvious or travel requirements change en route. A written amendment confirming a verbal order is not included in this category, provided the verbal order was issued on or before the effective date of the directed change.

B. Amendment Not Required. Some provisions of the JFTR/JTR provide for after the fact approval (e.g., rental cars and official long distance phone calls). In this case, the approval is not a retroactive amendment. Such expenses are claimed on the voucher and approved by the AO. An AO signature on a DD form 1351-2 constitutes approval of the claim.

020205. Errors on Travel Orders

A. Personal Data. When travel orders contain erroneous data (e.g., misspelled names, incorrect social security numbers (SSN), or incorrect grades), claims may be paid without an amendment to the orders. The traveler can make and initial any necessary changes.

B. Appropriation Data. When the travel is funded by the accountable station that also is making disbursement to the traveler disbursing station, the incorrect accounting classification data can be corrected without an amendment. If another accountable station is funding the travel, changes to the incorrect accounting classification data must be supported by one of the following:

1. Separate funding documents;
2. A letter from the accountable disbursing officer/comptroller; or
3. A documented telephone call to the accountable disbursing officer/comptroller.

0203 TRAVEL ADVANCES

020301. Policy. It is OUSD(C) policy that travel advances are an exception to the standard practices of using ATMs and electronic funds transfers (EFT). Individuals who have a government travel card shall obtain their advance from the ATM. Personnel who do not have the government travel card shall obtain cash advances electronically through EFT. Supervisors may authorize emergency cash advances in limited situations where no other process is available to accomplish the mission.

020302. Issuing Advances

A. Government Travel Cardholder. Travel orders must identify the traveler as a government travel cardholder or non-cardholder. Cardholder status determines whether a traveler will get an advance. Individuals authorized as cardholders shall obtain cash only through ATMs. Supervisors may authorize emergency cash advances, typically through EFT in limited situations where no ATMs or other process is available to accomplish the mission.

B. Noncardholder. Personnel denied individual cards, or whose individual cards have been canceled because of financial irresponsibility or other specific reasons, shall obtain cash advances only through EFT when authorized by the supervisor. Supervisors may authorize emergency cash advances in limited situations where no other process is available to accomplish the mission.

C. Travel of Cadets/Midshipmen of Service Academies. Cadets/midshipmen travel in accordance with the policies of their Service Academy. If a cadet/midshipman wants a

travel advance or settlement at a disbursing office, the respective Academy must be contacted for authorization.

Air Force Academy:

DAO/DE AF Academy/FMFPT
2304 Cadet Drive Suite 221
USAFA
Colorado Springs, CO 80840-5040
Commercial Phone: (719) 472-4554/4555
DSN: 333-4554/4555

Naval Academy:

Midshipman Disbursing Office
100 Cooper Road USNA-Bancroft Hall
Annapolis, MD 21402-5024
Commercial Phone: (410) 267-3297
DSN: 281-3297/3298

United States Military Academy:

United States Military Academy
Bldg. 632, Travel Section
Attn: DFAS-WP-TVL
West Point, NY 10996-1996
Commercial Phone: (914) 938-3627
DSN: 688-3627

020303. Monitoring Advances

A. General. When travel advances are authorized for TDY or PCS travel, they must be monitored to ensure a corresponding travel claim is filed within 10 days of the traveler's return to or arrival at the PDS, or immediately when the orders are canceled. Travelers whose TDY extends beyond 30 days must file travel claims 5 days after the end of every 30-day period.

B. Failure To Submit Travel Claim. If a traveler has not submitted a claim within 15 days after the estimated date of return/arrival (provisions for separatees/retirees are in paragraph 020303., below), the following action will be taken:

(1) Marine Corps Members. Fifteen days after the member's estimated date of arrival/return, recoup the total amount of the advance through pay account checkage (see Marine Corps Order (MCO) P7220.31, reference (e)). System acceptance of this transaction activates the delayed checkage program. The member is notified of the impending checkage on the next leave and earnings statement (LES). The amount is then deducted from the member's pay the following month.

(2) Other Travelers. Each DoD Component is responsible for ensuring that it has a process for monitoring travelers' advances. Prepare a letter advising the travelers of their responsibility to submit the travel claim and/or repay the advance. If, on the 46th day after the traveler's estimated date of return/arrival, no response to the letter has been received, collect from the traveler's pay account. See Volume 5, paragraph 300103, regarding administrative offset procedures.

020304. Advances for Separatees or Retirees

A. General. A separated or retired member, who has received an advance, must submit a travel claim to the appropriate disbursing office, as indicated on the travel order, within 60 days of the date the advance was paid

B. Late Travel Claim. If the claim is not received within the 60 day time frame, the disbursing officer responsible for settling the advance will:

1. Prepare a letter to the traveler advising him or her: (a) of their responsibility to submit the travel claim to the appropriate disbursing office (b) that a response is required within 30 days, and (c) that, if the travel claim is not received within the required time, the total amount of the advance will become a debt. For a retiree, the debt will be referred for offset against his or her retired pay account. For a separated member, the debt will be referred for debt collection action to include possible offset against future Federal Income Tax returns.

2. If no response is received within the 30 day time frame, the responsible disbursing office holding the debt will forward the debt and necessary documentation to:

DFAS-DE/FYDE
6760 E. Irvington Place
Denver, CO 80279-8000

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CHAPTER 3

DEPARTMENT OF DEFENSE GOVERNMENT TRAVEL CARD0301 POLICY AND PURPOSE

0320101. General. It is departmental policy that the government-sponsored, contractor-issued travel card, hereafter referred to as the "travel card," shall be used by DoD personnel to pay for all costs incident to official business travel, including lodging, transportation, rental cars, meals, and other allowable reimbursable expenses. The purpose of the travel card program is to provide and standardize the use by DoD travelers of safe, effective commercially available methods to pay expenses incident to official travel including cash advances. The travel card is used in order to improve DoD cash management, reduce DoD and traveler administrative burdens and provide better service to DoD travelers. Unauthorized use may result in disciplinary or adverse personnel action. Commercial travel offices (CTOs) will accept the travel card for the purchase of transportation for official travel. In addition to individual travel cards, there are alternative travel card applications consisting of unit travel cards and centrally billed accounts, (CBA). These alternative applications will be the exception and shall be tailored to serve specific DoD Component needs.

030102. Program Oversight and Review. The Office of the Under Secretary of Defense (Comptroller)/Deputy Chief Financial Officer shall provide DoD policy and program oversight over the government-sponsored, contractor-issued travel card program. The Director, Defense Finance and Accounting Service shall provide the operational control of the program.

0302 PROGRAM STRUCTURE AND RESPONSIBILITIES

030201. General Services Administration (GSA). GSA awards and administers the contract to provide individual travel cards for official travel. The contract's official name is "Travel and Transportation Payment and Expense Control System." A GSA contract administrator is vested with all responsibility for soliciting, modifying, and/or negotiating any part of the contract for its users.

030202. Under Secretary of Defense (Comptroller) (USD(C)). The Under Secretary of Defense (Comptroller) is responsible for providing policy guidance for the DoD travel card program.

030203. Director, Defense Finance and Accounting Service (DFAS). The DFAS is designated by the USD(C) as the program manager and works closely with GSA, the DoD Components, and the contractor to initiate program implementations, improvements, or exceptions.

030204. Assistant Secretaries for Financial Management and Comptroller and Agency Comptrollers. The Military Department Assistant Secretaries for Financial Management and Comptroller and Defense Agency Comptrollers, or equivalents, each are responsible for

designating a Program Manager for that DoD Component and notifying DFAS of the selection. Additionally, they shall ensure program management responsibilities are accomplished within their Component.

030205. DoD Component Program Manager (CPM). CPMs are responsible for establishing and maintaining a government travel card program in compliance with this regulation, referencing where applicable, the JFTR/JTR. CPMs also are responsible for establishing a travel cardholder hierarchy.

030206. Agency Program Coordinator (APC). APCs are responsible to their respective DoD CPM for program execution and management at hierarchy levels determined by the DoD CPM.

030207. Travel Cardholders. Travel cardholders are personnel to whom the travel card has been issued to assist them in performing official travel. They will adhere to the procedures set forth in this regulation and Service implementing procedures.

030208. Unit Travel Cardholders. Unit travel cardholders are personnel designated as the responsible person for an account that can contain multiple supplemental accounts and provide the privileges, using a travel card, to groups or to individuals who do not have individual cards. (See paragraph 030306)

0303 GOVERNMENT TRAVEL CARD INFORMATION

030301. General Information. The GSA contracts to make available government sponsored, individual travel cards. The contract also permits travelers to use these travel cards to receive cash for payment of out-of pocket travel related expenses from a network of ATMs through use of a personal identification number (PIN) assigned at card issuance. The contract provides for "on-line" access, a "dial-up" computer capability to display account and transaction data. DoD Components are required to inform the contractor in writing of the level (e.g., Service Headquarters, major command headquarters, and wing/base level) at which on-line access will be used within their organization.. The contract provides a .65% refund on charge volume. Transaction fees of 2.75 percent for use of the ATM and ATM-In-Your-Pocket and 2.50 percent for the use of standard travelers checks are charged back to the travel card by the contractor. The travel card normally is imprinted with "US Government, For Official Travel Use Only" and, at Component request, may contain the Component name. A "generic travel card" may be issued upon written request by the APC to the contractor when security is an issue. The contractor does not perform credit checks or charge interest for use of the travel card. The contractor provides program management reports to management levels determined by the DFAS and the CPMs.

030302. The Program. The government travel card program consists of three parts: the traditional charge card, ATM use, and travelers checks (issued by either "ATM-In-Your-Pocket" or the traditional "purchase" method). A PIN is assigned with each travel card to enable ATM cash withdrawals. Transaction fees are charged for the ATM cash withdrawals and travelers checks. These fees are reimbursable expenses provided the traveler requests reimbursement on the travel voucher.

030303. Travel Orders. All travel orders must identify that the traveler is or is not a government travel cardholder. This statement will authorize alternative payment methods (e.g., transportation tickets being charged to a centrally billed account). It also will identify that government travel cardholders shall receive needed cash through ATMs. (See paragraph 020302 on Advances.)

030304. Eligibility

A. Permanently Assigned Personnel. DoD Components shall offer the travel card to all permanently assigned military and civilian personnel who are likely to travel. Commanders/supervisors may refuse to issue travel cards to personnel who have a history of financial irresponsibility. Travel card denials must be reviewed annually by the authorizing official.

B. Recruiting Personnel. Service personnel assigned to recruiting positions are authorized use of the travel card for official reimbursable expenses in their local area.

C. Cadets/Midshipmen of Service Academies. Cadets/midshipmen travel in accordance with the policies of their Service Academy. When a cadet/midshipman is to travel, the respective Academy must authorize travel card issuance and cash advances in accordance with its policy. (See paragraph 020302.C for Academy addresses.)

D. Reserves, Guard and Part-Time Civilian Employees. All Service Reserve Component personnel, Individual Mobilization Augmentees (IMAs), and seasonal or part-time civilian employees are authorized to use the travel card for official travel.

030305. Individually Billed Accounts. The travel cardholder is responsible for payment in full immediately upon receipt of the monthly billing statement. The contractor may suspend travel cardholder charge privileges if payment is delinquent over 60 days, and may cancel the travel card when payment is delinquent over 120 days. The contractor may initiate garnishment proceedings against a travel cardholder's salary for accounts over 120 days delinquent through the judicial system and also may notify credit bureaus of the delinquency. Canceled travel cards may be reissued by the contractor on a case-by-case basis when requested in writing by Component Heads or activity Commanders through their designated APCs.

030306. Centrally Billed Accounts (CBA)

A. General. CBAs can be either "cardless" account numbers or "hard plastic" cards which are issued to a DoD activity and for which the government guarantees payment. All CBAs contain the unique government prefix "3783-9" that identifies the account as a centrally billed account for official federal government travel. The government prefix helps the designated CTO identify the account as eligible for government travel rates. CBAs can support up to 99 supplemental accounts that can be aligned to organizational structures. For example, supplemental accounts can designate specific divisions, departments, cost centers, or CTOs.

B. Unit Travel Cards. As stated above, CBAs may contain up to 99 supplemental accounts and be assigned to individuals in "hard plastic" form. The use of this travel card program feature allows commanders/supervisors to provide transportation, lodging and meals for groups, teams, and travelers who do not have individual travel cards or who have been denied an individual travel card due to financial irresponsibility and no other process is available to accomplish the mission. The unit travel card may include ATM, ATM-In-Your-Pocket, and/or travelers check options. The CPM will designate the level at which unit travel cards may be issued and notify the card contractor of that designation in writing. Components are requested to restrict the issuance of unit travel cards wherever possible and maximize the use of the individual travel card. Reconciliation of the unit travel card billing statement is the responsibility of the person to whom the account is issued.

030307. Reports. The contractor will provide monthly summary reports.

A. For each CPM:

1. Industry Spending Summary - Agency Report, and
2. Agency Overall Program Report.

B. For each APC:

1. Cardholder Account Listing, KG 2005. This report shows names, addresses, and telephone numbers of cardholders assigned to the APC basic account number. The APC is required to review and forward any corrections to the card contractor on a monthly basis.

2. Cardholder Activity Report, KG 2000. This report can be requested any time, but is provided monthly by the card contractor. The report identifies travel cardholder activity and ATM usage during the recent billing cycle. It should be reconciled with the travel order log monthly to determine possible misuse of the travel card.

3. Delinquency Performance Report, KG 3005. This report indicates the 60, 90, and/or 120-day delinquent travel cardholders. The report will be reconciled as outlined in paragraph 020303. Due to the sensitive nature of the report, it should be stored in a locked filing area.

4. Suspended Account Report, KG 3005.

5. Pending Cancellation Report, KG 3006.

6. Renewal Report, KG 3007.

030308. Misuse. APCs will review the travel cardholder usage report and reconcile it with the official travel orders/travel log published for the corresponding month. The APC will notify the travel cardholder's supervisor if it appears that a travel cardholder has

misused the travel card. The supervisor will take disciplinary action, as appropriate. A copy of the APC's notification, the contractor usage report reflecting misuse, and any applicable correspondence or notes will be maintained locally for-future reference.

030309. Training. DFAS Headquarters and the other DoD Components will ensure travel card program training materials are provided throughout the Department. Training materials will include specific manuals, videos required by the GSA contract, and available instructions for requesting contractor products tailored for unique Component requirements. DoD Components are responsible for ensuring the travel card training packages for APCs and travel cardholders are provided annually. The currently approved DoD training packages are available through the CPMs.

0304 MANAGEMENT CONTROLS

030401. Travel Card Management Controls. For standard travel card program management within the Department the following controls are in place. DoD Components may request more restrictive program management controls for their organizations.

030402. Travel Card Applications. Applications will contain the following: a supervisor signature authorizing the travel card, a signed DoD statement of travel cardholder understanding, social security number (SSN), current address, and work/home phone numbers. The company will issue travel cards only when the application properly is completed, has a basic control account number, and is signed by an APC.

030403. ATM Cash Withdrawals.

A. Limits. ATM limits are published through the DFAS program manager to each CPM. ATM cash withdrawals currently are limited to \$600 per month, provided the travel cardholder's account is current. This limit may be raised to \$1,000 per week/\$4,000 per month by the traveler with a telephone call to the travel card company using the toll-free number provided to all travel cardholders. Organizations with unusual travel requirements may work through their APC and the DFAS to tailor higher limits to meet the traveler's special needs. In order to minimize costs associated with ATM cash withdrawals and maximize the benefits associated with charging travel expenses, ATM usage should be limited by travelers to cover only those travel expenses for which charging is not possible. Travelers should charge to the travel card as many of the expenses associated with official travel as possible.

B. Cash Advances. Cash advances will be obtained no earlier than 5 working days before the scheduled departure date and not later than the completion of travel.

030404. Transaction Fees. Transaction fees that are charged for authorized ATM cash withdrawals and travelers checks are reimbursable expenses provided the traveler requests reimbursement on the travel voucher.

030405. ATM-In-Your-Pocket Travelers Check Program. This program is designed for frequent and long-term travelers. Travelers checks, authorized by the immediate

supervisor and monitored through the APC, are issued to the individual traveler in pre-determined amounts on a continuing basis. The use of this portion of the travel card contract does not preclude the use of the ATM privilege.

030406. Government Travel Card Retail Purchases. Each time a traveler uses the government travel card at a retail outlet, the merchant must "swipe" the travel card for approval of the sale. Retail purchases (i.e., those purchases other than airfares, lodging, meals and car rentals) are limited to \$500 per month.

030407. Delinquencies. The Department of Defense does not tolerate delinquency. Reports reflecting 60, 90, and 120-day delinquent travel cardholders will be reviewed by the APC within 5 working days of receipt. The APC will notify the immediate supervisors of 60-day delinquent travel cardholders, the division chiefs/commanders of 90-day delinquent cardholders, and the Component Head, activity commander, or designee, of 120-day delinquent travel cardholders. They will be notified in writing within 5 working days of delinquent report receipt. APC delinquent notifications will request that action be taken within 5 working days of notifications. APCs shall assist the card company by notifying them of all suspension/cancellation actions, and by providing office address and telephone changes in a timely manner.

030408. Account Suspension/Cancellation. Individual travel card accounts are payable upon receipt of the contractor billing statement. Accounts are considered delinquent when the contractor has not received the payment in full before another bill is issued. Individuals who are delinquent for the full payment of the account will be added to the delinquent report provided on a monthly basis to the APC. Delinquent reports are provided in 60, 90, and 120 day increments. Individual travel cardholders who are delinquent for 60 days are suspended from ATM use. The APC and immediate supervisors are notified, and the travel cardholder is requested to pay. A 90-day delinquency results in suspension of travel card and ATM privileges, APC notification, and director-level notification. One hundred and twenty day delinquency results in a canceled account. Contractor actions are: notifying credit bureaus of the debt, initiating garnishment proceedings, and possibly transferring a delinquent account to a collection agency.

0305 APC REQUIREMENTS

030501. APC Program Management Information

A. General. Complete and accurate files are critical to the success of the travel card program. The travel card correspondence files consist of background information, travel card company management information reports, memoranda, Component Headquarters requirements, or other information received from the travel card company. Correspondence files will be maintained for 12 consecutive months after initial receipt and then destroyed. A copy of the travel card company application package and any other correspondence relating to the package and any correspondence relating to the individual travel cardholder shall be maintained by the APC. Due to the sensitivity of the data contained in these files, such data shall be maintained in a secure area.

B. Program Hierarchy. The hierarchy is the linkage of individual travel card accounts to the organization responsible for issuing the travel card by billing cycle and DoD Component management information. The APC is responsible for tracking incoming/outgoing travel cardholders to ensure validity of the agency hierarchy.

030502. Processing Applications

A. APCs will provide application packages to prospective travel cardholders. At a minimum, the travel card application package should contain the contractor provided Government Travel Card Application, the Government Travel Card General Information and the DoD Statement of Understanding for Cardholders (see appendix A). Applicants will complete the application, obtain supervisory approval, and submit these documents to the APC. The APC reviews the documents, signs the application and forwards it to the travel card company within two working days of receipt. The travel card company issues the travel card to the travelers address provided on the application.

B. Emergency applications are defined as applications for employees authorized to have a travel card and who are scheduled to travel within five working days. Emergency applications will be faxed immediately to the travel card company by the APC. APCs will verify that the travel card company received the emergency application. Emergency applications will be processed by the travel card company and travel cards delivered to the APC, or the individual as determined by the APC, within two days of travel card company receipt.

030503. Account Transfers - Within and Outside of the Organization. A monitoring of the movement of personnel within and outside of the Department is critical to the maintenance of an accurate travel card program's hierarchy. APCs are responsible for monitoring their membership listing as part of their program management. APCs will use the following information to manage the movement of travel cardholders within the Department.

A. Transfers Within the Same Component. Inprocessing data sheets throughout the Department must contain the APC's name and location. Travel cardholders are responsible for ensuring that the losing and gaining APC and the travel card company are notified of impending transfers or permanent change of station (PCS) moves. Travel cardholder accounts will be suspended automatically 61 days after the travel cardholder leaves the current work site and will be canceled 91 days after leaving the original work site, unless the travel cardholder reports his or her arrival to the gaining APC. The gaining APC will notify the travel card company that the travel cardholder has reported, ensure that a new application is processed, and transfer the travel cardholder to their basic account number, or cancel the travel card, as appropriate.

1. The losing APCs will:

a. Keep the travel cardholder account on his or her basic control account for 90 days.

b. Review proper use of the travel card with the travel cardholder, inform the travel cardholder of his or her responsibility to notify the gaining APC within 60 days of arrival at the new duty location, remind the travel cardholder that the travel card will be suspended on the 61st day without gaining APC notification and that travel card will be canceled on the 91st day without gaining APC notification.

c. Obtain the reporting date, new assignment address, and the new mailing address from the travel cardholder.

d. Contact the travel card company to advise of the travel cardholder's impending move, provide the new information as stated above, and provide the travel cardholder's account suspension date not to exceed two consecutive months (61 billing days) from date of departure. Provide the travel card cancellation date if transfer is not accomplished by the gaining APC. Follow the initial telephone transaction with the travel card company hierarchy maintenance form.

2. The travel card company will:

a. Update the travel cardholder listing for the losing APC.

b. If possible, contact the new APC and provide suspension and cancellation dates.

c. Suspend travel cardholder accounts if the gaining APC has not requested transfer of the travel cardholder account by the 61st day and/or, cancel the accounts if transfer is not completed by the 91st day.

B. Transfers Outside of Component. The travel card company cannot transfer travel card accounts outside of respective DoD Components due to differing billing cycles. If the travel cardholder travels in the performance of his or her new duties, another travel card will be issued. Travel cardholders are responsible for ensuring the losing and gaining APC and the travel card company are notified of impending PCS moves. Travel cardholder accounts will be suspended automatically 61 days after leaving the current work site and canceled 91 days after leaving the original work site, unless the travel cardholder reports to the gaining APC. The gaining APC will notify the travel card company that the travel cardholder has reported, ensure a new application is processed, cancel the prior travel cardholder account and order a new travel card if appropriate.

1. The losing APC will:

a. Keep the travel cardholder account on his or her basic control account for 90 days.

b. Review proper use of the travel card with the travel cardholder, inform the travel cardholder of his or her responsibility to notify the gaining APC within 60 days of arrival at the new duty location, remind travel cardholder that the travel card

will be suspended on the 61st day without gaining APC notification, and canceled on the 91st day without gaining APC notification.

c. Obtain the reporting date, new assignment address, and the new mailing address from the travel cardholder.

d. Contact the travel card company to advise of the travel cardholder's impending move, provide the new information as stated above, and provide the travel cardholder's account suspension date not to exceed two consecutive months (61 billing days) from date of departure. Provide the travel card cancellation date. Follow the initial telephone transaction with the travel card company hierarchy maintenance form.

2. The travel card company will:

a. Update the travel cardholder listing for the losing APC.

b. If possible, contact the new APC and provide the suspension and cancellation dates.

c. Suspend travel cardholder accounts if the gaining APC has not requested transfer of the travel cardholder account by the 61st day and, or, cancel the accounts if transfer is not completed by the 91st day.

030504. Termination. Travel cardholder accounts are terminated upon dismissal, retirement or separation from federal service or upon personal request. Those travel cardholders who are entitled to a government paid move when terminating their accounts will be given a cash advance through EFT. The APC immediately must provide the travel card company with the new billing information (in the event the travel cardholder's account was active in the previous month before termination) and close and cancel the travel cardholder's account on a specific date.

030505. Delinquencies. Delinquency reflects adversely on the entire travel card program and will be addressed immediately by cognizant APCs through the travel cardholder's supervisory chain.

A. Monitoring Delinquencies. When a travel cardholder becomes delinquent, the APC will prepare a memorandum for delivery to the appropriate management level within 5 days of receipt of the delinquency report from the travel card contractor. Supervisors are required to present the delinquent memorandum to the travel cardholder within 5 working days of receipt. APCs may contact the travel card contractor to verify payment problems. Suspension or cancellation can be initiated by the APC, office director, activity commander or immediate supervisor after any delinquent period. The travel card contractor reserves the right to cancel the travel card when the delinquency reaches 120-days.

B. Processing Delinquencies. Upon receipt of the monthly delinquency report the APC will do the following:

1. Sixty Day Delinquent. At a minimum, ATM access is denied automatically by the travel card contractor. The APC will verify that the travel cardholder was on official travel and the voucher has been filed. The APC will notify the travel card contractor of any legitimate travel cardholder delinquency. This is done in writing within 5 work days of receipt of the delinquency report. APCs also may verify delinquency by calling the travel card contractor representative and noting the date of the last, if applicable, payment. When the delinquency has been verified as unresolved, the APC will prepare the 60-day delinquent memorandum (appendix A) and forward it to the immediate supervisor. Two delinquencies are justification for the APC to cancel the travel card.

2. Ninety Days Delinquent. The APC will reconcile the 90-day delinquent report with the 60-day report. Using the verification procedures outlined above, the APC will prepare the 90-day delinquent memorandum (appendix A) and forward it to the appropriate management level. One 90-day delinquency is adequate reason for cancellation unless the APC or appropriate supervisor justifies in writing why the travel cardholder's privileges should not be terminated.

3. One-Hundred Twenty Days Delinquent. Travel cardholders delinquent at the 120-day period will be canceled by the travel card contractor. The APC will prepare the 120-day delinquent memorandum (appendix A) for the appropriate activity commander, office director or equivalent. Travel cardholders canceled by the travel card contractor at the 120-day window require director authorization and signature for reinstatement. The Contractor reserves the right to deny reinstatement.

4. Travel Card Cancellation and Reinstatement Procedures. This is at the discretion of both the travel card contractor and the commander/director, or designated representative, once cancellation has occurred. Under no circumstance, will the travel card contractor reinstate any travel card privileges without the knowledge of the APC. Travel cards may be reinstated when the:

- a. Account is paid in full,
- b. Commander/director has approved the reinstatement, and
- c. Travel card contractor concurs.

C. Notification Process. Upon notification that a travel cardholder is delinquent or abusing the travel card, the supervisor will present the appropriate memorandum to the travel cardholder within five working days. This will be followed by a memorandum to the APC that indicates the supervisory action taken. The supervisor must follow-up with the travel cardholder and the APC to ensure the delinquency is resolved. Delinquencies are considered resolved by either:

1. Payment in full;

2. A reasonable explanation documented by the travel cardholder and submitted to the travel card contractor and the APC; and/or

3. An agreed upon repayment plan scheduled with the travel card contractor. (NOTE: The current travel card contractor is under no contractual obligation to agree to a repayment schedule.)

Appendix A identifies the Government Travel Card Billing Milestones with a description of each event.

D. Garnishment Procedures. Title 5, United States Code, section 5520a, allows for collection of just debts through the judicial system. When the contractor is awarded settlement, the claim is forwarded to the DFAS Cleveland Center to process a collection from the individual travel cardholder's pay account.

030506. Unit Travel Card. When authorized, the APC will notify the travel card contractor in writing and request a unit travel card account. The request must contain the name of the individual who will be responsible for the account and if the account will be in plastic or numeric form. The APC is responsible for reconciling the monthly billing statement and transmitting the certified invoice for payment. Unit travel cards that are delinquent 60 days or more will be suspended by the travel card contractor unless the bill properly is disputed. Unit travel card undisputed bills that go delinquent for 60 days twice in a twelve month period, will be canceled by the travel card contractor. The CPM will be notified and no other unit travel card will be authorized.

030507. APC Management of all Reserve Components and Part-Time Civilian Employees. Commanders/supervisors will authorize travel cards for personnel in this category. Travel cards may be maintained by the APC or the individual. When travel cards are in the individual's keeping, the APC will authorize travel card usage by calling the travel card contractor to request that the account be activated for the expected travel dates.

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CHAPTER 4

TRANSPORTATION ALLOWANCES0401 GENERAL

The transportation office(r) (TO) is responsible for issuing guidance on the use and procurement of transportation. Contact the TO for information regarding available transportation services and costs.

0402 MODE OF TRANSPORTATION

The AO directs or authorizes the mode of transportation for official travel and can direct the use of the TO. If the orders do not direct a specific mode of transportation or the use of the TO, the traveler may select the mode to use (exception noted in section 0403). In these instances, the travel order must include the Transportation Request (TR) cost by leg of travel.

0403 TRANSOCEANIC TRAVEL

Government-arranged transportation is directed for transoceanic travel. However, when personally procured transoceanic transportation is specifically authorized in the orders, the claim will be paid accordingly.

0404 TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)

040401. Use of POC. AOs cannot direct, as distinguished from authorize, the use of POCs in connection with official government business. (NOTE: This includes travel as a passenger in a POC.)

040402. POC More Advantageous to the Government. Travelers authorized to use their POC as more advantageous are paid per diem for actual travel time not to exceed the allowable travel time. Per diem within the CONUS is computed using the standard CONUS rate. The "other" rate will be used for POC travel in an overseas area. When actual travel time exceeds allowable, the higher lodging costs are considered and used first.

040403. POC Not More Advantageous to the Government. When travelers are authorized to use POC not more advantageous, computation for actual travel time is limited to the allowable time in the JFTR, paragraph U5160 and JTR, paragraph C4300. The per diem is computed using the rates in paragraph 040401.

0405 BUSINESS/FIRST CLASS (PREMIUM) ACCOMMODATIONS

Travelers will not be reimbursed for premium accommodations, unless properly authorized in the orders. It is DoD policy that travelers using commercial air carriers inside or outside CONUS

for official travel use less-than-premium accommodations. Any questions should be referred to the TO.

0406 UNUSED/LOST TRANSPORTATION REQUESTS OR TICKETS

If a traveler does not use the TR/ticket issued by the government, he or she must return it to the TO. In exchange, the TO will give the traveler an original and one copy of a DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets) or other receipt in accordance with DoD Component regulations, and will provide a copy to the disbursing officer. The traveler must attach a copy of the DD Form 730 (or other receipt) with disposition instruction to the travel claim. If a claim is received with the unused tickets, return immediately to the traveler. If a traveler loses a TR or ticket, direct him or her to the TO for assistance. If the travel orders direct use of a TR, do not reimburse the traveler for personally procured transportation, unless the AO issues a statement to allow reimbursement.

0407 SPECIAL CONVEYANCES

When the traveler is authorized and uses a commercial rental vehicle, a receipt from the rental agency itemizing all charges must be attached to the claim for costs exceeding \$75.00. Also, a statement showing the number of personal miles driven, if a mileage charge is included will be attached to the claim. A traveler who is on official travel for 4 days, but uses the rental vehicle for 7 days (3 days personal use), may be reimbursed for the cost of the rental vehicle, not to exceed the amount it would cost to rent the vehicle on a daily basis for the number of days of official travel.

0408 REIMBURSEMENT FOR THE COST OF DAMAGES TO COMMERCIAL RENTAL VEHICLES

040801. Cost of Damage to Rental Vehicle. When extra collision insurance is not purchased or included in the basic rental contract (MTMC negotiated agreements), the traveler may be reimbursed for personal funds paid to the rental agency for the full amount of damage sustained or deductible amount (as contained in the rental agreement) to a vehicle properly rented and damaged in the performance of official business. See paragraph U3415-G of the JFTR, and paragraph C2102-F of the JTR, for definition of official purposes. The traveler will submit a claim for reimbursement, through the AO, to the Small Claims Office of the servicing Judge Advocate General (JAG) Office for adjudication. Supporting documentation will include, but is not limited to: police accident report(s), police traffic citations, statement from witnesses, statement and itemized bills from the traveler and rental agency to ensure that the claim is valid, not yet settled, and in an amount compensable to the actual damage. Inclusion of an accident report will assist legal authorities in establishing fault on the part of the party not employed by the government and enable the government to recoup its loss when the negligence of that party can be established without costly investigation. Reimbursement is prohibited for damage sustained to a rental vehicle while being used on other than official business or by willful and wanton negligence on the part of the traveler.

040802. Claims Received From Rental Agencies. Rental agencies may submit a damage claim directly to the government and supported by appropriate documentation. Claims for

reimbursement or payments made directly to the rental agency may be made in the full amount of damage sustained or deductible (as contained in the rental agreement). Documentation will include, as a minimum, statements and itemized bills from the traveler and rental agency to ensure the claim is valid and in an amount commensurate with the actual damages. In addition, it should include an accident report to establish fault on the part of the party not employed by the government and enable the government to recoup its loss when the negligence of that party can be established without costly investigation (47 Comp. Gen. 145 (1967)). Reimbursement or payment to the rental agency is prohibited if the rental vehicle was being used on other than official business or by willful and wanton negligence on the part of the traveler.

0409 LOCAL TRAVEL IN AND AROUND PERMANENT OR TEMPORARY DUTY STATIONS

040901. General. The disbursing officer should make sure local directives clearly define the local area in which transportation expenses may be authorized or approved for conducting official business (JFTR paragraph U3500 and JTR, paragraph C2400). When two or more installations are in close proximity, the local area should be determined by the senior commander or senior service commander. When travelers perform TDY in the local area and require lodging, travel orders are necessary to support the claim.

040902. Permanent Duty Station. Travelers must provide a trip-by-trip accounting of all travel performed on official business. When like trips between the same points are made on a repeated basis, one entry on the claim showing the distance or costs between these points, and a list of dates on which the trips occurred, will suffice.

040903. Temporary Duty Station. Travelers performing local travel in a POC at the TDY site must provide a trip-by-trip accounting of all travel performed. When like trips between the same points are made on a repeated basis, one entry on the claim showing the distance or cost between these points, and a list of dates on which the trips occurred will suffice. This travel should be included on the claim or as an attachment thereto.

NOTE: Designated approving officials may not approve their own vouchers for payment of local travel.

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CHAPTER 5

TEMPORARY DUTY TRAVEL

0501 AUTHORIZING OFFICIAL (AO)

The AO is the authorizing official for all travel entitlements except when a higher authority is required, such as authorizing travel on an actual expense basis. In such cases the applicable JFTR/JTR paragraph applies (e.g., JFTR, Chapter 301). The AO must sign/approve (in block 22a) any travel claim that includes a change from the written travel order (section 0806). The AO signature constitutes valid, after-the-fact approval of allowable reimbursable expenses and itinerary/status changes, thereby reducing the need for travel order amendments (section 0202).

0502 BEGINNING AND ENDING OF TRAVEL STATUS

Travel status begins when travelers depart their homes/offices and ends when travelers return to their homes/offices. The only exception is for aircrew members who travel as a crew; then the travel status begins with take-off from the PDS and ends with landing at the PDS.

0503 FURNISHED MEALS

050301. Complimentary Meals Furnished by a Hotel. When a traveler is furnished a complimentary meal by a commercial lodging establishment, the meal is not considered a deductible meal. There is no deduction from the M&IE rate regardless of whether the meal was consumed by the traveler. For rules concerning lodgings and meals furnished by government contract, see the JFTR, paragraph U4125-A2 and JTR, paragraph C4552-J.

050302. Meals furnished at Conferences. When some but not all meals are included in conference fees, the traveler is entitled to proportional per diem on non travel days.

0504 GOVERNMENT QUARTERS AND DINING FACILITY AVAILABILITY

050401. Nonavailability Statements. Travelers are not required to obtain written nonavailability statements before reimbursement of commercial lodging costs and the locality M&IE can be made. The availability of government quarters, contract quarters and dining facilities must be confirmed when a reservation request is made. The Commercial Travel Office (CTO) or traveler will obtain the confirmation by using the following procedures:

A. The CTO or traveler will contact the destination billeting office/Army Central Reservation Center for quarters availability. If quarters are not available, the billeting office/Army Central Reservation Center is required to give the CTO or traveler a confirmation/nonavailability number or the name and phone number of the person contacted. When government or contract quarters are not confirmed as available, they will be considered not available and a confirmation/nonavailability number will be issued. The CTO or traveler will enter the confirmation/nonavailability number on the trip record/voucher. If the CTO or traveler

is not able to obtain a confirmation/nonavailability number from the billeting office/Army Central Reservation Center, the traveler will note on the trip record/voucher the date/time the attempt was made. The AO then will approve the commercial lodging and per diem rates.

B. The traveler will obtain information on the availability of government dining facilities through the CTO or the destination billeting office/Army Central Reservation Center. If not available, the M&IE rate for commercial meals is authorized. The CTO or traveler is not able to obtain information on messing availability through the CTO arrangements process or directly from the destination billeting office/Army Central Reservation Center, then the per diem of commercial meals is authorized and the CTO/traveler will note on the trip record/voucher the date/time an attempt was made.

050402. Government Dining Facility

A. Government Dining Use Required. The AO may or may not direct the use of a government dining facility while a traveler is TDY at an installation. If the AO directs use of government dining facility, the traveler may be entitled to proportional per diem while on TDY based upon the availability of meals at the installation.

B. Government Dining Use Impractical. The use of government dining facility is considered impractical on any day in which the member actually is traveling between/among locations, except for meals incident to special status as outlined in paragraph 0505.

050403. TDY Not at an Installation. When the TDY location is not at an installation, the traveler is not required to use nearby government facilities. However, if the traveler chooses to use government quarters at a nearby installation, a government dining facility is not considered available. The per diem is computed as though meals are not available, except for those the traveler elects to use, which must be claimed on the voucher by date and meal.

050404. TDY at an Installation. Travelers are not required to use available government quarters and dining facilities. However, the traveler will not be reimbursed for commercial lodgings without the confirmation/nonavailability number or AO approval required by paragraph 050401 above. Except when the TDY is for training, the AO is the authority on whether the traveler should have used government quarters. Travelers must claim any government meals used on their voucher by date and meal.

0505 SPECIAL STATUS AND PER DIEM RATES

Reduced/zero per diem rates for a special status, such as field duty, sea duty, hospitalization, rehabilitation, and essential unit dining take effect at 0001 the day after the traveler enters the status and ends at 2400 hours the day preceding the day the traveler leaves the status. For the day the traveler enters/exits a special status, all meals after entering and before exiting are considered available including days of travel. Per diem is computed to recognize the reduced or zero cost of these meals. When the traveler goes from one zero per diem status directly into another zero per diem status, no per diem is paid for that day. Otherwise, normal

per diem computations apply on that day. If a traveler is required to procure a meal or quarters other than at the special status rates, reimbursement of the cost may be made not to exceed the per diem allowance for the meal or lodging allowance. This does not include payment of the basic food cost for officers or employees in field duty, sea duty, or under essential unit messing. Travel orders should include the reduced per diem rates and special status and reference the letter/message with which they were established. If this information is not included in the travel order the AO must include it on or with the voucher when approving the voucher.

0506 CONSECUTIVE TDY

Per diem is payable for the interval between two periods of TDY if the interval exists through no fault of the traveler, and the traveler either remains at the first location or travels to the next TDY within the allowable travel time.

0507 LEAVE, PERMISSIVE TDY, OR ADMINISTRATIVE ABSENCE IN CONJUNCTION WITH FUNDED TDY

050701. Permissive/Administrative Travel Time. A traveler who takes leave, permissive TDY, or an administrative absence before or after a funded TDY, is entitled to travel allowances from the PDS to the funded TDY location and return to PDS. If the traveler takes leave, permissive TDY, or an administrative absence between two TDY locations, the traveler is entitled to allowances for direct travel between the two locations.

050702. Travel Time When Using Privately Owned Conveyance. Permissive or administrative travel time is authorized when a traveler is authorized to travel by POC for personal convenience to a funded TDY of 16 days or more, and reimbursement is based on a constructive schedule. The allowable travel time is computed based on the provisions of paragraph U5160, JFTR for military personal or paragraph C4300, JFTR for civilian employees. Permissive or administrative travel time is not authorized when the orders direct a mode of transportation and that mode is available but not used. Per diem is not authorized for the additional period.

050703. Leave and Overtime in Conjunction with Official Travel. The unit commander (or designated representative) or employee supervisor is the authority for making and documenting determinations regarding leave and duty status, to include overtime. The granting, accounting, and reporting procedures are organizational responsibilities made in accordance with DoD Component instructions.

0508 RETURN TO THE PERMANENT DUTY STATION DURING TDY

050801. Authorized Return. When a travel order authorizes return to the PDS, the civilian employee is authorized travel and transportation allowances for travel from the TDY to the PDS and return travel to the TDY. Per diem terminates when the civilian employee arrives at the PDS (actual or constructive). Per diem starts again effective when the civilian employee begins return travel (actual or constructive). Lodging costs incurred for quarters maintained at the TDY location may be authorized/approved by the AO as a reimbursable expense. For this

entitlement, the permanent quarters from which the civilian employee normally commutes to the PDS are considered the same as the PDS. If the civilian employee goes to another location, no allowances are authorized for the travel. Per diem is computed as though the civilian employee remained at the TDY location.

050802. Voluntary Return. When a traveler voluntarily returns to the PDS during a TDY, the traveler's entitlement is limited to the lesser of the actual travel cost for returning to the PDS and what it would have cost had they remained at the TDY site. The factors included in determining actual travel costs are: per diem for the travel days (see paragraph 050801 for determination of when per diem begins and ends); round trip transportation for the mode used; and cost for quarters retained at the TDY site.

CHAPTER 6

PERMANENT DUTY TRAVEL0601 TRANSPORTATION AND STORAGE OF HOUSEHOLD GOODS (HHG)

Normally, the government will arrange for the shipment of HHG by government bill of lading (GBL), authorize an employee to use the commuted rate, or allow the member a do-it-yourself (DITY) move. When DoD personnel arrange for the shipments and GBL is the authorized method, the TO provides information concerning the traveler's allowable expenditures and computes the amount the shipment would have cost the government. When commuted rate is the authorized method of shipment, payment is based upon the amount computed from the GSA rate schedule. If the TO instructs the traveler to make his or her own arrangements, or if a TO is not available, payment is for actual costs incurred for authorized services. In all other instances, payment is limited to the actual cost incurred, not to exceed the amount it would have cost the government.

060101. Commuted Rate Method. When a DoD employee is authorized to ship HHG by commuted rate, the payment is computed using the GSA rate schedule in effect on the date the carrier picked up the HHG, or the date the employee actually moved them without regard to government cost. The claim is supported by certified weight tickets or a constructive weight determination made and approved in accordance with paragraph C8000, JTR.

060102. DITY Moves. The DITY program is a voluntary program which allows Service members, or a deceased member's next of kin, to move their HHG personally and be paid an amount equal to 80 percent of what it would have cost the government. The TO must authorize or approve a DITY move. In addition, the member must have orders authorizing PCS, TDY (with HHG entitlement), or assignment to or from government quarters. The TO furnishes the member a DD Form 2278 (Application for Do-It-Yourself Move and Counseling Checklist). This form shows the constructive GBL or contract cost for moving the HHG.

A. Impact on other PCS Entitlements. Service members and/or dependents traveling to the destination in the rental vehicle or POC used for DITY move are authorized both DITY and PCS allowances. PCS entitlements are not part of the DITY program and are separately processed.

B. Claims. Claims for DITY moves must be supported by the Service member's statement of expenses actually incurred. In addition, the claim must include either a copy of certified weight tickets (gross and empty) or approved constructive weight by the TO.

(NOTE: No incentive can be computed without valid weight tickets or approved constructive weight by the TO.)

C. Payment Procedures. The servicing disbursing office pays DITY claims and forwards a copy of the claim to the appropriate Service reviewer. Addresses are provided in paragraph 060102, below. Compute the DITY claim as follows:

1. Obtain the GBL cost or local contract cost as provided by the TO.
2. Multiply this cost by 80 percent to obtain the maximum DITY entitlement.
3. Deduct the expenses actually incurred by the Service member from the maximum DITY entitlement. The result is the member's incentive payment.

NOTE: If the actual expenses are more than 90 percent of the maximum gross DITY entitlement, it may be advantageous for the Service member to be reimbursed under the actual expense method. The member would be reimbursed up to 100 percent of what it would have cost the government to move the HHG. Since the member does not receive an incentive payment, no income taxes are withheld from the payment.

4. Multiply the incentive payment by the applicable percent. This amount is withheld for Federal Income Tax (FITW).
5. Deduct the FITW amount from the incentive amount to determine payment due the member.
6. Deduct any advance operating allowance paid to the member.
7. Prepare TD Form W-2, Wage and Tax Statement. Insert the incentive portion of the DITY move payment in the earned income block and insert the FITW withheld in the Federal Income Tax withheld block.

D. Service Addresses for DITY Payments

1. Army. Forward a copy of the claim to DFAS-Indianapolis Center, ATTN: DFAS-IN-TFA (Mail Stop 31), 8899 E. 56th Street, Indianapolis, IN 46249-0601. Indicate the weight shipped with any other record of shipment or storage under the same travel orders. Indicate whether any excess charges are to be collected from the member.
2. Navy. Forward a copy of the claims to the Commanding Officer, Navy Material Transportation Office, 1837 Morris Street, Suite 600, Code 023, Norfolk, VA 23511-3492.
3. Air Force. Forward claims to the Air Force Excess Cost Adjudication Function (ECAAF), Joint Personal Property Shipping Office, San Antonio, TX 78286.

4. Marine Corps. Forward claims to the Commanding General, 470 Marine Corps Logistics Base, Albany, GA 31704-5000.

060103. Reimbursement for Personally Procured Shipment or Storage of HHG

A. Claims. Claims for personally procured shipment or storage of HHGs and baggage are authorized. The claims must include the traveler's certification, as follows: "I certify that this shipment (including drayage, storage, packing, and crating) consisted of household goods and personal effects. These items belonged to me and were used by me (or my dependents) before the effective date of my orders. They were not intended directly or indirectly for any other person or persons or for sale. The following shipments were previously made at government expense under the same travel orders that support this claim. (If no previous shipments, show "NONE".) I certify that I did not request shipment under the DITY or any other program. I further certify that the declared professional books, paper, and equipment belong to me and are necessary in the performance of my official duties."

B. Supporting Documents

1. Statement from the TO on the constructive cost of shipment by GBL, accessorial services, or storage that the charges claimed are reasonable and that the member was instructed to personally arrange the shipment (if applicable).

2. Three copies of all applicable orders.

3. Receipted bills signed by an authorized agent of the company.

4. Copy of time extension certificate, power of attorney, or written authorization.

5. The claimant's statement showing the necessity for any storage over 90 days. (Nonavailability of government storage is not acceptable.)

6. On shipments by van carriers, a certified weight ticket must be furnished. Instead of a weight ticket where charges are based on cubic measure, the owner may obtain a certificate from the carrier stating: "No scale within 10 miles. Shipment used _____ cubic feet of properly loaded van."

7. Packing charges must be itemized to show size, type, and number of containers used with charge for each.

8. Receipts for packing, crating, drayage, unpacking, and uncrating must be itemized and supported with a statement by the TO for the area on availability of government facilities.

9. Costs if TO had performed or procured the services must be shown. (This is not required for accessorial services itemized on a GBL for line-haul van shipment.)

C. Payment Submission. The claim is submitted to the disbursing office servicing the PDS. For DITY moves, the disbursing officer will verify the member's statement or other shipments with a phone call or message to the claimant's losing disbursing office or TO. On the claim form, the name of the person verifying this information, the date it was verified, and the persons and places contacted all will be annotated.

D. Payment. If the claim is proper and is supported by the appropriate documentation, the disbursing office pays the claim.

0602 TRANSPORTATION OF PRIVATELY OWNED VEHICLES

If overseas travel with a POV was concurrent, a traveler must include travel to and from the vehicle port with the PCS travel claim. If not concurrent, a separate claim must be submitted. A TDY order is not required when a separate trip is performed to pick up/deliver the vehicle (the PCS orders provide entitlement). Normally, a DD Form 788 (Private Vehicle Shipping Document for Automobile) will support the claim. However, when a traveler performs PCS travel and has a commercial shipping firm process the vehicle for shipment at government expense, the DD Form 788 is not usually in the traveler's possession at the time the claim is processed. In those instances, a statement from the traveler, accompanied by a copy of the billing from the commercial firm is acceptable.

0603 TRANSPORTATION OF MOBILE HOMES

060301. General. A DoD employee who ships a TDY weight allowance to a TDY location en route does not lose the right to elect mobile home allowances. The TO determines authorized/unauthorized costs incident to a mobile home shipment.

060302. Claims. The JTR, chapter 10 specifies the forms to be used in paying claims. Additionally, when movement of a mobile home is made by personally procured commercial transportation, a statement of authorization is issued by the TO. An original or legible copy of the paid or unpaid bill from the commercial transporter is required and the bill must be completely itemized to preclude settlement of unauthorized costs.

0604 DISLOCATION ALLOWANCE (DLA)

DLA is paid based on (a) the Service member's grade and dependency status on the effective date of orders, and (b) whether the dependents relocate incident to the PCS. If a change of grade occurs between the date orders are issued and the effective date of orders, a copy of the promotion/demotion orders may be submitted with the claim versus an amended order. Do not advance or pay DLA to members without dependents in pay grades E-6 (E-4 for USAF) and below without a statement from the gaining organization that the member is not required to use

government quarters. Members without dependents in the pay grade of E-7 (E-5 for USAF) and above can be advanced or paid DLA based on their statement that government quarters will not be/are not assigned. The movement of a mobile home does not preclude the payment of a DLA.

0605 MISCELLANEOUS EXPENSE ALLOWANCE

The payment of the flat miscellaneous expense allowance does not require receipts or itemized statements. However, when the employee claims actual expenses, the civilian personnel office assists in the determination of the allowable expenses. The statement in C9005, JTR is required either on or accompanying the voucher.

0606 TEMPORARY QUARTERS SUBSISTENCE EXPENSE (TQSE)

The travel orders must authorize the initial TQSE period. Additional periods of TQSE require amended orders. The disbursing office does not determine the number of TQSE days authorized. Expenses must be itemized on a per meal and per item basis. Receipts are required for all expenses as specified in the JTR. Additionally, the employee can claim grocery costs for at-home meals when in a TQSE status. The total cost of consumable groceries will be divided by the number of at-home meals consumed. The proration of groceries is authorized as long as the cost of the groceries consumed is reasonable. The approving official makes the final determination on any question(s) concerning reasonableness of expenses during a TQSE period. Advances and payments for TQSE are based on the provisions of the JTR, chapter 13.

0607 HOUSEHUNTING TRIPS

If authorized in their travel orders, DoD employees may make househunting trips, not to exceed 10 consecutive days. The employee and spouse can travel together or separately; however, the cost cannot exceed one round trip for travel together. The number of days househunting that the employee uses does not limit the number of days for the spouse, (i.e., the employee can take 4 consecutive days and the spouse could still use up to a total of 10 days.) Advances and payment for househunting trips are based on the prescribed per diem rate.

0608 REAL ESTATE TRANSACTIONS

DoD employees can be reimbursed for expenses required for the sale and purchase of a residence, or with the settlement of an unexpired lease in connection with a PCS. The employee must file a DD Form 1705 (Application for Reimbursement of Expenses Incurred by DoD Civilian Employees Upon Sale or Purchase (or Both) of Residence Upon Change of Duty Station). Separate DD Forms 1705 are required for expenses at the old duty station and the new duty station. Copies of the supporting documentation showing costs incurred must be attached. The approval authority must approve the appropriate DD Form 1705 in accordance with Component regulations for real estate transactions at the old and new station. The claim will be submitted according to the JTR, chapter 14.

0609 RELOCATION INCOME TAX ALLOWANCE (RITA)

060901. Entitlement. The RITA entitlement is a two-year, two-process calculation.

A. Year One Withholding Tax Allowance (WTA). The WTA is an estimated partial payment of the final RITA payment designed to cover FITW from the PCS moving expense reimbursement. It is intended to provide an immediate offset to the tax withheld on the payment, and also is subject to withholding. As a result, payment of the WTA allows the employee to receive the same reimbursement had the withholding not been required. To receive the WTA, an employee must agree in writing to repay any excess WTA amount paid in year one. The agreement as specified in C16007-5, JTR may be written on the settlement voucher or may be a separate statement. The statement should read similar to the following: "I agree to repay any excess amount of WTA paid to me in one year and submit the required certified tax information and claim for my RITA within 120 days, unless an extension is granted, after the close of year one. I understand failure to comply with this requirement will preclude payment of the WTA. I also understand that the entire WTA will be considered an excess payment if the RITA claim is not submitted in a timely manner to settle the RITA." Compute the WTA as follows:

1. Determine amount of covered reimbursable expense.
2. Multiply step 1 by .388888 to arrive at the WTA amount.
3. Add the step 2 amount to step 1 to determine the total income subject to tax.
4. Multiply step 3 amount by .28 to determine FITW amount.
5. Subtract step 4 amount from step 3 amount. This is the net payment or net income to the employee.

NOTE: Enter the step 3 amount (gross income or income subject to tax) and step 4 amount (FITW) in appropriate blocks on TD Form W-2.

B. Year Two RITA. The RITA payment is made in the calendar year following the calendar year in which the WTA is paid. RITA is based on employee's gross compensation, tax filing status, and marginal tax rates. It reconciles the WTA payments with the employee's personal tax liability. The employee must file a claim for RITA; it is not automatic. If an employee does not file for the RITA in year two, the employee is liable for the additional Federal Income Tax incurred as a result of the additional income. The RITA does not cover any moving expense for which the IRS allows a deduction. In some instances, when an employee files the final RITA claim in the second year, he or she will be in a lesser tax bracket because of lower earned income. If the calculation of the RITA results in a negative amount, do not adjust prior year or current year income. The employee is obligated to repay this amount as a debt due the government. A negative W-2 is not issued.

NOTE: Year two is the calendar year in which the RITA payment is made. The dollar value of the payment will appear on the employee's W-2 as additional income.

060902. Tax withholding. Both the WTA and RITA are subject to FITW and FICA. State and local (if applicable) tax withholding rates also must be considered in the RITA computation but are not to be withheld from the payment to the employee.

060903. Funding. RITA is a PCS travel settlement adjustment; therefore, normal prior year funding procedures apply. That is, the reimbursable expenses of an employee transferred in the interest of the government must be charged against the appropriation current when valid travel orders are issued. The organization responsible for the original funding of the move has the responsibility to secure adequate funds for the adjustment vouchers.

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CHAPTER 7

EVACUATION ALLOWANCES0701 GENERAL

Personnel evacuations require special handling by disbursing office staffs at the evacuation point, safehaven, and designated places. The processing of evacuees requires patience, tact and expeditious service.

0702 MEMBERS' DEPENDENTS

070201. Overseas. Information on evacuations from overseas areas for a Service member's dependents is released by message from the Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) or other responsible official designated by paragraph U6003-A, JFTR. The message announcing the evacuation outlines the safehaven locations. The JFTR evacuation applies to both command and noncommand-sponsored dependents for members stationed overseas. It further applies to command sponsored dependents who are en route to establish a residence with the member, and to student dependents who are authorized to travel to the member's PDS. (NOTE: Entitlement to evacuation allowances is based on command sponsorship of the dependents. Command sponsorship is a personnel decision and should be reflected in the evacuation order.)

070202. CONUS. Information for evacuations within CONUS is released by the USD(P&R) or other responsible official designated by paragraph U6051-A, JFTR. The message announcing the evacuation will designate the safehaven location. The evacuation applies to dependents residing in the vicinity of the member's PDS or at an authorized designated location. It also applies to dependents en route to establish a residence with the member, and to dependents residing in the vicinity of the member's old or new PDS.

0703 EMPLOYEES AND THEIR DEPENDENTS

The Office of Personnel Management, in conjunction with the USD(P&R), issues policy for DoD civilian employees. The JTR, chapter 12 and appendix J, governs evacuation in foreign countries. Title 5, United States Code, and the Federal Personnel Management Supplement (references (f) and (g)) govern evacuation from all other locations. These directives set forth the authority and procedures for paying employees and their dependents who are evacuated.

0704 EVACUATION ADVANCES AND PAYMENTS

070401. Orders. Evacuation advances and payments must be supported by copies of the departure orders. If such orders are not available, refer evacuees to the local personnel organization. Evacuees requiring advances should use the available ATM or EFT once they have departure orders. If no ATM is available or EFT cannot be used, an alternative payment method may be used by the disbursing office.

070402. Evacuated from Foreign Locations. Dependents of Service members should present a DD Form 1337 (Authorization/Designation for Emergency Pay and Allowances) in order to receive such allowances. Payments to dependents of DoD employees should be made only upon presentation of a DD Form 2461 (Authorization for Emergency Evacuation Advance and Allotment Payments for DoD Civilian Employees).

070403. Disbursing Officer Guidance. The disbursing officer servicing the evacuation point or safehaven areas should assist any evacuated traveler with all financial matters. The assistance provided can include the following:

A.. A briefing sheet that includes the disbursing office's phone number(s), mailing address and hours of operation;

B. A description of evacuation entitlements;

C. A listing of documentation required for advances/payments. Advise the dependents to submit a photocopy of the front and back of the ID card with each claim submission; and

D. When, where and how to submit their claims for advances/payments. Advise evacuees that all claims after the initial one will be handled through the mail.

(NOTE: If problems are encountered, the disbursing officer should contact their respective DoD Component.)

070404. Claims. The disbursing officer should assist evacuees with claim preparation. Each evacuee must be asked about advances or previous payments. (NOTE: Initial evacuation advance payments are usually mass evacuation payments. Disbursing office personnel are encouraged to use "multiple travel payment list" vouchers to expedite payments. This alternative payment method does not lessen the need for proper documentation.)

0705 IDENTIFICATION OF EVACUEES

070501. Identification Available. Armed Forces/dependent identification cards, passports, or other forms of picture ID are sufficient identification to pay evacuees.

070502. Identification Not Available. If the evacuee has no picture identification whatsoever, two witnesses may vouch for the evacuee. Each witness will sign a statement as to the identification of the evacuee. The witnesses will provide identification indicated in paragraph 070501, above, as well as their permanent address. The lack of adequate identification will delay service to any evacuee; however, every effort will be made to accommodate the evacuee.

CHAPTER 8

PROCESSING TRAVEL CLAIMS0801 GENERAL

This chapter provides general guidance for the preparation, submission and processing of travel claims, and the forms used for travel.

080101. Disbursing Officer Responsibilities

A. Travel Payments. The disbursing officer is responsible for all travel payment operations.

B. Accuracy and Propriety of Payments. The disbursing officer is not responsible for preparation of the traveler's voucher. If requested, however, disbursing office personnel may provide assistance and guidance. The disbursing officer, or if designated, the Certifying Officer is responsible for the accuracy and propriety of payments, ensuring the travel statements and vouchers are accurate and properly supported. The disbursing officer has direct control over the data review and document comparison before and after payment on submitted vouchers. The disbursing officer is not required to pay incomplete, improperly prepared, or doubtful claims.

C. Random Audits. The disbursing office will use random audits using statistical sampling techniques for prepayment examination of travel vouchers to support certification and payment. Random sample quality assurance reviews will be conducted at disbursing offices to provide assurance that travel vouchers are accurate and properly supported. Performance measures and procedures to track the progress of disbursing offices will be used to track the random audit process.

080102. Payment Method. Electronic Fund Transfer is the means by which a travel settlement is made within the Department. Checks may be used to make a travel payment as an exception. Supervisors may authorize check payment in limited situations where the traveler does not have access to an account at a financial institution that can receive EFT transmissions. Split-disbursement, which permits direct payment to the travel card contractor for charges incurred on the travel card and to the card holder for any residual amount, may be used where available.

080103. Adjustments of \$10 or less. The traveler shall be paid all amounts due on the original settlement voucher. However, the disbursing officer is not required to make collections of \$10 or less on a final settlement or on an overpayment that is subsequently detected. Conversely, supplemental payments for \$10 or less shall be processed only when specifically requested by the traveler.

080104. Overpayments. When the disbursing officer detects an overpayment, in excess of \$10, a letter of indebtedness shall be forwarded to the traveler for remittance. The traveler is required to pay the indebtedness within 30 days after the date of notification. If payment is not received within the 30 days, collection action shall be initiated as outlined in Volume 5 of this regulation.

080105. Over Advances. When the disbursing officer determines, upon settlement of the claim, that a traveler has received an excessive travel advance, the traveler is sent a letter of indebtedness and given the opportunity to immediately repay the excess advance. If the traveler does not repay the advance within the specified period, collection action shall be initiated as required by section 0303 of this volume.

080106. Customer Service Information. The disbursing officer should offer courteous customer service to all travelers and develop procedures to aid that effort. Recommend the following be considered:

- A. Locally devised pamphlets;
- B. Information sheets providing travel tips;
- C. Travel information articles in installation or unit newspapers;
- D. Articles in daily/weekly bulletins or notices;
- E. Briefings at commander's calls, organizational meetings, or similar functions.

080107. Income Taxation of Reimbursable TDY Allowances. The definition of TDY payments liable for taxation is found in the JFTR, chapter 2, part D and the JTR, chapter 4, part J. When, during the period contemplated by the orders at one location, the orders are extended to a period exceeding a year, the period subject to taxation will be measured from the date of the order directing the additional or extended duty. Additionally, the taxation is based on the intent of the original orders. If the original orders are for a period of a year or longer and the actual assignment is completed in less than a year, the entire period is subject to taxation. Form W-2 is issued for all entitlements received when TDY assignments are taxable.

0802 FORMS

The following forms may be used by travelers to claim travel and transportation allowances:

- DD Form 1351 (Travel Voucher), a multiple use form;
- DD Form 1351-2 (Travel Voucher or Subvoucher), used by travelers to claim travel allowances for official travel performed and is for dependents' travel and

other PCS allowances;

- DD Form 1351-2c (Travel Voucher or Subvoucher Continuation Sheet), used by the traveler when the DD Form 1351-2 does not provide sufficient space;
- DD Form 1351-3 (Statement of Actual Expenses), used by the traveler to claim actual subsistence expenses when the TDY is performed on an actual expense basis;
- DD Form 1351-6 (Multiple Travel Payment List), used by the disbursing office to make multiple payments for travel and TDY performed under like conditions and circumstances; and
- SF 1164 (Claim for Reimbursement for Expenditures on Official Business), used by the traveler to claim reimbursement for expenses incurred for recruiting duty and within and around a PDS or TDY station.

Additional forms to include electronic formats, may be used as prescribed in DoD Component instructions.

0803 VOUCHER PREPARATION

080301. Completion. The traveler is responsible for the preparation of the travel voucher. Even when someone else prepares the voucher, the traveler is responsible for the truth and accuracy of the information. When he or she signs the form, the traveler attests that the statements are true and complete and is aware of the liability for filing a false claim. All claims and attached statements must be completed using ink, typewriter, or computer generated forms.

080302. Itinerary. Claims must contain a complete itinerary for the entire period of travel. This includes return to the PDS during temporary duty and periods of leave used. On claims for TDY travel, the first entry should always be the traveler's residence or office, as applicable, except for aircrews (table U2C-1, JFTR) or extended TDY (TDY in excess of 30 days). The first entry on PCS travel claims should be the last PDS. Travel from the residence or office to a carrier terminal does not need to be listed in the itinerary; the mileage or taxi is claimed as a reimbursable expense. This also applies to travel from a carrier terminal to the place of lodging or TDY site. Departure from and arrival at a POE/POD must be listed.

080303. Reimbursable Expenses. The traveler will enter all allowable reimbursable expenses.

080304. Recruiting Expenses. Recruiters will claim reimbursement using the SF 1164 (Claim for Reimbursement for Expenditures on Official Business).

080305. Other Instructions

A. Travelers, with the exception of lodging receipts, are no longer required to provide receipts for travel expenditures less than \$75.00.

B. Travelers are not required to provide departure and arrival times on vouchers for trips in excess of 12 hours. Travelers will receive 75 per cent of the per diem rate on the first and last day of travel.

0804 SUBMISSION OF TRAVEL CLAIMS

080401. General. All claims must be submitted within 5 days of return to or arrival at the PDS. In the case of extended TDY, the traveler must submit a claim for each 30 day period. That claim must be submitted within 5 days after each 30 day period.

080402. TDY Claims. TDY travelers must complete and submit a travel voucher with travel orders, lodging receipts, and any other supporting documents. The following paragraphs identify the steps required by the travelers, AO, and the travel computation units, in order to process a TDY claim.

A. The traveler will:

1. Prepare the travel claim voucher and attach original or legible copies of travel order, receipts, and or supporting documentation.
2. Attach to the voucher the lodging receipt(s) and any other receipts for amounts greater than \$75.00.
3. Sign the travel claim voucher, ensuring that the signature is legible.
4. Forward the original or send a facsimile copy of the travel claim voucher, appropriate receipts, and supporting documents to the AO, or when authorized by the AO, directly to the travel computation unit.

B. The AO must sign the travel voucher when the entitlement or the itinerary has changed. By signing the travel claim in block 22a or block 27, the AO approves the claim, to include after the fact approval of allowable reimbursable expenses and itinerary changes, if any, thereby negating the need for any amendments to the travel orders.

C. The office responsible for computing the travel claims will:

1. Establish adequate internal controls to process travel claims.
2. Notify traveler if travel claim vouchers are received which are incorrectly prepared or missing documentation and request corrected travel claims within two workdays.

3. Notify submitting office/person if travel claims are received at the wrong office for computation.

4. Compute and determine travel entitlement and forward computed travel claim voucher and supporting documents to the disbursing office for payment or interface with the disbursing system for payment.

080403. PCS Claims. PCS claims are submitted directly to the disbursing or liaison office.

080404. Separatees or Retirees

A. A separatee or retired member, who has not received an advance, must forward his or her claim to the disbursing office responsible for their pay accounts prior to separation or retirement. The disbursing office will pay all claims submitted within a 1 year period of separation or retirement. The disbursing office servicing Marine Corps separatees or retirees will pay all claims submitted within a 60 day period of the month of separation or retirement. Claims received after the above stated periods will be forwarded to:

Army:

Retirees, forward claims to:

DFAS-IN

Attn: Director, Network Operations, Dept 3705

8899 E. 56th Street

Indianapolis, IN 46249-3705

Separatees, shall forward claims for settlement to the last permanent duty station.

Navy:

DFAS-CO/LTP

P.O. Box 369015

Columbus, OH 43236-9015

Air Force:

DFAS-DE/WSS

6760 E. Irvington Place

Denver, CO 80279-8000

Marine Corps:

DFAS-KC/FBJR

1500 E. Bannister

Kansas City, MO 64197-0001

(NOTE: If the separation point has been disestablished, discontinued, or its travel function reassigned, the claim should be sent for payment to the DFAS Center which supports the Service Member's Component.)

B. Travel allowances payable to a separating or retiring officer are used to offset indebtedness to the government when paid as an advance or settlement. Travel allowances payable in advance to separating or retiring enlisted members for personal travel home may not be used to offset any debts to the government. Travel allowances payable to enlisted members after they have returned home may be withheld and applied against their debts. Also, advances and settlements of dependent travel allowances and household goods can be applied to indebtedness to the government.

080405 Deceased and Next of Kin

A. Unsettled Claims for Deceased Travelers. The individual designated by the Service to settle a deceased member's affairs is responsible for the preparation of travel statements for travel of deceased members. The disbursing officer will compute and forward all claims to the servicing DFAS Center (section 0105) for payment or collection. For deceased employees, any outstanding travel claims may be signed by the surviving spouse or legal representative, the executor, or administrator. These claims are computed locally and forwarded to civilian payroll for inclusion in the death claim payment.

B. Claims for Dependents of Deceased Members. Travel performed under the provisions of JFTR, Chapter 5, paragraph U5241, must be supported by two copies of DD Form 1300 (Department of Defense Report of Casualty).

1. If claim is for travel to a member's home of record as shown on DD Form 1300, no further documentation is required.

2. If claim is for travel to the official residence of a relative, a statement must be furnished to that effect showing the name and relationship of the person to whose residence travel was performed.

Forward these claims to the following applicable address:

Army:

DFAS-IN
ATTN: DFAS-IN/FJER-A
Mail Stop 102
8899 E. 56th Street
Indianapolis, IN 46249-0885

Navy:

DFAS-CL/FMC
Federal Office Bldg.
1240 E. 9th Street
Cleveland, OH 44199

Air Force:

DFAS-DE/FYC
6760 E. Irvington Place
Denver, CO 80279-8000

Marine Corps:

DFAS-KC/FBJR
1500 E. Bannister Rd.
Kansas City, MO 64197-0001

080406. Travel Under Classified Orders. If classification of a TDY order is necessary, the special order must be classified, marked, and handled according to the applicable DoD Component security regulation. These classified orders should be distributed only to persons who have the proper clearance and that require a copy of the order. If an unclassified extract from a classified order furnishes enough information, it may be used to support the payment voucher. This will permit filing an unclassified travel voucher. For classified locations, the traveler must indicate in the itinerary of the travel claim the location by showing site 1, site 2, and so forth. If the disbursing officer can apply the per diem rate, the claim should be paid. However, if the disbursing officer does not have knowledge of the location or the traveler insists on showing the location, process the travel claim and documentation per component instructions.

0805 QUESTIONABLE CLAIMS

080501. Request for Advance Decision. A DoD disbursing officer or certifying officer may request, through the Per Diem, Travel and Transportation Allowance Committee, an advance decision by the Comptroller General on legal issues. Such officers are entitled to an advance decision on any questionable voucher presented for payment. The request is prepared and submitted as required in applicable Component directives, and addressed to the U. S. General Accounting Office, Payment Branch, Claims Group, Room 5446 (GCD), Washington, DC 20548. The first paragraph shall include a statement that the request is made under the authority of 31 U.S.C. 3529 (reference (h)). Submit the original and two copies to the DFAS Center which services the DoD Component that funds the travel order. Appropriate DFAS Centers are listed in section 0105.

A. Amounts More Than \$100. The servicing DFAS Center reviews each request and contacts the disbursing officer to resolve any questions. Amounts for more than \$100 are referred to the Comptroller General. The appropriate DFAS Center submits these requests to the PDTATAC through DFAS-HQ/F.

B. Amounts Less Than \$100. The servicing DFAS Center reviews the case and prepares a decision package for approval or disapproval of the claim by the Center director. If a decision is rendered that the payment is proper, the original voucher is returned to the disbursing officer for payment. The servicing DFAS Center includes a statement in the transmittal letter that if the disbursing officer disagrees, the file may be returned for further adjudication and possible submission to the General Accounting Office (GAO).

080502. Doubtful Travel Claims. If a traveler desires to contest a decision of the disbursing officer concerning an entitlement determination, the disbursing officer will assist in the submission of that claim. It is the traveler's right to have his or her claim forwarded for reconsideration. The disbursing officer has the responsibility of informing the traveler of this right. To have a claim reconsidered, send a copy of the claim, letter of explanation from the traveler, endorsement from approving official, and a letter of position from the disbursing officer through the appropriate DFAS Center (section 0105), to the following address:

Claims involving travel of military members:

Defense Office of Hearings and Appeals
Claims Division
P. O. Box 3656
Arlington, VA 22203

Claims involving travel and relocation expenses of civilian employees:

General Services Administration
Board of Contract Appeals
18th and F Streets, NW
Washington, DC 20405

080503. Unions and Third-Party Review. When the claimant is covered by a collective bargaining agreement, neither the DoD, OPM, GSA, nor GAO have jurisdiction over the claim unless the matter of that claim is explicitly excluded from grievance under the agreement procedure.

0806 AO RESPONSIBILITY

080601. Determination of Travel. The AO is responsible for determining that travel was performed as authorized.

080602. Submission of Voucher. The AO is responsible for the submission of the travel voucher or the AO may authorize the traveler to submit the voucher directly to the computation unit when the voucher does not require an AO signature.

080603 AO Signature. The AO is responsible for signing DD Forms 1351/1351-2 when there is a change from the written travel order to the entitlements, itinerary, or reimbursable expenses (e.g., rental car). By signing the travel claim in block 22a or block 27, the AO approves the claim to include after the fact approval of allowable reimbursable expenses and itinerary changes, thereby negating the need for any amendments to the travel orders.

080604. Time Frame. The AO must ensure the claim is forwarded to the appropriate liaison office or travel computation office within 2 working days of the traveler's submission of the claim to the AO.

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CHAPTER 9**PROCEDURES FOR COAST GUARD MEMBERS****0901 COAST GUARD MEMBERS TRAVELING USING DOD APPROPRIATIONS**

Coast Guard members who travel on orders citing DoD appropriations will file travel claims the same as active duty DoD members using the instructions for the disbursing office of the unit whose funds are involved. Disbursing offices will settle these vouchers like those of any other member. If any excess travel time is involved, forward a copy of the settlement voucher to Commanding Officer (TVL), Coast Guard Pay and Personnel Center, 444 SE Quincy St., Topeka, KS 66683-3591.

0902 COAST GUARD MEMBERS TRAVELING ON NON-DOD APPROPRIATION

When a Coast Guard member requests a travel advance or settlement payment on orders citing other than a DoD appropriation, the disbursing officer will not provide any payment without receiving authorization from the Commanding Officer (OGRR), Coast Guard Finance Center in Chesapeake, VA. Contact may be made by calling (804) 523-6837.

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CHAPTER 10**DEPARTMENT OF DEFENSE TRAVEL REENGINEERING PILOTS****1001 GENERAL**

The Department of Defense has designated specific organizations in the DoD Components to operate under special authority as travel reengineering pilot test sites. These test sites have been approved by the Office of the Under Secretary of Defense (Comptroller). Special entitlement rules have been issued by the Per Diem Transportation and Travel Committee (PDTATAC) for the pilot sites. Volume I, Appendix O, of the Joint Financial Travel Regulation (JFTR) identifies the travel entitlements for military service members serviced by a designated pilot site. Volume II, Appendix K, of the Volume II, Joint Travel Regulation (JTR) provides the travel entitlements for civilian personnel serviced by a designated pilot site.

1002 POLICY

Policy related questions regarding travel reengineering pilot test sites should be directed to the Office of the Under Secretary of Defense (Comptroller), Directorate of Performance Measures and Results, Pentagon, Room 1A658, Washington, DC 20301. Additional information can be obtained by telephone at 703-693-2396 or from the DoD Travel Home Page: <http://www.dtic.mil/dodtravel/>.

1003 IMPLEMENTATION

Questions concerning acquisition and implementation of the reengineered travel process to be exported to organizations not identified as pilot sites should be addressed to the Project Management Office---Defense Travel System, Crystal Square 4, Suite 201, 1745 Jefferson Davis Highway, Arlington, VA 22202-3402. Additional information can be obtained by telephone at 703-607-1498/2618 or from the Program Manager Home Page: <http://www.dtic.mil/travelink/> or Military Traffic Management Command Home Page: <http://mtmc.army.mil/global/pass/reeng/>.

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APPENDIX A

GOVERNMENT TRAVEL CARD PROGRAM HANDOUT

A. To assist our travelers, an official Government Travel Card, with ATM privileges, is available for personnel traveling on official government business. This eliminates or reduces the number of travel advances paid by disbursing offices without imposing a financial burden on our travelers. This policy applies to all official government travel or permanent change of station (PCS) moves performed by any DoD personnel.

B. Cardholder Rules

1. Each cardholder must sign the DoD Government Travel Card Program Statement of Understanding before issuance of the card. The agreement states (in part) that the Government Travel Card with ATM privileges can be used solely for official travel and that the traveler agrees to submit timely travel claims so that reimbursement is made in time to pay the monthly billing statement. **That payment is due upon receipt of the card bill.** If the cardholder has not received payment due to process delays by the disbursing office, he or she should immediately contact the APC to advise that individual of the payment delay.

2. Cash withdrawals are limited to the amount of cash needed to cover incidental and miscellaneous expenses, that cannot be charged to the card, and as authorized by official travel orders. ATM cash withdrawals may not exceed \$____ in a billing cycle. Individual card holders may request, through a 1-800 number provided by the card contractor, an increase in the cash withdrawal limit up to \$1,000. The card contractor will honor the cardholder's telephone call provided the account is not delinquent. The service charge for withdrawing from ATMs is reimbursable through the travel voucher system as long as the cardholder claims the fee on the voucher and the cash is not withdrawn more than 5 days prior to the start of travel or after the last day of travel. Receipts for these withdrawals are not required when filing your claim.

3. In the event the cardholder loses, forgets, or misplaces his or her assigned personal identification number (PIN), the cardholder must call 1-800-CASH NOW to report that loss and receive a new number.

4. Should a card be lost or stolen, the cardholder must call 1-800-492-4922 immediately. The APC also must be notified of the missing card as soon as possible.

5. All travel-related expenses (e.g., hotels, meals, transportation, and car rental fuel) should be charged to the card. The miscellaneous official travel expenses for which the ATM program is designed are for parking fees or tolls, or public transportation and emergency incidentals.

6. To obtain ATM locations within the CONUS and OCONUS, the cardholder may call 1-800-CASH NOW.

7. Personnel serving on long-term TDY must file a supplemental voucher every 30 days. Travel reimbursement delays should be reported immediately to the APC.

8. Cardholders who repeatedly are delinquent through their own nonpayment of a legitimate bill from the contractor will be canceled from the Card Program and issued a memorandum affirming the cancellation and denial of the card and ATM privileges. Misuse of the card also may be grounds for disciplinary action.

9. Cardholders, at their own discretion, may request their APC to suspend card privileges during periods of nontravel. Reinstatement may be effected when travel is required.

10. Each activity has a Travel Card APC assigned to answer questions or provide explanations as required. The APC for this agency is _____.

Note: Each agency needs to complete the above rules and see that a copy is provided to all holders of official Government Travel Cards.

Department of Defense - (Component)
STATEMENT OF UNDERSTANDING
GOVERNMENT TRAVEL CARD PROGRAM

I certify that I have read the attached DoD Government Travel Card policy and procedures. I understand that the Government Travel Card Program is designed to improve the management and control of government travel and thereby promote the efficiency of the Federal Service. I also understand that I am authorized to use the Card **only** for those necessary and reasonable expenses incurred by me for **official travel as authorized and validated by travel orders**. I will abide by these and other instructions issued by the Department of Defense (DoD) and my Component's Agency Program Coordinator (APC) for use of the Government Travel Card **issued to me for the explicit purpose of conducting official government travel**.

The above limitation on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the amount stated on the travel orders and may not exceed \$____ per billing cycle. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the cash withdrawal limit up to \$1,000 by calling 1-800-CASH-NOW. However, I will endeavor to charge expenses to the account wherever feasible versus cash withdrawals.

I understand that the issuance of this card to me is an extension of the employer-employee relationship and that I am being **directed** specifically to:

- Abide by all rules and regulations with respect to the card. _____
 - Use the card only for official travel validated by travel orders. _____
 - Pay all my charges upon receipt of the monthly Travel Card billing _____
 - Contact the APC immediately if due to disbursing office process delays _____
 - I have not received payment by the time the Contractor bill is due. _____
 - Notify the APC of any problems with respect to my usage of the card. _____
 - Notify the card contractor and the APC if my card is lost or stolen. _____
- (Cardholders applicants must initial all the above provisions.)

I also understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me, in accordance with the Multi-Unit Master Agreement for bargaining unit employees. I also acknowledge the right of the card contractor and/or APC to revoke or suspend my card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with the travel card contractor.

(Applicant's Signature)

(Applicant's Printed Name)

Series/Grade/Title

Supervisory Authorization

NOTE: The Government Travel Card application cannot be processed without this form on file.

**GSA CONTRACTOR
TRAVEL CARD BILLING MILESTONES**

MILESTONE**ACTION**

DAY 0 Original billing sent to cardholder.

DAY 25 Second billing advises cardholder of delinquency*

DAY 60 Third billing reminds cardholder of delinquency.

A name listing (60 day report) of delinquent cardholders is sent to program coordinators to determine whether there is sufficient justification for the account to remain active for an additional 30 days. The APC sends the 60-day delinquent notice to the supervisors notifying them of the seriousness of the account and the results of non-payment. All ATM withdrawals are suspended.

DAY 65 If no action is taken, the account will be suspended**

DAY 90 Government travel card is suspended. Another by name listing (90 day plus report) of delinquent cardholders is sent to APC to determine if sufficient justification exists to allow the account to remain active for an additional 30 days. The APC sends the 90-day delinquent notice to the supervisors through the department director, for appropriate action.

DAY 120 Contractor cancels account***

After review by the APC, names are forwarded to the supervisors through the commander or director to advise them of action taken.

*** Delinquency is based on the billing date, not the date the actual charge or ATM withdrawal was made.**

**** Accounts that are suspended cannot be used to charge expenses or to obtain an ATM cash advance. Card can be reinstated when account is paid in full.**

***** Canceled accounts cannot be reinstated without a formal request from the cardholder's Commander/Director and may or may not be approved by the contractor.**

SAMPLE 60-DAY DELINQUENCY MEMORANDUM

MEMORANDUM FOR (NAME OF IMMEDIATE SUPERVISOR)

SUBJECT: Delinquent Government Travel Card Payment Notification - 60 Days

I have been informed by the GSA Government Travel Card contractor that (cardholder's name) is over 60 days delinquent in payment of his/her account. The total amount due is \$_____.

(Provide the specific information regarding the delinquent charges.)

The Government Travel Card contract requires that all outstanding charges be paid upon receipt of the monthly billing statement. Travel card privileges for this cardholder will be suspended per our contractual agreement as of (date), unless immediate action is taken to resolve this debt. The cardholder should be notified of this action and counseled concerning the use of the Government Travel Card. Cardholders on long term temporary duty are subject to the same policy and are required to submit partial vouchers for payment every 30 days and maintain their travel card account.

Noncompliance, or failure to adhere to the guidelines for the Government Travel Card, can result in disciplinary action in accordance with applicable statutory and regulatory provisions and with the Multi-Unit Master Agreement for bargaining unit employees.

The delinquent balance may be resolved by one of the following actions: (1) payment in full, (2) a reasonable explanation documented and submitted to the Program Coordinator and the contractor, or (3) an agreed upon repayment schedule with the GSA contractor. Billing questions may be directed to the card contractor on 1-800-492-4922. Program management questions may be directed to the undersigned on extension _____.

Please have the cardholder sign to acknowledge receipt of this delinquent notification and return it to me with your written response outlining the actions taken within _____ days.

(Signature)
Agency Program Coordinator

SAMPLE 90-DAY DELINQUENCY MEMORANDUM

MEMORANDUM FOR IMMEDIATE SUPERVISOR _____
THROUGH: DEPUTATE/DIRECTORATE DIRECTOR _____

SUBJECT: Delinquent Government Travel Card Payment Notification - 90 Days

The 90-day delinquent notification list from the Government Travel Card contractor has been received and (cardholder's name) is now 90 days delinquent in the payment of his or her account. Total amount due is \$_____. The attached 60 day notification memorandum informed you that payment on the cardholder's Government Travel Card account was delinquent.

(Provide specific information regarding the delinquent charges.)

The Government Travel Card contract requires all outstanding charges be paid upon receipt of the monthly billing statement. If no action is taken toward this debt, the Program Coordinator or the contractor can cancel the account. Meanwhile charge card privileges have been suspended as of (date). These privileges may be restored upon complete liquidation of the debt. The cardholder must be notified and counseled. Cardholders on long-term travel are also subject to the same policy and are required to submit partial vouchers for payment every 30 days and maintain their charge card account.

Noncompliance, or failure to adhere to the guidelines for the Government Travel Card, can result in disciplinary action in accordance with applicable statutory and regulatory provisions and with the Multi-Unit Master Agreement for bargaining unit employees.

The delinquent balance may be resolved by: (1) payment in full, (2) a reasonable explanation documented and submitted to the undersigned and the contractor, or (3) an agreed upon repayment schedule with the GSA contractor. Billing questions may be directed to the card contractor on 1-800-492-4922. Program management questions may be directed to the undersigned on extension _____.

Please have the cardholder sign to acknowledge receipt of this delinquent notification and return it with your written response outlining the actions taken within _____ days.

(Signature)
Agency Program Coordinator

SAMPLE 120-DAY DELINQUENCY MEMORANDUM

MEMORANDUM FOR DIRECTOR, DEPUTY/DIRECTORATE LEVEL
THROUGH: COMMANDER/DIRECTOR

SUBJECT: Cancellation of Government Travel Card - 120 Days Delinquent Payment
Notification

The 60 and 90 day delinquent notification memoranda, dated _____ and _____ respectively, notified the immediate supervisor and the Department Director (or equivalent manager) of the past due account for cardholder (name). It has now been brought to my attention that this cardholder has a delinquent Government Travel Card balance of \$_____ which is over 120 days past due. He or she has made no payment toward this debt. Therefore, the account is being canceled immediately and collection action taken by the card contractor.

(Provide specific information regarding the delinquent account and any other information known about the individual's response to the previous notices of delinquency.)

Reinstatement of the cardholder's account will only be authorized with Commander/Director approval after the entire debt is paid. The card contractor reserves the right to deny reinstatement. Cardholders who do not properly liquidate their Government Travel Card debts or use the card for personal purposes may also be subject to disciplinary action in accordance with applicable statutory and regulatory provisions and the Multi-Unit Master Agreement for bargaining unit employees.

Please contact the undersigned on extension _____ should further questions arise. Please have the cardholder sign to acknowledge receipt of this notification and return it with your written response outlining the actions taken within _____ days.

(Signature)
Agency Program Coordinator

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