

DEPARTMENT OF THE ARMY
U. S. Army Corps of Engineers
Washington, DC 20314-1000

ER 55-1-2

CELD-T

Regulation
No. 55-1-2


1 October 2002

Travel and Transportation
TRANSPORTATION AND TRAVEL MANAGEMENT

1. Purpose. This regulation contains policy, assigns responsibilities, and provides procedures for requesting, authorizing, funding, and performing official travel of U. S. Army Corps of Engineers (USACE) military and civilian personnel.
2. Applicability. This regulation applies to all assigned to or under the operational control of USACE elements, major subordinate commands (MSCs), districts, laboratories, and field operating activities (FOAs).
3. Distribution. Approved for public release; distribution is unlimited.
4. References. Policies and procedures in this regulation must be used with other Government publications considered basic on Government travel. Unless specifically authorized in this policy or other written guidance, official travel of all USACE personnel must follow Federal Regulations, the Joint Federal Travel Regulation (JFTR), Joint Travel Regulations (JTR), Defense Transportation Regulations (DTR), Department of Defense Regulations and Directives (DOD), Army Regulations (AR), and Engineer Regulations (ER). Inquiries concerning any apparent conflict among regulations should be submitted through command channels for referral to the office of primary responsibility of the conflicting regulations for resolution. Required and related references used in this regulation are contained in Appendix A. This regulation has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case RR020506.
5. Availability. This publication is available on the USACE homepage at <http://www.usace.army.mil/inet/usace-docs/>.

FOR THE COMMANDER:

1 Appendix
APP A – References


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Supplementation of this regulation is permitted but not required. If supplements are issued, USACE Commanders will provide a copy of their supplement to HQUSACE (CELD-T), Washington, D.C. 20314-1000 through chain of command channels.

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This regulation supercedes ER 55-1-2, dated 1 Nov 1993; Rescinds ENG Forms 3339, Jun 85; ENG Form 4743-R, Jun 87.

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CHAPTER 1

INTRODUCTION

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

- a. Temporary Duty (TDY) and Permanent Change of Station (PCS) must be directly and clearly related to mission achievement. Its authorization, therefore, must be based on the principle that travel is essential and officially justified.
- b. Temporary Change of Station (TCS) for civilian employees is in accordance with JTR, pars. C3105 and C4111.
- c. Approval authority for all travel must be at a level that ensures judicious control and use of funds.
- d. A travel authorization must be issued before travel begins unless an urgent or unusual situation prevents prior issuance. The authorization must be as specific as possible on the circumstances requiring travel.
- e. There may be circumstances when travel and transportation entitlements are prohibited and are specifically stated. However, in the event that a prohibition is not stated, the entitlement shall not be assumed.
- f. Travelers must use the same consideration and regard for incurring official travel expenses as a prudent person traveling at their own expense and maintain records to validate expenses.
- g. All personnel traveling outside CONUS must ensure that all requirements are met for passports, visas, immunizations and clearances in accordance with the DOD Foreign Clearance Guide (FCG), DOD 4500.54-G, and within the time limitations governed by the FCG for the country to be visited. The FCG is located at <http://www.fcg.pentagon.mil>.

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

1-2. Responsibilities.

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

b. USACE Division Commanders, District Commanders and Directors:

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

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

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

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

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

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

c. Authorizing/Order-Issuing Officials shall:

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

(2) Ensure costing is reasonable.

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

- (4) Ensure funds were properly certified.
- (5) Ensure only authorized officials have signed in appropriate signature blocks.
- (6) Make recommendations to the TAO and traveler that would facilitate the TDY and reimbursement process. Approve or disapprove the travel order to ensure compliance with travel regulations.

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

- (1) Direct the official travel and approve items for reimbursement.
- (2) Verify the necessity and justification for travel authorizations.
- (3) Be responsible for reviewing the validity of the travel settlement voucher ensuring that travel is conducted in a prudently fiscal manner, consistent with the travel order and travel regulations.

e. The Transportation Officer shall:

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

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

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

f. The Traveler shall:

- (1) Travel in a prudent manner consistent with the travel order and travel regulations.
- (2) Assume full accountability for the propriety, accuracy and completeness of the information submitted on the travel settlement voucher. Travelers are liable under False Claims Act (18 U.S.C. 287 and 1001 and 31 U.S.C. 3729) should they submit false, fictitious or fraudulent claims.
- (3) Use the contracted Commercial Travel Office (CTO) when making transportation arrangements for official and rental car reservations in accordance with the JFTR, Vol. 1, JTR, Vol. 2 and Defense Transportation Regulation (DTR) DoD 4500.9-R, Part I, Passenger Movement.

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

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

1-3. Travel Documents Retention.

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

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

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

CHAPTER 2

TRAVEL ORDERS

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

2-2. Authority to Issue Travel Orders.

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

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

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

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

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

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

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

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

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

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

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

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

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

2-4. Periods of TDY.

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

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

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

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

2-5. Invitational Travel Orders (ITOs).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CHAPTER 3

TEMPORARY DUTY TRAVEL

3-1. General.

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

3-2. Business Process Controls.

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

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

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

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

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

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

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

(6) Authorize the use government transportation whenever possible.

(7) Minimize the use of rental cars.

(8) Combine visits within the same geographical area.

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

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

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

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

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

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

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

3-3. Leave in Connection with TDY Assignments.

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

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

c. Uniformed members shall meet the provisions of DoDD 1327.5, Leave and Liberty, and AR 600-8-10, Leaves and Passes, when taking a pass or leave in conjunction with official travel. The period of authorized leave must be entered on DA Form 31, Request and Authority for Leave.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3-5. Conference Allowances.

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

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

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

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

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

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

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

3-6. Transportation.

a. Transportation arrangements.

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

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

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

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

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

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

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

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

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

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

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

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

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

- (a) FEMA funds are the funding source cited on the travel order;
 - (b) The individual's IBA Government Travel Card account is in good standing;
 - (c) Airline tickets are purchased through their local CTO; and
 - (d) Travel authorization is approved.
- (9) To ensure prompt reimbursement for the airline ticket, the individual's travel order must include the following in CEFMS:
- (a) On CEFMS screen 12.3, Travel Order Itinerary, the "Transportation Paid by Traveler" block must be 'Y' and "Mode of Transportation" must be 'CP'.
 - (b) On CEFMS screen 12.2, Cost Amounts, Cost Code 3, "Commercial Transportation Amount Paid by Traveler" must be selected to input the estimated airline ticket cost.
 - (c) On CEFMS screen 12.1.1, "OTHER REMARKS", enter the Emergency FEMA Travel authority office, number, date, memo, e-mail, fax or messages authorizing travel.
- (10) The Government Unit Travel Card is authorized for special use in accordance with DoD Financial Management Regulation, DOD 7000.14-R, Volume 9, Chapter 3, at <http://www.dtic.mil/comptroller/fmr/>. The Government Unit Travel Card is authorized for use in the USACE in support of disaster response operations.
- (a) Unit travel cards are not designed to replace the Government Contractor-issued individually billed account (IBA) or centrally billed account (CBA). IBAs must be used for official travel related expenses and CBAs should be used to procure the airline tickets.
 - (b) Unit travel cards will be issued to each district. Each district will assign an account manager and an alternate. Additional cardholders may be assigned under the designated account manager.
 - (c) Proper use of the unit travel card. USACE personnel are authorized to use the unit travel card only for the reserving of lodging accommodations and rental cars for official travel in preparation for support of disaster response operations. The cardholder is responsible for ensuring proper use and establishing management controls to ensure fiscal accountability.

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

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

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

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

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

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

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

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

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

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

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

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

(2) Purpose of trip.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3-9. Lodging Locations.

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

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

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

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

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

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

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

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

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

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

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

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

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

- (1) Present papers at meetings.
- (2) Participate in the meeting in some meaningful way, such as a member of a panel or work group.
- (3) Are Officers of the organization sponsoring the meeting.

3-11. Hotel/Motel Sales Taxes.

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

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

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

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

3-12. Transportation Requests.

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

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

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

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

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

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

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

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

3-13. Promotional Materials, Benefits and Services.

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

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

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

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

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

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

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

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

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

3-14. Communication Services.

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

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

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

3-15. Travel Voucher Review and Approval.

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

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

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

- (1) Claim is presented on an original travel voucher with an original signature and date.
 - (2) The administrative data on the voucher agrees with the orders. The complete fund citation is reflected on the voucher.
 - (3) All claims for lodging are supported by an original receipt, regardless of the amount or an appropriate explanation if a receipt is not provided.
 - (4) Vouchers reflect any leave taken; if no leave taken, vouchers must reflect none.
 - (5) Advance and partial payments are properly indicated in appropriate block.
 - (6) The claim is reasonable and consistent with the mission, and claims for reimbursement are consistent with authorizations on the travel order.
 - (7) If rental car is authorized, the most economical car was used to perform the TDY assignment. When a CTO or transportation officer has made rental car reservations under the Military Traffic Management Command (MTMC) contract rates and the size of car used was appropriate for the mission (number of people or load requirements), the most economical car is considered to have been used. Otherwise, the reviewer must determine that the rate and size of car are in accordance with the requirements for using the most economical car to perform the TDY requirements. Determine if the traveler acted in a prudent manner (filling the gas tank prior to turn-in or the car was refueled by the rental car agency at a much higher cost.)
 - (8) Traveler did not use more days than necessary to perform the mission or request reimbursement for additional expenses incurred for personal convenience.
 - (9) All individual expenses of \$75.00 or more are supported by a receipt.
 - (10) When foreign currency is used while on official business, travelers report their reimbursable expenditures, by items, in foreign currency converted into U.S. dollars at the rate(s) of exchange at which the currency was obtained. The rates of conversion and the commission charges must be shown on the voucher.
- d. Approval of a designated official is required on travel vouchers when the employee claims expenses not authorized by a travel order. The TAO must ensure claimed items requiring approval, but not approved in the order, were necessary in the conduct of official business. All approvals must be made at the travel approving official level by signature above block
- e. Items that require approval should be shown on the original DD Form 1351-2 in the remarks section, block 26. The following are examples of expenses that require approval:

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

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

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

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

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

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

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

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

CHAPTER 4

FUNDING

4-1. Funding for Official Travel of USACE Personnel

a. All official travel, wherever possible, is funded by the traveler's organization unless group orders or alternative methods are more efficient. If funding is to be provided by another office, the traveler shall, prior to issuing traveler orders, obtain a fund cite from that office in an amount sufficient to pay for the travel and related expenses.

b. HQUSACE/MSC Travel. Travel expenses for personnel from HQUSACE/MSC are funded by the USACE Command activity requesting the service of HQUSACE/MSC representatives. Travel expenses for personnel from HQUSACE/MSC are charged to project funds only when the travel contributes directly to the accomplishment of the project. The general guide is, projects benefit directly when the service performed would be performed in the district if the expertise were available. However, a permissible exception would be consulting service or assistance requested in writing. When HQUSACE/MSC personnel are actually engaged in the design or redesign, travel costs incurred are also properly chargeable to project funds. The term 'actually engaged' is intended to cover only those HQUSACE/MSC personnel directly involved in the design and redesign actions. Expenses of field trips for purposes such as general inspection, general supervision, and auditing are charged to the appropriate HQUSACE/MSC travel funds.

4-2. Temporary Duty Travel of USACE Personnel for Another Agency.

a. When a USACE employee performs TDY travel for which the expenses are reimbursed by another agency, authorization and payment of travel expenses should be accomplished by one of the following methods. DD Form 448, Military Interdepartmental Purchase Request (MIPR) or similar document, direct citation of the funding office funds on the travel order, or issuance of the travel order by the funding office.

b. DD Form 448 or similar document. Reimbursement by another agency should be authorized and funded by DD Form 448 or similar document. This procedure allows the traveler to obtain a GTS ticket locally and prevents attempts by other agencies to cross-disburse civil funds, which is prohibited.

c. Direct Fund Cite.

(1) When military funds are cited and the traveler's finance and accounting office can disburse military funds, a direct citation of the requesting office funds may be used on the travel order when a non-USACE office does not issue or accept a DD Form 448. If a travel advance is

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issued for a direct fund citation the advance should be promptly transferred to the requesting office and appropriate records maintained with adequate procedures to assure recoupment of the advance upon settlement of the travel voucher. Compliance with the provisions of DoD 7000.14-R, Department of Defense Financial Management Regulation (DoDFMR) is required. The DoDFMR is available at <http://www.dtic.mil/comptroller/fmr/>.

(2) A direct citation of civil funds may be used when necessary in emergency situations if use of DD Form 448 is impractical due to time constraints or conflict with policy of a non-USACE office. The travel order must specifically identify the name and address of the appropriate office to be billed for all costs. A direct fund citation must be a written authorization and the issuing finance and accounting officer must certify fund availability. The traveler may only obtain a GTS ticket from the travel office supporting the funding activity. Payment of a travel advance or travel voucher for reimbursement of travel expenses may only be made by the disbursing station stated in the fund citation unless that station has issued an official request for reimbursable services authorizing payment of the advance by another disbursing station. The travel order must state in item 16 that a travel advance and the travel voucher may only be paid by the disbursing station identified in the fund citation. A copy of the travel order must be furnished to the disbursing station identified in the fund citation.

d. Orders issued by funding office. A travel order may be issued by the funding office for an employee of another office when required by unusual circumstances. When this procedure is used, the following provisions are required:

(1) The employee's supervisor and travel approving official must concur with the travel assignment.

(2) A travel advance for Civil Works funds may only be issued by the disbursing station stated in the fund citation.

(3) GTS tickets must be obtained from the travel office supporting the funding activity.

4-3. Payment from a Non-Federal Source for Official Travel Expenses. Acceptance of payment from non-Federal sources for travel and related expenses at any function relating to official duties must be in accordance with JFTR, Chapter 7, Part W and JTR, Chapter 4, Part Q.

4-4. Travel Advances.

a. Automated Teller Machine (ATM) withdrawals using the government-sponsored contractor-issued travel card is to provide the travel advance of the traveler to obtain cash for travel-related expenses where payment cannot be made by the travel card.

(1) ATM withdrawals are not to exceed (80) percent of the sum of the M&IE, miscellaneous expenses, registration fees or other expenses where payment cannot be made with a travel card. Lodging expenses are excluded from the advance.

(2) Travel card ATM withdrawal is determined on a per traveler basis. The typical limits are \$200 daily not to exceed \$500 within a billing cycle (month).

(3) The ATM transaction fee charged by the card contractor and the bank service fee charged for ATM access are reimbursable expenses.

b. In the case where the traveler does not have a Government-sponsored contractor-issued travel card, or other circumstances when the travel card cannot be used for ATM advance, the USACE Finance Center (UFC) may issue advances when appropriate and when permitted in accordance with the DoDFMR, Volume 9. The advance may not exceed (80) percent of the sum of M&IE, miscellaneous expenses, registration fees, other, and lodging expenses. Advances are not issued if the traveler has a government sponsored travel card, and/or the advance is less than \$100. Advances are issued by electronic funds transfer (EFT). TDY travel advances must be settled with the UFC within (5) working days after completion of TDY travel.

4-5. Issuance of Government Transportation Request (GTR) and Commercial Bill of Lading (CBL) with Civil Works Fund Citation.

a. In any instance where a Government Transportation Request (GTR) or Commercial Bill of Lading (CBL) may be issued with a USACE Civil Works fund citation, the fund citation must be complete with appropriation number, appropriation title, fiscal station number, and correct billing name and address. When using a Civil Works fund citation on a GTR or CBL the billing address must cite the billing address for the USACE Finance Center in lieu of a billing address for the Defense Finance and Accounting Service –Indianapolis Center (DFAS-I). Since most GTRs and CBL for Army installations are preprinted with the DFAS-I billing address, special attention is required when Civil Works funds are cited.

b. In any instance when it is necessary to furnish a Civil Works fund citation to another office for GTR, CBL or PCS travel order, the office issuing the fund citation is responsible for ensuring that the complete fund citation and correct billing name and address are appropriately included on the document.

CHAPTER 5
FOREIGN TRAVEL
REQUIREMENTS AND PROCEDURES FOR TRAVEL OUTSIDE CONTINENTAL
UNITED STATES (OCONUS)

5-1. General. For the purposes of this chapter, “foreign travel” or “international travel” is defined as all travel from the continental United States (CONUS) to locations outside the continental United States (OCONUS), from OCONUS to CONUS, and OCONUS to OCONUS.

a. All foreign travel should be undertaken only when the need is clearly justified, and then only by the smallest groups possible, consistent with mission requirements.

b. Matters involving Foreign Military Sales related issues and other purposes not in direct support of U.S. forces overseas require OASA-CW approval.

c. Foreign travel approval procedures required for implementation of international reimbursable technical assistance projects must be addressed on a case-by-case basis.

d. Commanders must ensure that all USACE, DOD and Army requirements for foreign travel are met when USACE personnel are traveling under the sponsorship of other U.S. Government agencies. When travel is performed as part of work for another U.S. Government agency (e.g., Department of Energy), USACE personnel cannot assume that the other U.S. Government agency will satisfactorily complete all security clearances and related requirements.

5-2. Authority. DoD 4500.54-G, DoD Foreign Clearance Guide (FCG) is the sole prescribing authority for travel clearance and identification requirements of U.S. military and DoD civilians to enter foreign countries on official business.

a. The FCG sets forth special travel areas, foreign country entrance requirements, OCONUS commander’s requirements within their area of command, and procedures to obtain permission to visit an OCONUS area. It further describes procedures and requirements for obtaining theater, country, and special area clearances. A country, theater and/or special area clearance (hereafter referred to as a personnel clearance) is required for travel OCONUS, except as otherwise indicated in DoD 4500.54-G. The FCG is located at <http://www.fcg.pentagon.mil>.

b. The FCG applies to all DoD personnel and non-DoD personnel traveling under the DoD sponsorship. All official travelers must obtain special area, country, and/or theater clearance. In some cases, all, one or more of these personnel clearances is required. All requests for OCONUS temporary duty travel overseas must be processed according to the FCG and AR 55-46, Travel Overseas.

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5-3. Commander's Responsibilities for Foreign Travel:

a. Ensure that appropriate personnel clearance(s) are obtained prior to actual travel of personnel in accordance with the JTR JFTR, ARs, and DoD regulations. Travel orders shall not be authenticated or issued until requirements of the FCG (DoD 4500.54-G) and AR 55-46 are met. This includes personnel from other commands or agencies attached in support of the mission.

b. Designate a Travel Clearance Manager who is responsible for ensuring compliance with the specific clearance requirements outlined in the FCG.

c. Ensure the number of visits and visitors to OCONUS areas are kept to a minimum. Visits are conducted only when business cannot be carried out by other means. Trips to the same general area and in the same general time frame should be consolidated if possible. Length of visits should be kept at a minimum.

5-4. Travel Clearance Managers' Responsibilities:

a. Inform the travel approving official and traveler of any restrictions or additional requirements (such as immunization, passport, visa, and clothing requirements as outlined in the FCG) for travel and clearances.

b. Prepare personnel clearance requests and submit to the applicable addressees in accordance with procedures outlined in the FCG for that country. Requests must be submitted within the time frame outlined in the FCG for that country.

5-5. Travel Approving Official's Responsibilities for Foreign Travel:

a. Ensure approved personnel clearances have been obtained prior to the commencement of travel.

b. Ensure that travelers apply for passports and visas (as required). Information regarding the requirements for passports and visas is obtained from the travel clearance manager. Submission of requests for passports and visas should not be delayed pending final personnel clearance approval.

5-6. Foreign Travel of USACE Senior Officials. General officers and their Senior Executive Service civilian equivalent are likely targets of terrorist attacks or incidents whenever they travel OCONUS and the increasing threat requires additional efforts to insure their personal safety. The disclosure of sensitive information provided in travel itineraries and other rosters/agenda for senior officials are of importance and value to terrorist organizations and individuals. Restricting access to movement arrangements can effectively reduce vulnerability of key officials, increased by day-to-day visibility. To reduce official's vulnerability, all foreign travel itineraries and other

rosters/agenda for general officers and civilian equivalents are to be marked FOR OFFICIAL USE ONLY. Exceptions include travel documents, such as airline tickets or orders that must be displayed to personnel without clearances. Military rank and position should be omitted on items such as airline tickets.

5-7. Foreign Travel Security and Travel to High Risk Areas (FCG; AR 380-10; AR 525-13).

a. These policies are intended for use with existing regulations, systems and procedures (e.g., Subversion and Espionage Directed Against the U. S. Army (SAEDA) Briefings) with additional attention focused on individual travelers on TDY. It is incumbent upon each command to establish administrative procedures to improve the personal security of all employees traveling to areas identified as High or Potential Physical Threat countries by the Department of State. Prior to commencing travel, personnel should review Department of State Travel Warnings, Consular Information Sheets, and announcements at http://travel.state.gov/travel_warnings.html and the requirements for the countries to be visited in the FCG.

b. Travel warnings are issued when the State Department decides, based on all relevant information, to recommend that Americans avoid travel to a certain country. Countries where avoidance of travel is recommended are have Travel Warnings as well as Consular Information Sheets. Consular Information Sheets are available for every country of the world. They include such information as location of the U.S. Embassy or Consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties. If an unstable condition exists in a country that is not severe enough to warrant a Travel Warning, a description of the condition(s) may be included under an optional section entitled "Safety/Security."

c. The Army's worldwide presence increases the vulnerability of our personnel and their families to terrorist acts. DoD personnel are often singled out as targets of attacks. All commanders must ensure that their personnel traveling through, or to, high and potential risk areas are given Anti-terrorism/Force Protection (AT/FP) training prior to departure and receive instructions on appropriate personal, physical and information security measures to be taken when conducting such travel.

d. AR 380-5, par. 10-104 and AR 380-67, par. 9-203 requires that all personnel having access to classified defense information be given a foreign travel briefing before travel to alert them of possible threats. ARs are available at <http://www.army.mil/usapa/epubs/index.html>.

e. Commanders/Directors must ensure that security officers are notified at least 30 days prior to commencement of travel to permit adequate scheduling of briefing as may be necessary. Security managers and special security officers are to provide a pre-travel security brief in accordance with AR 381-12. Travelers are also be briefed concerning both the threat posed to their safety and the precautions that should be taken to minimize their vulnerability when traveling to or through countries that are listed as high physical threat countries.

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

g. Commanders/Directors should implement the following procedures that are intended to lower the symbolic profile of travelers and increase the individual's chances of surviving a terrorist incident:

(1) Information on the identification of specific areas designated as high risk areas should be provided, as required by the Assistant Secretary of Defense/International Security Affairs and Defense Intelligence Agency. Information on the identification of specific measures taken to reduce personnel vulnerability to terrorist acts should be protected as information FOR OFFICIAL USE ONLY (FOUO).

(2) Travel itineraries of high-risk personnel and all general officers or civilian equivalents should be marked FOR OFFICIAL USE ONLY, when the travel is to, or through, DoD designated potential threat countries or DoD designated potential physical threat countries. Use of security classifications CONFIDENTIAL or higher may be used when warranted by the threat and authorized by appropriate regulations.

(3) Distribution of all itineraries should be strictly limited.

(4) Limit TDY to or through terrorist threatened areas unless mission essential.

(5) Authorize, when appropriate, reimbursement for the purchase of a Regular Fee Tourist (Blue) Passport, if the area is identified as a High or Potential Physical Threat country by the Department of State.

(6) Require the use of U.S. facilities for billeting and other requirements for lodging, hosting meetings, conferences, or seminars in affected areas.

(7) Discourage unofficial travel to terrorist threatened areas.

(8) Require authorization for civilian clothing on travel orders. Avoid wearing military uniforms on commercial aircraft when traveling through or to a terrorist threatened airport. Wear nondescript civilian clothing on commercial flights, and avoid wearing apparel clearly of U.S. origin, such as cowboy hats, belts, buckles, etc., or the wearing of distinctive military items.

(9) Direct that travel arrangements and itineraries be made without reference to rank and military organization (title) whenever possible. Use office symbols on orders and tickets.

(10) Plan for use of Military Airlift (MilAir) or Air Mobility Command (AMC) flights when possible.

(11) Ensure classified material is carried in accordance with the requirements of AR 380-5.

(12) Authorize travelers the use of foreign flag airlines and/or indirect routings to avoid threatened airports (only those areas identified as high risk areas) when the requirements are met as provided in the JFTR, par. U3125-C2j and JTR, par. C2204-B2j.

(13) Discourage loitering in public sections of an airport. When possible, travelers should proceed expeditiously through security checkpoints to secure areas to await flight.

5-8 Personnel Clearance Requests.

a. Travelers should submit request for personnel clearances to the clearance manager on DA Form 2374-R, Notification of Foreign Visit. DA Form 2374-R is available for printing and/or downloading from the Washington Headquarters Service DoD Forms Program at <http://web1.whs.osd.mil/icdhome/forms.htm>.

b. The official designated as the travel clearance manager must:

(1) Be able to access the Department of Defense Foreign Clearance Guide (FCG) at <http://www.fcg.pentagon.mil>.

(2) Ensure that personnel applying for OCONUS travel meet all clearance requirements of the FCG and AR 55-46, Travel Overseas.

(3) Request authority to obtain personnel clearance from CELD-T, NLT 45 days prior to departure. To obtain the clearance authorization code, go to the HQUSACE Logistics Travel and Transportation web site at <http://www.hq.usace.army.mil/celd/trans/travel.htm>. Fill in the information requested and the authorization code is returned electronically. This authorization code must be included in the personnel clearance request message with the following statement: "HQUSACE (CELD-T) has approved request for country, theater, or special area clearance (which ever is applicable) by authorization code (list authorization number). NOTE: This is not a country, theater, or special area personnel clearance approval or authorization. This code serves only as a notification that HQUSACE is aware of the travel request in accordance with the requirements of AR 55-46.

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c. THE FCG is updated quarterly, and Interim Change Notices (ICN) are provided on a 24 hour basis for important, urgent, or critical changes to the FCG. To ensure that all requirements are met, consult the FCG individual country pages for format and individual country requirements before preparation and submission of the personnel clearance request to appropriate addressees identified in the FCG. Travelers should also view the State Department travel advisories located at http://travel.state.gov/travel_warnings.html. At a minimum, the personnel clearance message request should include the following information:

- (1) Countries to be visited.
- (2) Full name, grade, position title, passport number (if available), place and date of birth, social security number and security clearance of traveler(s).
- (3) Details of Visit (purpose).
- (4) Proposed itinerary, including estimated times and dates of arrival and departure and transportation mode to each place.
- (5) Logistical and administrative support required, including billeting and ground/air transportation.
- (6) Statement of availability of funds.
- (7) Statement of whether classified information will be discussed.
- (8) Name, DSN and commercial phone numbers of OCONUS Point of Contact (POC).
- (9) Name, DSN and commercial phone numbers of CONUS POC.
- (10) HQUSACE authorization code.

d. A copy of outgoing travel clearance request messages and a copy of all approved travel clearances must be furnished to CELD-T. To accomplish this, include the office symbol as an information addressee on all outgoing travel clearance request messages.

e. Personnel traveling to USACE Europe District or DOD activities within the U.S. European Command (USEUCOM) or US Air Force Europe (USAFE) area of responsibility should notify the Europe District Security Office personnel by courtesy copy of the travel clearance request by facsimile or electronic mail.

f. A security clearance (TOP SECRET, SECRET, CONFIDENTIAL) may be required for personnel to perform the duties of the travel mission. A security clearance or equivalent investigation is required when the traveler's position has sensitive duties or requires access to

classified information. The Security Manager/Officer for all USACE elements is responsible for submitting information about the individual's security clearance to the appropriate office in accordance with the provisions of AR 380-5, DA Information Security Program.

5-9. Passports and Visas. (Department of Defense Passports and Passport Agent Services, DoD 1000.21-R)

a. Official travel overseas must be conducted using a no-fee (official) passport unless exempted by appropriate authority. The official passport may ONLY be used when going overseas in discharge of official duties. The official passport may not be used when you leave the U.S. for personal travel. For personal travel, a regular fee (tourist) passport is required. The traveler may have both a valid no-fee (official) passport and a valid regular-fee (tourist) passport at the same time. The employee may want to take both types of passports with them, especially if they plan to take personal travel while overseas. The traveler must ensure that the appropriate visas are obtained in both the official and tourist passports prior to departure.

b. A person traveling TDY to an area designated by the State Department as a high-risk area may be entitled to a tourist passport if required by the FCG and in accordance with the provisions of JFTR, par. U4520-A, and JTR, par. C4709. The traveler should obtain the tourist passport prior to travel. It should be annotated in the remarks of their travel orders that "reimbursement for the tourist passport is authorized due to traveling to a high risk area".

(1) Travelers who are issued a tourist passport prior to receiving authorization to travel on official business with a tourist passport may not be reimbursed for the current passport.

(2) Upon issuance, tourist passports become the sole property of the traveler. Custody of the tourist passports for future official or personal travel is a traveler's responsibility.

(3) Expenses associated with acquiring a tourist passport must be itemized on DD Form 1351-2, Travel Voucher or Subvoucher, Item 5 for reimbursement.

c. DoD personnel must submit a DD Form 1056, Application to Apply for a No-Fee Passport and/or Request for Visa, as part of their passport application for official travel. In addition to the DD Form 1056, the applicable Department of State Application for Passport (DSP Form 11), Application for Passport by Mail (DSP Form 82), Passport Amendment/Validation Application (DSP Form 19), or Statement Regarding Lost/Stolen Passport (DSP Form 64) must be completed by the applicant.

d. All no-fee passport applications must be received by a DoD Passport Agent for submission to State Department Regional Passport Agency. Passport Agents are authorized and empowered by the Secretary of State, the DoD Executive Agent (for DoD Passport and Passport Agent Services), or the Secretaries of the Military Departments to accept passport applications and perform passport services to include reviewing the application to ensure that all information and

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documentation has been provided, screening the citizenship evidence and photographs, and administering oaths.

e. In USACE activities where DOD passport agents are not available, the traveler may contact an agent at the nearest military installation or allow the post office, or clerk of court or local passport office to send in the passport application for an official passport. The traveler must submit the DD Form 1056 (signed by a supervisor), and the applicable DSP form (on which the agent shall witness their signature, and then sign themselves) and two passport photos. Additional guidance on passports and visas is available for the Air Force Passport Matters homepage at <http://www.dp.hq.af.mil/dplp/dplp.htm>.

f. The passport application forms are double-sided. Although the second pages require no data from the applicant, they contain important information and official legal statements and are a required part of the application form. They should be read before completing the form and must be submitted with the completed first page. Your application will not be accepted without the second page.

g. The routine processing time for an official passport is 30-45 days. Requests for expedite processing of passport applications (less than 30 days) must be accompanied by an official memo signed by a General Officer or Senior Executive Service (SES) equivalent. This expedite memo should be addressed to The Department of State, Passport Services, Special Issuance Agency, Official Travel Branch, 1111 19th Street NW, Suite 200, Washington, D.C. 20314.

h. A visa is a stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission for the applicant to enter and remain in that country for a specific period of time and is official evidence that a person has approval of a foreign government to enter its territory. Requirements and processing time vary for each country, and may vary within a country according to reasons for travel and length of stay. Use the FCG to determine visa requirements, number of photos, and any additional required documentation. Most countries have a visa requirement of at least six to nine months' validity remaining on the passport.

5-10. International Conferences, Symposia and Workshops. Travel to foreign conferences, symposia and workshops must be in accordance with the provisions of the Secretary of the Army (SA) Policy for Travel for the Department of the Army, par. 2E. The SA Travel Policy is available from the Logistics homepage at <http://www.hq.usace.army.mil/celd/trans/tnt.htm>.

5-11. Trip Reports. Trip reports are required for all foreign travel involving meeting with foreign government officials. A final report with respect to this foreign travel must then be submitted through command channels to the Department of State's Office of International Conferences in the Bureau of International Organization Affairs (IO/OIC) through the Office of the Secretary of the Army within 30 days after conclusion of travel.

5-12. Unprogrammed Travel. If a requirement for foreign travel arises and the travel is of a nature requiring OASA (CW) approval, the travel request will be processed on an individual basis. Such unprogrammed travel should be kept to a minimum by effectively planning and projecting travel requirements. The procedures to be followed are:

- a. Contact HQUSACE (CECW-1) or HQUSACE (CERD-L), to request separate approval.
- b. Submit ENG Form 4960-R, DD Form 1610 and official program, if applicable, to HQUSACE (CELD-T) NLT 45 days prior to departure.
- c. HQUSACE will review input and if recommended, coordinate with OASA(CW) for approval.
- d. HQUSACE (CELD-T) will forward approval/disapproval to the requesting command.

5-13. Civil Works Funded Foreign Travel Report.

a. "Civil works funded" refers to the use of funds appropriated in annual Energy and Water Development Acts and in supplemental appropriations for energy and water development.

b. Purpose. USACE has an OASA (CW) established annual ceiling as to the amount of civil works funds that can be expended for foreign travel. The annual ceiling is currently 0.01% of the total amount appropriated to civil works accounts. To keep the OASA (CW) informed of the status of the expenditures, Commander/Directors must submit an annual report to HQUSACE (CELD-T) NLT 15 calendar days after the fiscal year has ended. Negative replies are required. The report must be unclassified. Identify separately locally approved civil works funded foreign travel by Corps employees. Each annual report must contain the following information:

(1) Report trips in which civil works funds were expended in that fiscal year. For the purpose of this report civil works funds means the "ultimate" funding source, not necessarily the funding shown on the DD Form 1610. List only trips in which the ultimate funding was Corps civil works funds. Do not report trips that were ultimately Corps military or reimbursable from other than USACE.

(2) Add any data that was changed, omitted or erroneously reported on prior reports.

c. Trips to U.S. territories/possessions are not considered as foreign travel; therefore, civil works funds expended for these trips need not be reported to HQUSACE (CELD-T).

d. Reporting Activities. The organization to which the traveler was assigned at the time of the travel should report the travel. List any trips that are reimbursed with civil works funds from another organization indicating the location of the ultimate funding source. When invitational

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orders are issued, the organization requesting the travel must report the travel. The report will be prepared by the elements shown below:

- (1) Each MSC (one consolidated report should be submitted for the division and districts).
- (2) Each separate HQUSACE element.
- (3) Engineering Research and Development Center (ERDC). One consolidated report should be submitted for the ERDC Laboratories.

e. Report content. The report consists of the following information:

- (1) Name of traveler.
- (2) Destination(s) (location in which business is to be conducted. Do not list transit points).
- (3) Date of departure.
- (4) Number of days of TDY.
- (5) Purpose(s).
- (6) Total of estimated cost (must be taken from the total estimated cost block found in item #14 of DD Form 1610).
- (7) Total actual cost (the amount must be taken from paid vouchers and airline ticket stubs/GTR's). This information may not be available when trip is reported, but should be provided in an amended report

5-14. Limitation on Civil Works Funded Foreign Travel to Conferences

a. Section 211 of the Flood Control Act of 1950, P.L. 81-516, 64 Stat. 183 (33 USC 701u), as amended, limits the number of civil works funded USACE representatives at conferences to be held outside the U.S. to ten per conference. By HQUSACE CW policy, established in 1995, the limit is five per conference.

b. The general policy is that attendance at conferences outside the U.S. will be the minimum to obtain the technical information and disseminate that information to appropriate USACE organizations.

c. With strong, compelling justification, exceptions to the five-per-conference limit may be granted by the Director of Civil Works.

d. Planned attendance of civil works funded team members at conferences outside the U.S. must be reported to and cleared by HQUSACE (CECW-BA).

5-15. Contacts with Foreign Governments. All communications with regarding contacts with Foreign Governments must be submitted to the Division Foreign Disclosure Officer (FDO) for coordination with HQUSACE and HQDA.

CHAPTER 6

LOCAL TRAVEL

6-1. General. Generally, per diem allowances are not authorized when an employee incurs additional subsistence expenses because of a temporary duty assignment in the vicinity of, but outside, the permanent duty station area, regardless of whether travel begins or ends at the employee's place of duty or at the residence, except as provided in JFTR, par. U4105-H and JTR, par. C2400, subject to the limitations of JFTR, par. U4102-F and JTR, par. C4552-F.

6-2. Temporary Duty at Nearby Places Outside the Permanent Duty Station Area. Commanders/Directors must establish local travel policies on temporary duty assignments, whether they should be performed on local travel basis, continuous basis, or whether employees should be directed to return home on non-work days in compliance with the provisions of JFTR, Vol. 1 and JTR, Vol. 2.

6-3. Designation of Local Travel Area. Commanders/Directors must ensure that designated local travel areas are in accordance with the provisions of JFTR, par. U3500-B and JTR., par. C2400-B, defined by geographic boundaries, listing all inclusive cities and counties, for each duty station in their command, provided this does not conflict with express contractual provisions or past practice which relates to employees in exclusive bargaining units. However, at the time of contract negotiation, every effort should be made to conform the contract to the policy incorporating geographical boundaries.

6-4. Boundaries of Local Travel Area. An arbitrary distance radius must not be established in setting up the local commuting area of the duty station IAW 59 Comp. Gen 397 (1980). The area in which transportation expenses may be authorized shall be:

- a. Within the limits of the duty station and the metropolitan area around that station which is ordinarily served by local common carriers.
- b. Within a local commuting area of the duty station, the boundaries that have been designated by the Commander/Director or as prescribed by the local Service/Defense Agency directives.
- c. Separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.
- d. The reservation, station, or other established area (including subdivisions of large reservations) having definite boundaries in which the employee is stationed.

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6-5. Additional Expenses Incurred at PDS.

a. When it is determined to be more advantageous to the Government, TAOs may authorize reimbursement of additional travel related expense incurred while performing duties in and around the PDS. Local travel orders must be issued and a justification stating, "this is in the best interest of the Government" must be included in the remarks section.

b. Claims for official local travel are submitted on SF 1164 in CEFMS.

c. Claims for registration and book fees in the local travel area may be claimed on a Purchase Request and Commitment (PR&C) in CEFMS.

d. TAOs may authorize and approve local travel of employees for the purpose of conducting official Government business. TAOs determine the mode of transportation that may be used advantageously in the transaction of official business in compliance with the JFTR, Vol. 1 and JTR, Vol. 2.

e. TAOs should consider the following when approving the use of local transportation:

(1) Mode of transportation providing the most expeditious handling of official business.

(2) Relative costs.

(3) Geographical factors.

(4) If Government transportation is available, personnel must be directed to use such transportation. A regularly scheduled Government operated bus or GSA leased vehicle must be used if available.

f. The use of a taxi, rental car, bus, subway, metrorail, ferry, POC, and POV for official business may be allowed for round trip travel between the duty station, alternate work station, or residence and within the designated local travel area.

g. If Government transportation is available, travel by POV is reimbursed in accordance with JFTR, par. U3310 and JTR, par. C2152 at the rate prescribed in JFTR, par. U2600 and JTR, par. C2500. A statement from the Transportation Officer or Vehicle Fleet Manager confirming the non-availability of Government furnished (GSA/Commercial leased vehicle) transportation is required for reimbursement at the highest rate.

h. A statement confirming POV is more advantageous to the Government is required for reimbursement at the allowable automobile mileage rate prescribed in the JFTR, Vol. 1 and JTR, Vol. 2.

i. Reimbursement for local public transportation is not authorized when tokens, transit subsidies, tickets or cash fares are furnished to the employee by the Government.

j. When POV is used for local travel between an employee's residence or the PDS and one or more alternate work sites within the local area, the employee must be paid mileage for the distance that exceeds the employee's regular commuting distance in accordance with the provisions of the JFTR, par. U3505-C and JTR, par. C2401-C. To determine proper reimbursement, one of the following statements, whichever is applicable, must be stated on a local travel voucher when residence to an alternate duty site mileage is claimed:

(1) "I hereby certify that the total round trip mileage between my residence and my permanent duty station is "XX" (state exact mileage) miles".

(2) "I hereby certify that the total round trip mileage has been deducted from the total mileage claimed".

APPENDIX A

REFERENCES

- Title 5 United States Code (USC), Chapter 57 - Travel, Transportation, and Subsistence
<http://www4.law.cornell.edu/uscode/5/>
- Title 10 United States Code (USC) – Armed Forces
<http://www4.law.cornell.edu/uscode/10/>
- Title 37 United States Code (USC) - Pay and Allowances of the Uniformed Services
<http://www4.law.cornell.edu/uscode/37/>
- TTRA U.S. Public Law 105-264, "Travel and Transportation Reform Act of 1998".
<http://www.currentlegal.com/LegalNews/uspl1998/105-264.html>
- FTR Federal Travel Regulations (FTR), Chapters 300-304
<http://www.policyworks.gov/org/main/mt/homepage/mtt/FTR/FTRHP.shtml>
- FAR Federal Acquisition Regulation
<http://www.arnet.gov/far/>
- JFTR Joint Federal Travel Regulations, Volume 1, Uniformed Service Members
<http://www.dtic.mil/perdiem/trvlregs.html>
- JTR Joint Travel Regulations, Volume 2, Department of Defense Civilian Personnel
<http://www.dtic.mil/perdiem/trvlregs.html>
- DoD 1000.21-R Department of Defense Passport and Passport Agent Services Regulation
<http://www.dtic.mil/whs/directives/corres/html/100021r.htm>
- DoD 4500.9-R Defense Transportation Regulations (DTR), Part I, Passenger Movement
<http://public.transcom.mil/J4/j4lt/dtr.html>
- DoD 4500.36-R Management, Acquisition, and Use of Motor Vehicles
<http://www.dtic.mil/whs/directives/corres/html/450036r.htm>
- DoD 4500.54-G Department of Defense Foreign Clearance Guide (FCG)
<http://www.fcg.pentagon.mil/>
- DoD 4515.13-R Air Transportation Eligibility
<http://www.dtic.mil/whs/directives/corres/html/451513r.htm>

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DoD 5200.1-R	Information Security Program http://www.dtic.mil/whs/directives/corres/html/52001r.htm
DoD 5200.2-R	Personnel Security Program http://www.dtic.mil/whs/directives/corres/html/52002r.htm
DoD 5200.8-R	Physical Security Program http://www.dtic.mil/whs/directives/corres/html/52008r.htm
DoD 5500.7-R	Joint Ethics Regulation (JER) http://www.dtic.mil/whs/directives/corres/html/55007r.htm
DoD 7000.14-R	Department of Defense Financial Management Regulations http://www.dtic.mil/comptroller/fmr/
DoDD 1000.21	Department of Defense Passport and Passport Agent Services http://www.dtic.mil/whs/directives/corres/html/100021.htm
DoDD 1327.5	Leave and Liberty http://www.dtic.mil/whs/directives/corres/html/13275.htm
DoDD 4500.9	Transportation and Traffic Management http://www.dtic.mil/whs/directives/corres/html/45009.htm
DoDD 4500.36	Management, Acquisition, and Use of Motor Vehicles http://www.dtic.mil/whs/directives/corres/html/450036.htm
DoDD 4500.43	Operational Support Airlift (OSA) http://www.dtic.mil/whs/directives/corres/html/450043.htm
DoDD 4500.54	Department of Defense Commercial Air Transportation Quality and Safety Review Program http://www.dtic.mil/whs/directives/corres/html/450053.htm
DoDD 4500.54	Official Temporary Duty Travel Abroad http://www.dtic.mil/whs/directives/corres/html/450054.htm
DoDD 4500.56	Department of Defense Policy on the Use of Government Aircraft Air Travel http://www.dtic.mil/whs/directives/corres/html/450056.htm
DoDI 4500.42	DoD Passenger Transportation Reservation and Ticketing Services http://www.dtic.mil/whs/directives/corres/html/450042.htm

DSSR Department of State Standardized Regulations
<http://www.state.gov/www/perdiems/dssr/regs000.html>

Army Regulations (AR): Available from the Army Administration Publications homepage at
<http://www.army.mil/usapa/epubs/index.html>.

AR 1-211 Attendance of Military and Civilian Personnel at Private
Organization Meetings

AR 55-46 Travel Overseas

AR 55-71 Transportation of Personal Property and Related Services

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

AR 60-20 Army And Air Force Exchange Service Operating Policies

AR 95-1 Flight Regulations

AR 190-16 Physical Security

AR 190-58 Personal Security

AR 380-5 Department of the Army Information Security Program

AR 380-10 Foreign Disclosure, Technology Transfer, and Contact with
Foreign Representatives

AR 380-67 Department of the Army Personnel Security Program

AR 381-12 Subversion and Espionage Directed Against the U.S. Army
(SAEDA)

AR 525-13 Antiterrorism

AR 600-8-10 Leaves and Passes

AR 600-8-105 Military Orders

DA Pam 27-162 Claims Procedures
[http://books.usapa.belvoir.army.mil/cgi-
bin/bookmgr/BOOKS/P27_162/CCONTENTS](http://books.usapa.belvoir.army.mil/cgi-bin/bookmgr/BOOKS/P27_162/CCONTENTS)

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Engineer Regulations (ER): Available from USACE Publications homepage at
<http://www.usace.army.mil/inet/usacedocs/>

ER 11-2-201	Civil Works Activities – Funding, Work Allowances, and Reprogramming
ER 37-1-18	U. S. Army Corps of Engineers Conferences and Workshops
ER 56-2-1	Administrative Vehicles Management – Civil Works
ER 350-1-416	Headquarters, U.S. Army Corps of Engineers (HQUSACE) Centrally and Locally Sponsored Long-Term Training (LTT) Program
ER 690-1-1209	Areas of Consideration/Payment of Travel Expenses

GLOSSARY

Clearance, Personnel: A personnel clearance is a foreign country entrance requirement for official travel to OCONUS areas. The three types of personnel clearances are Country, Special Area, and Theater. In some cases, all, one or more of these personnel clearances is required.

Clearance, Country: Personnel clearance granted by foreign authorities (thru American Embassies, United States Defense Attaches Officers (USDAO), Offices of Defense Cooperation (ODC), Offices of Military Cooperation (OMC), Military Assistance Advisory Groups (MAAG), etc.) for official travel to that country.

Clearance, Special Area: Prior concurrence or notification required by the Department of State (DoS) and the Under Secretary of Defense for Policy for official travel to countries designated as "Special Areas" by the DoS. Special Area clearance, when required, cannot be assumed.

Clearance, Theater: Personnel clearance granted by the Unified Command for official travel to military installations and elements within the geographical area of responsibility (theater) of the unified command.

Customer Identification Code (CIC): A combination of code numbers and letters used for customer identification and billing purposes when passengers are airlifted by an activity financed through the Transportation Working Capital Funds.

Government Travel Services (GTS): The system for centrally billed account management. This system is used in the Defense Travel Regions contracted by the Military Traffic Management Command. It is designated to charge passenger transportation costs, reconcile transactions, verify and certify bills in accordance with financial management policies.

Manifest: A document specifying, in detail, the passenger or items carried for a specific destination.

Official Travel: Authorized travel and assignment solely in connection with official business of the Department of Defense and the U.S. Government at Government expense.

Operational Support Airlift (OSA): OSA missions are movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements.

Passport: An internationally recognized travel document issued under the authority of the Secretary of State attesting to the identity and nationality of the bearer. A passport indicates that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. It is a request on the part of the issuing Government that

officials of foreign Governments permit the bearer to travel or sojourn in their territories and afford them lawful aid and protection.

Passports, No-Fee: The no-fee passport identifies the bearer as an official traveler. The no-fee passport carries an endorsement that identifies the bearer as an employee of the Government of the United States proceeding abroad in the discharge of official duties. Passports are provided by the Government at Government expense; hence no-fee to the passport applicant. Official OCONUS travel will be conducted using a no-fee passport unless otherwise exempted by the appropriate authority. No-fee passports are normally valid for 5 years.

Passport Agent: A military member or civilian employee authorized and empowered by the Secretary of State to accept applications for official passports and perform passport services to include administering oaths for passport purposes.

Requester: Military personnel or civilian employee responsible for submitting OSA requests. Requesters are responsible for the accuracy and completeness of all information required by DD Form 2768 for the scheduling of OSA missions.

Security Classification: A category to which national security information and materials is assigned to denote the degree of damage that unauthorized disclosure of which could cause national defense or foreign relations of the United States and to denote the degree of protection required. The three classes of security classification are TOP SECRET, SECRET, and CONFIDENTIAL.

TOP SECRET – National security information or material that requires the highest degree of protection and the unauthorized disclosure could cause exceptionally grave damage to the national security.

SECRET – National security information or material that requires a substantial degree of protection and the unauthorized disclosure could cause serious damage to the national security.

CONFIDENTIAL – National security information or material that requires protection and the unauthorized disclosure of which could reasonably be expected to cause damage to the national security.

Special Assignment Airlift Mission (SAAM): A mission performing special assignment airlift requiring special pickup or delivery by the Air Mobility Command (AMC) at points other than those within the established AMC route pattern, or requirements for movement within this pattern that require special consideration because of the number of passengers involved, the weight or size of the cargo, or other special factors.

Travel Clearance Manager: An individual appointed to perform the travel clearance functions of OCONUS TDY to determine the requirements for OCONUS travel as set forth in the DoD FCG (DoD 4500.54-G), Army Regulations, and local policies.

Validator: Military personnel or civilian employee designee responsible for validating, assigning priorities, and providing final approval of documented OSA requests for submission to the Joint Operational Support Airlift Center (JOSAC) for scheduling.

Visa: A stamp or impression placed on a page of a valid passport by a foreign embassy or consulate empowered to grant permission, as of the date issued, for the applicant to enter and remain in that country for a specific period of time. Visa periods of validity may vary by country.