



INSPECTOR GENERAL  
DEPARTMENT OF DEFENSE  
400 ARMY NAVY DRIVE  
ARLINGTON, VIRGINIA 22202-4704

May 3, 2007

## INSPECTOR GENERAL INSTRUCTION 4500.42

### TRAVEL AND TRANSPORTATION PROGRAM

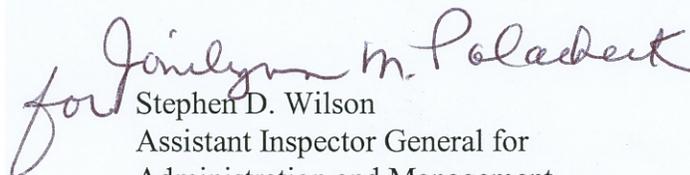
#### FOREWORD

This Instruction provides guidance on supplemental procedures for processing travel authorizations (orders) and travel vouchers for the Department of Defense Office of Inspector General as authorized in the DoD Financial Management Regulation 7000.14-R, Vol.9. It serves as a guide to implement and manage an effective and efficient Office of Inspector General Travel and Transportation Program for the proper use and protection of the Office of Inspector General travel funds. Information in this Instruction should not be construed as modifying the Joint Federal Travel Regulations and the Joint Travel Regulations, which controls travel and transportation allowances in all circumstances.

This Instruction is effective immediately and is mandatory for use by all the Office of Inspector General Components and field offices. Exceptions to the policy and procedures contained in the Instruction are not authorized without the prior approval of the Office of Inspector General Travel and Transportation Branch. Exceptions to policy will be coordinated through the Office of Inspector General Travel and Transportation Branch for approval.

The Per Diem, Travel, and Transportation Allowance Committee reviewed this Instruction in accordance with DoD Directive 5154.29, *DoD Pay and Allowances Policy and Procedures*, dated March 9, 1993, (March 9, 2006 – Case RR060313).

FOR THE INSPECTOR GENERAL:

  
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**TRAVEL AND TRANSPORTATION PROGRAM**

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## CHAPTER 1

## APPLICABILITY AND GENERAL INFORMATION

**A. Purpose.** This Instruction establishes the Department of Defense Office of Inspector General (DoD OIG) Travel and Transportation Program and assigns responsibilities governing the preparation and processing of requests and authorizations for Temporary Duty (TDY) and all other travel situations other than Permanent Change of Station (PCS) travel and transportation.

**B. References.** See Appendix A.

**C. Cancellation.** This Instruction supersedes IGDINST 4500.42, *Office of Inspector General Travel and Transportation Program*, dated January 30, 1991. This Instruction cancels IGDM 4500.42, *Office of Inspector General Travel Manual*, dated March 1991 and IGDPM 2004-27, *Approval of Premium Class Travel*, dated August 25, 2004.

**D. Applicability and Scope.** The provisions of this Instruction are mandatory for all OIG service members and employees and are applicable to the OIG travel claims (excludes PCS claims). This Instruction is not applicable to contractors. Contractors are under the authority of the Federal Acquisition Regulation and should refer to their Contracting Officer Technical Representative for guidance on travel-related issues. This Instruction applies to the Offices of Inspector General, the Deputy Inspectors General, the Assistant Inspectors General who report to the Inspector General, the General Counsel, the Director, Equal Employment Opportunity, and the Directors of the OIG Regional Offices, hereafter referred to collectively as the OIG Components.

**E. Authority**

1. The Joint Federal Travel Regulations (JFTR) is applicable to Uniformed Service members (referred to as service members in this Instruction).

<https://secureapp2.hqda.pentagon.mil/perdiem/>. (See reference (a).)

2. The Joint Travel Regulations (JTR) is applicable to DoD civilian personnel (referred to as employees in this Instruction). <https://secureapp2.hqda.pentagon.mil/perdiem/>. (See reference (b).)

3. The DoD Financial Manual Regulation (FMR), Vol. 9, applies to both service members and employees. <http://www.dtic.mil/comptroller/fmr>. (See reference (c).)

4. The Defense Travel System (DTS) site must use the JFTR/JTR, Appendix G, to determine service member and employee entitlements for most common types of TDY travel.

**F. Responsibilities**

1. The **Inspector General** (IG) is responsible for establishing an agency-wide travel and transportation program to ensure compliance with Federal regulations.

2. The **Office of Assistant Inspector General for Administration and Management** has the responsibility to:

- a. Direct the OIG Travel and Transportation Program.
- b. Establish internal controls to ensure travel policies and procedures are in accordance with the DoD policy.

3. The **Travel and Transportation Officer** has the responsibility to:

- a. Implement established travel and transportation policies and procedures and to monitor compliance with their provisions.
- b. Ensure that travel publications are accurate and comply with the DoD requirements and guidelines.
- c. Process and issue travel authorizations within the OIG.
- d. Propose, assist in developing, and participate in training programs on the preparation of travel authorizations and travel vouchers and related documents.
- e. Provide technical advice and assistance in all aspects of travel and transportation.

4. The **First and Second Level Supervisors** have the responsibility to:

- a. Ensure that only requests for essential travel are approved.
- b. Verify that the TDY duration shown on travel authorizations are the number of days required to complete the trip.
- c. Request necessary amendments to travel authorizations for entitlements when required.
- d. Comply with current records retention requirements.
- e. Certify fund availability and verify accounting classifications for each travel request.

5. The **Travelers** have the responsibility to:

- a. Prepare travel requests and obtain required approval(s).
- b. Prepare amendments for necessary changes, corrections or cancellations of original authorizations, as applicable.
- c. Submit a travel voucher within 5 working days after completion of travel.

d. For non-DTS travel, forward the final processed travel voucher to include supplemental vouchers to the OIG Comptroller within 5 working days after receipt of payment.

e. Comply with current records retention requirements.

**G. Acronyms.** See Appendix B.

**H. Change Suggestions.** Suggestions for improvement, addition, or revision are solicited. Send suggestions through Component channels to the OIG Travel and Transportation Branch for evaluation and appropriate action. Requests submitted should include appropriate documentation and recommended solutions.

**I. Supplementary Guidance.** Supplementary guidance published by the Components to include links to information on the Intranet/Internet must be coordinated through the OIG Travel and Transportation Branch prior to issuance and reviewed annually.

**J. Clarification.** For simplicity:

1. Service members and employees are referred to collectively as “travelers”. If a distinction needs to be made, the term “service member” is used for Uniformed Service members and “employee” is used for the DoD civilian employees. This is done to distinguish allowances, procedures, etc.

2. The OIG Travel and Transportation Branch is referred to as the Travel Office.

## CHAPTER 2

### ADMINISTRATION AND GENERAL PROCEDURES

**A. General.** The travel authorization (order) establishes in writing the conditions, under which official travel and transportation are authorized at Government expense. The legal rights to allowances are established when the travel expenses are incurred under authorizations. An authorization is normally issued prior to travel, unless an unforeseen circumstance prevents prior issuance.

**B. Travel Authorizations.** Most non-DTS travel authorizations are created on a DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel. The DTS travel authorizations are created in a default format. The following are acceptable authorizations for filing travel vouchers:

1. True or properly certified travel authorization copies. (Ensure both sides are copied). This includes reproduced legible authorization copies.
2. Extract authorization copies to include messages, which contain all pertinent information.
3. An electronic authorization created in the DTS with the Authorizing/Order-Issuing Official's (AO) name and title and a valid authorization number.

**C. Invitational Travel Authorizations**

1. The Invitational Travel Authorizations (ITA) are NOT issued to non-appropriated fund personnel, contractor employees, Federal Government employees and Uniformed Services members. Refer to the JFTR/JTR, Appendix E for additional criteria on the ITAs.
2. The JFTR/JTR, Appendix E, provides a sample ITA format. The requestor should confer with the Travel Office first and then submit the required information. The Travel Office creates and authorizes the ITAs.
3. The ITAs must state the claim will be sent to the Travel Office. The Travel Office will forward the claim to the Defense Finance and Accounting Service (DFAS) for disbursement.

**D. Authorization Effectiveness.** TDY authorizations remain in effect if:

1. A traveler is required to return to the permanent duty station (PDS) for TDY requirements or transportation reasons and the authorization contemplates continued TDY.
2. A traveler returns to the PDS including home (from which the traveler usually commutes to the PDS) for personal reasons during a TDY period.

3. Before completing TDY, additional TDY authorization is published directing travel to another location, which may include the traveler's PDS. The additional TDY authorization merely suspends executing the original authorization. After completing the additional TDY, the traveler again comes under the provisions of the initial authorization.

**E. Retroactive Amendments to Travel Authorizations.** Travel authorizations may not be revised or modified retroactively, so as to increase or decrease or create or deny the rights and benefits, which have been fixed under the applicable statutes and regulations. (See reference (d).) An administrative correction amending an authorization to show the original intent is allowed. (See Chap. 10, para. C, for processing retroactive amendments.)

**F. Defense Travel System.** The DTS is web-based and automates three travel processes: authorizations (orders); reservations (tickets, rental cars, and lodging); and travel vouchers. The DTS allows travelers to generate travel authorizations, make trip reservations, and route travel requests for approval from their desktop workstation. The DoD Public Key Infrastructure certificates digitally sign documents in the DTS. When travel is completed, the traveler can quickly create a completed travel voucher from the data already stored in the DTS. The completed travel voucher will be electronically routed for approval and submission to the DFAS. An electronic funds transfer (EFT) from the DFAS to the traveler's bank account completes the process.

1. The OIG travel authorizations and travel vouchers will be processed in the DTS. For travel authorizations not created in DTS, see Chap. 7, para. F-2, for manual travel voucher processing.

2. Each OIG Component has a DTS administrator. Travelers needing access to DTS need to contact their Component DTS administrator first.

3. All DTS users need to have a valid Personal Identification Number (PIN) for their Common Access Card. The PIN issuance and updating is done only at ID card issuance sites. Contact the Travel Office for current locations providing this service.

4. On-line training is available on the DTS website. The Travel Office periodically hosts AO and reviewer training.

5. EFT. Travelers may select their payroll financial institution or establish a separate account for their DTS disbursements.

6. To login into the DTS go to <http://www.defensetravel.osd.mil>.

**G. Privileges While on Official Travel.** Employees may use Government quarters, food services, exchanges, and recreational facilities under the DoD jurisdiction. (See JTR, para. C1051, for the conditions and limitations relating to these privileges.)

**H. Temporary Duty within the Permanent Duty Station Limits.** Per diem is almost never authorized at a traveler's PDS. It is only authorized in emergency circumstances. The JTR/JFTR, Appendix A provides the PDS definition. (See the Travel Office for further clarification.)

## CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE ALLOWANCES,  
AND LOCAL TRAVEL ALLOWANCES

**A. General.** A traveler may be authorized transportation by a variety of modes listed in the JFTR/JTR. The AO cannot direct the use of a privately-owned conveyance (POC) or a rental vehicle for official travel.

**B. Use of (Contracted) Commercial Travel Offices.** In arranging official travel, the traveler **must** use the following, if available, in accordance with the DoDD 4500.9 and the DoDI 4500.42: (See references (e) and (f).)

1. (Contracted) Commercial Travel Office (CTOs);
2. In-house Travel Office; or
3. General Services Administration (GSA) Travel Management Center (TMC).

a. **Government-wide Policy for CTO/TMC Use.** It is the DoD mandatory policy that travelers use the CTO/TMCs, when available, to arrange official travel to include rental vehicles except when authorized in accordance with the JFTR/JTR. The CTO/TMC is available in virtually all circumstances. The traveler or those arranging travel must make every attempt to contact the CTO/TMC to arrange official travel to include utilizing the toll free number if outside normal operating hours.

b. **The CTO/TMC Availability.** When a CTO/TMC is available and arrangements are made through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangement had been made through a CTO/TMC. This does not imply that non-CTO/TMC use is acceptable, and travelers may be subject to disciplinary action for failing to comply with authorizations and the DoD policy.

c. The AO should NOT promote non-CTO/TMC use for official travel. This violates the Government's contracts with the CTO/TMCs.

d. Tickets purchased directly from a non-contract travel agent or common carriers (when a CTO/TMC is available) may not be reimbursable when the trip is cancelled. Use of agency funds is not authorized to reimburse travelers under these circumstances.

e. If a traveler pays fees for re-ticketing along with self-procured airfare purchases, the reimbursement for self-procured airfare and associated fees is limited to what the Government would have paid if proper procedures had been followed.

f. **CTO/TMC Non-Availability.** In the rare circumstances that the CTO/TMC is not available, the AO must certify that a CTO/TMC was not available to arrange transportation. Reimbursement is paid for the actual cost of the approved transportation not to exceed (NTE) the least expensive unrestricted commercial economy/coach fare that meets mission requirements. Note: City-Pair fares may not be available, since the CTO/TMC is not available.

**C. Directed Transportation Mode.** Reimbursement examples are:

1. The traveler is directed to utilize Government-procured transportation for TDY travel. The traveler procures his or her own ticket (non-CTO/TMC) or utilizes POC to perform the travel. Reimbursement to the traveler is limited to what it would have cost the Government to procure the official transportation.

2. The traveler is directed to utilize Military Air for TDY travel. If traveler procures transportation, reimbursement is limited to the Government cost for Military Air transportation.

**D. City-Pair Program.** (See JFTR/JTR, Appendix P.) The City-Pair Program provides discounted fares on refundable airline tickets that require no advance purchase or minimum length of stay. The City-Pair Program is mandatory for travelers. Exceptions to using the City-Pair fare are located in the JFTR/JTR and must be certified by the AO.

**E. Personal Travel Mixed with Official Travel.** Use of contract/Government fares are limited to official travel. The CTO/TMC issues tickets based on the official travel points (i.e., PDS and TDY points). If the traveler desires, they can normally have the CTO/TMC or airlines “re-ticket” the issued tickets and pay the additional amount if applicable.

**F. Premium-Class Air Accommodations.** The AO is not authorized to approve premium-class transportation. The AO must contact the Travel Office for current procedures to request the use of premium-class transportation (includes use of frequent traveler miles for upgrades). The use of premium-class transportation is limited to very rare circumstances. The CTO/TMC annotates the CTO/TMC Personal Name Record to reflect overseas coding issues with premium-class transportation. This procedure distinguishes coach/economy tickets from premium-class tickets.

**G. U.S. Flag Air Carrier (Certificated Air Carrier) Use.** The AO must not authorize foreign ship or aircraft transportation, unless certain conditions exist at the time travel arrangements are being made. (See JFTR/JTR, Appendix G, para. T4060-B3.)

**H. Monetary Allowance in Lieu of Transportation.** Travelers may be reimbursed a standard mileage rate when they use a POC. The POC may also include a rental vehicle that is not authorized as a special conveyance in the travel authorization. Travelers may also be reimbursed associated expenses such as parking, tolls, ferry fares, etc.

1. **Determining Advantageous or Not Advantageous.** The AO must compare the Government constructed costs to the projected actual costs for operating the POC. This review should not be limited to strictly a comparison between commercial transportation and the POC standard mileage rate. The following should be considered (not all will be applicable):

a. Transportation. For the Government constructed costs, it must include the taxi costs from home to the transportation terminal and return and the taxi costs to/from the transportation terminal at the TDY point. For monetary allowance in lieu of transportation (MALT), it must include tolls, parking, etc.

b. Rental car expenses compared to authorized in and around mileage.

c. Passengers on official business and associated cost savings.

d. Excess accompanied baggage expense if utilizing commercial transportation.

e. Additional per diem costs and lost work time.

2. If the AO determines the POC travel to be advantageous to the Government, the traveler is reimbursed the standard mileage rate for official distance (see Chap. 3, para. N), associated reimbursable expenses, and allowable per diem for actual travel time. (See fig. 4-1.)

3. If the AO determines the travel by a POC to NOT be advantageous to the Government, the traveler is limited to the Government constructed cost. The authorization must contain a “should-cost” estimate for the Government cost and the travel time is limited to the constructive travel time. (See fig. 4-2.)

**I. Terminal Travel.** If the traveler is a passenger in a POC owned/operated by a person not authorized terminal travel reimbursement for that particular trip, the passenger may claim terminal mileage to include tolls as owner/operator if the traveler incurred operating expenses. When the traveler pays the parking fee at the terminal he or she may be reimbursed for such fee whether or not mileage is claimed for travel to and from such terminal. (See JFTR, para. U3320-B, or JTR, para. C4657-B, for parking limitations.)

1. Roundtrip Expenses Incurred for Drop-off or Pick-up at a Transportation Terminal. (See JFTR, para. U3320-A and JTR, para. C4657-A.) When a POC is driven round-trip to drop-off or pick-up a traveler at a transportation terminal, the traveler is paid mileage plus reimbursement for tolls for the round trip distance by the most direct route and parking fees.

2. Expenses Incurred for Two One-Way Trips to and from a Transportation Terminal. (See JFTR, para. U3320-B and JTR, para. C4657-B.) When a POC is used for one-way travel from a residence or duty station to a transportation terminal and then from the terminal to a residence or duty station when the TDY is completed, a traveler is paid mileage plus reimbursement for tolls for the most direct route and parking fees.

3. Traveler Departs from PDS on TDY. (See JFTR, para. U3320-C and JTR, para. C4657-C.) When a POC is driven from a traveler’s residence to the PDS on the day the traveler departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the traveler returns, the traveler who paid the expenses of operating the POC is paid mileage plus reimbursed for tolls for the most direct route and parking fees.

4. Two or More Travelers Travel in Same POC. (See JFTR, para. U3320-D and JTR, para. C4657-D.) When a traveler transports other travelers to or from the same transportation terminal, mileage is authorized for the additional distance involved supported by a total distance or odometer readings certified as correct by the traveler. Only one traveler may be paid mileage for the same trip. A traveler who pays a parking fee at the terminal is reimbursed.

**J. Special Conveyance (Rental Car, Taxi, etc.)**

1. Commercially rented vehicles and other special conveyances are authorized only when more advantageous to the Government. Taxicabs and limousines are special conveyances when used outside of transportation to/from transportation terminals.

2. The standard car size for rental is a compact vehicle. The AO may authorize a larger vehicle due to mission requirements and/or number of passengers.

3. Collision Damage Waiver and other insurance are NOT reimbursable for rentals in the United States or in non-foreign Outside the Continental United States (OCONUS) areas.

**K. Reimbursement for the Cost of Damages to Commercial Rental Vehicles.** (See DoDFMR, Vol. 9, Chap. 4.) Reimbursement to the rental agency by the Government for damages is prohibited if the rental vehicle was being used on other than official business or by willful and wanton negligence on the part of the traveler. (See JFTR, para. U3415-G and JTR, para. C2102-E, for explanation of official purposes.) (See Chap. 7, para. I-4, for processing damage claims.)

**L. Local Travel**

1. Scheduled DoD bus service must be used to the maximum extent feasible. For the National Capital Region (NCR), the DoD bus service schedules are published in the DoD telephone directory and located on the OIG Intranet.

2. Metro cards are available from component administration POCs for official business travel in the NCR.

3. If the AO determines that a POC is authorized for local travel in and around the PDS, the traveler must be paid mileage for the distance that exceeds the traveler's normal commuting distance.

4. Local Area Definition. Local directives must clearly define the local area in which transportation expenses may be authorized or approved for conducting official business (JFTR, para. U3500-B and JTR, para. C2400-B). When two or more DoD Components are in proximity of each other, the senior commander or senior service commander should determine the local area. For the OIG Headquarters and Mid-Atlantic Field Office, the commuting area is defined in the DoD Directive 4515.14. (See reference (g).) **Note:** An arbitrary mileage radius must not be established in setting up the local commuting areas of PDS and TDY stations. (See reference (h).)

**M. Excess Accompanied Baggage.** The AO may authorize excess accompanied baggage due to mission-related reasons. This authority allows travelers to hand carry excess accompanied baggage.

**N. Cancelled Airline Reservations or Tickets.** Travelers must report to the CTO/TMC promptly after cancelled or modified travel plans to initiate a transportation refund.

**O. Official Distance Determination.** (See JFTR, para. U2020 and JTR, para. C1065.)

1. The Defense Table of Distances (DTOD) is the only official source for the TDY mileage for privately owned conveyance.

2. The DTOD can be accessed in one of two manners:

a. The Electronic Transportation Acquisition website at <http://dtod.sddc.army.mil/> requires the user to have user-id/password or sign-in with the user's Common Access Card. Agency "shared" user-id/password are not allowed.

b. If you are in a DTS document and are adding a POC under expenses/mileage, there is a quick link to the DTS version of the DTOD.

## CHAPTER 4

### TEMPORARY DUTY TRAVEL

**A. General.** Travelers are reimbursed “Lodging Plus” per diem for TDY travel expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for the Meals and Incidental Expenses (M&IE). Per diem rates vary by location. The AO may also approve reimbursement for other necessary miscellaneous travel-related expenses (as needed to accomplish the mission). (See JFTR/JTR, Appendix G.)

**B. Per Diem for Temporary Duty With or Without a Fixed-Starting Date**

1. Policy on Per Diem Payment. Travelers should not be paid per diem incident to reporting at a TDY station earlier than the date specified in the authorization or the date required to perform duty unless:

- a. Earlier reporting is necessary because of transportation schedule variations;
- b. The duty may be performed at any time as differentiated from a fixed period; or
- c. The AO determines that early reporting is or was in the Government’s best interest, or has been caused by conditions beyond the traveler’s control.

2. Per Diem for Travel Time

a. TDY Having a Fixed Starting Date. From the authorization, establish the required reporting date. Use this required reporting date for constructed travel time computation. Use a schedule that would permit reporting at, or as close as possible before, the required reporting date. If the authorization does not contain specific reporting instructions, establish required reporting time as though the authorization directed reporting on the day before the TDY (class, training course, etc.) start date.

b. TDY Not Having a Fixed Starting Date. Ordinarily, authorizations for this type of TDY contain an on-or-about departure date from the PDS. The absence of a specific reporting date usually indicates that mission accomplishment is not tied to a definite date or period. Unless information concerning duty requirements indicates otherwise, accept the actual arrival date at the TDY station as the required reporting date. If the actual arrival date is not acceptable (for example, it is known to be earlier than necessary), establish a required reporting date based on available information. Use transportation schedules, including Air Mobility Command schedules when appropriate, that would permit reporting at, or as close as possible before, the required reporting date.

3. Continuous TDY Periods. If a traveler performs two or more consecutive TDY periods (schools, training courses, back-to-back site visits, etc.) and through no fault of the traveler, there is an interval between the ending of one period and the starting of the next, per diem is payable for the period the traveler remains at the first TDY location or after arrival at the next TDY location, to include official travel time between locations.

### C. Constructed Travel

1. Travel by a **POC Authorized as Advantageous** to the Government. (See fig. 4-1.)
  - a. The constructed arrival date at the TDY location is the day before the first day of duty.
  - b. The constructed time and departure date from the TDY location when returning to the PDS is 6:00 a.m. the day following the last day of duty.
  - c. Constructed schedules should not presume travel between 12:00 a.m. and 6:00 a.m.
2. Travel by **POC Not Advantageous** (traveler's convenience) to the Government. (See fig. 4-2.) Cost of Government transportation includes:
  - a. Government procured transportation cost as shown in the travel authorization or as quoted by the local CTO/TMC;
  - b. Constructed transportation cost to and from the transportation terminals (PDS and TDY) (traveler is responsible for providing constructed taxi costs to the AO);
  - c. Constructed cost (obtained from Travel Office) to ship excess accompanied baggage authorized in the authorization and verified with the traveler that the baggage was transported in the POC; and
  - d. Constructed per diem for the Government procured transportation mode (as determined by Chap. 4, para. C-4). Compare the traveler's actual travel and transportation allowances consistent with the Government's procured transportation cost. Pay the lesser of actual or constructed cost. Government procured transportation cost is based on City-Pair fares, where applicable, otherwise, the lowest unrestricted coach fare is obtained by contacting the CTO/TMC.
3. Passengers in POCs:
  - a. Advantageous to the Government. Mileage allowance is not payable. Per diem is paid for travel as actually performed.
  - b. Not Advantageous to the Government. Mileage allowance is not payable. Per diem is paid for actual travel time or constructed schedule computed in Chap. 4, para. C-4, whichever results in the lesser amount.
4. All Other Modes. In determining a constructed schedule, use the following steps:
  - a. To a TDY Location. Determine required transportation mode(s), i.e., either/or a combination of air, rail, or bus. Establish the authorized reporting date/time according to Chap. 4, para. B. Use a schedule that allows arrival before or on the authorized reporting date/time from either the CTO/TMC and/or the local bus schedule.

b. From a TDY Location to the PDS. Determine required transportation mode(s), i.e., either/or a combination of air, rail, or bus. Establish departure day after the last duty day (checking out of lodging is not duty). Use a schedule that allows departure on the authorized departure date/time from either the CTO/TMC and/or the local bus schedule.

c. Always allow adequate travel time for the traveler to arrive at the carrier terminal two hours before scheduled departure on domestic flights, three hours on international flights, and allow sufficient travel time from carrier terminal to place of duty or home. **Note:** Additional time authorized when local conditions warrant.

d. Do not begin or end a constructed schedule, including terminal travel, between 12:00 a.m. - 6:00 a.m., unless that is the only schedule available. **Note:** When the actual POC travel time, not to exceed the constructed travel time, results in less per diem, use the actual. For travel between TDY locations, use steps for travel to a TDY location.

5. Constructed Lodging Costs. In many instances, it is necessary to construct a traveler's cost as if he or she remained overnight at a TDY point. For example, a traveler performs required duty on any given day and departs the same day after completion of duty for leave. The traveler's constructed schedule (if required) should start no earlier than the day after the last day of duty. The lodging cost incurred for the previous day (if any) is included in the constructed cost. **Example:** Traveler departs TDY point on June 21 and duty was performed that day. On June 20, the traveler incurred a \$50.00 lodging charge. Allow the 'constructed' \$50.00 lodging charge for June 21 consistent with the constructed schedule.

6. Delays. Treat necessary delays at port of embarkation or port of debarkation as authorized delays. The service member remains in a travel status when Government scheduled transportation causes early arrival at the port or causes a delay at the port awaiting onward transportation.

#### **D. Temporary Duty Travel and Leave**

1. A traveler on TDY may be authorized leave en route. Charge leave for all excess travel time (any days not included in the constructed schedule). Exceptions to charging leave may be made when duty is performed for the majority of a day on the departure day or arrival day at the PDS. Do not include leave taken at the PDS, before or after the TDY, in the travel authorization.

2. Return to PDS from TDY for Personal Reasons. Travelers who voluntarily return to the PDS between TDY locations are charged leave, except non-duty days and for any days not involved in the constructed travel schedule between TDY points.

**E. Temporary Duty Travel Involving International Dateline.** In computing per diem where the international dateline is involved, the computation is based on actual elapsed time rather than calendar days. (See examples in JFTR/JTR.)

**F. Actual Expense Allowance.** The Actual Expense Allowance (AEA) is limited to 300% of the published lodging rate to include per diem. Authorization for the AEA is delegated to the AO. Travelers are responsible for ensuring lodging arrangements are made within the prescribed lodging rates. Lack of knowledge of the prescribed lodging rates is not justification for an AEA claim.

1. The following supporting documentation must be filed with the travel voucher electronically and/or hard-copy for all AEA claims:

- a. Allowed costs;
- b. Actual costs; and
- c. Summary of efforts made to secure lodging within established rates, to include list of facilities contacted and explanation of the circumstances that warranted the request.

**Note:** Claims are limited to significant circumstances beyond the traveler's control; e.g., natural disasters or major events or conferences that have affected all the lodging facilities in an area.

2. The AEA authority may not be used as a blanket authority. It must be used only on an individual trip basis, and only after appropriate consideration is given to the facts existing in each case at the time travel is directed and performed. This does not prevent AEAs for groups or conferences.

3. Conference Lodging. (See JFTR, Chapter 2, Part G and JTR, Chapter 4, Part S.)

**G. Availability and Use of Government Lodging/Quarters**

1. Service Members. The AO may direct adequate available Government quarters use for service members on a U.S. Installation only if the service member is TDY to that installation. (See JFTR, Appendix G for further policy.)

2. Employees. Employees must not be directed to use Government quarters. The AO may request a reduced per diem rate based on Government quarters availability and their associated cost. Requests are submitted to the DoD Civilian Personnel Management Service for authorization. See the Travel Office for current guidance to request a reduced per diem rate. Reduced per diem rates can only be established before the TDY begins. (See JTR, para. C4550 - C).

**H. Selected Meal Options (Service Members Only)**

1. The AO is responsible for selecting the appropriate meal option prior to the issuance of the travel authorization. However, there may be circumstances where the meal option selected turns out to be inappropriate and, in these cases, the AO may change the meal option. It is important to remember a meal option change resulting in a reduced allowance cannot be made retroactive, with the exception of a deductible meal.

2. If the service member is unable to occupy Government quarters at the TDY installation due to non-availability, the service member is authorized full locality per diem for the TDY area. The AO cannot direct the service members lodged off-installation to use the Government dining facility at the TDY installation. The dining facility is not available for per diem purposes, since Government quarters are not available.

**I. Reimbursement for Charges Connected to Automated Teller Machine Withdrawals.**

(See Chap. 6, para. F-2.)

**J. Registration/Conference Fees**

1. All registration/conference fees for training must be approved by the Training Support Directorate (TSD). The request for training is made through the Defense Automated Management Information System (DAMIS) located on the OIG Intranet. The request is made on the DD Form 1556, *Request, Authorization, Agreement, Certification of Training and Reimbursement*, in DAMIS. Normally, the TSD pays for these fees with their tuition specific government charge card and the fees are not placed on the travel authorization as a reimbursable expense. However, if the registration/conference fee for training includes meals and/or lodging, this must be noted in the travel authorization. The following paragraph explains the impact to per diem allowances when meals and/or lodging are included in the fee.

2. If the TSD authorizes a registration/conference fee to be placed in the travel authorization or a registration/conference is not training related, reimbursement is authorized when such fees are a condition for attendance. The proportional meal rate is paid for any stationary day when a registration/conference fee includes the cost of one or two meals for that day. If all meals are included on a stationary day, only the incidental portion of the per diem allowance is paid for that day. There is no deduction made to the M&IE allowance for light refreshments furnished at nominal or no cost. If a registration/conference fee includes lodging, the lodging portion of the per diem allowance is zero for each applicable day.

**K. Lodging Taxes.** (See JFTR/JTR, Appendix G, para. T4040-E.)

1. Lodging taxes are a separate reimbursable item in all locations except foreign OCONUS areas (foreign countries).

2. Travelers are encouraged to seek out state tax exemption forms for their TDY locations. Not all localities permit this tax exemption and not all lodging facilities at participating localities permit the exemption. The GSA website at <http://www.gsa.gov> is provided to assist in determining if the lodging facility locality permits state tax exemption while the traveler is on official Government business. Search under "Travel Resources". This GSA website can also be located on the OIG Intranet under Travel.

**L. Other Miscellaneous Expenses.** Travelers are authorized reimbursement for necessary travel and transportation-related miscellaneous expenses incurred on official business. (See JFTR/JTR, Appendix G for allowable items.)

FIGURE 4-1

**EXAMPLE OF TEMPORARY DUTY TRAVEL BY A PRIVATELY-OWNED  
CONVEYANCE WHEN DETERMINED ADVANTAGEOUS TO THE GOVERNMENT**

**Facts:**

1. Authorized TDY period not including travel time is May 10 - 20
2. Duty status at the TDY location ends May 20
3. Mileage: Arlington, VA to Dayton, OH = 492 miles (two travel days for each leg are authorized)
4. Traveler is the POC owner/operator
5. Commercial lodging at \$70 per night at Dayton, OH
6. Commercial lodging at \$55 per night at Kregar, PA

<b>Per Diem Location</b>	<b>Maximum Lodging</b>	<b>M&amp;IE</b>	<b>Per Diem Rate</b>
Dayton, OH	\$70	\$44	\$114
Kregar, PA	\$60	\$39	\$99

**Itinerary:**

May 9	Depart	Arlington, VA	Private Auto		
May 9	Arrive	Dayton, OH		TDY	
May 21	Depart	Dayton, OH	Private Auto		Lodging = \$840
May 21	Arrive	Kregar, PA		Authorized Delay	
May 22	Depart	Kregar, PA	Private Auto		Lodging = \$55
May 22	Arrive	Arlington, VA		Mission Complete	

**Computation:**

May 9 - Travel time (actual travel time is less than authorized travel time). Pay 1 day @ \$44.00 x (75%) + \$70.00 = \$103.00		
May 10 - 20` TDY. Pay 11 days x (\$44.00 + \$70.00) = \$1,254.00		
May 21 - Travel time. Pay 1 day @ \$39.00 + \$55.00 = \$94.00		
May 22 - Travel time. Pay 1 day @ \$39.00 (75%) = \$29.25		
<b>PER DIEM PAYABLE (above)</b>		<b>\$1,480.25</b>
<b>ROUND TRIP MILEAGE</b>	492 @ .445 x 2 (roundtrip)	<b>\$ 437.88</b>
<b>TOTAL DUE</b>		<b>\$1,918.13</b>

**Note:** Per diem and mileage rates used in this example may not be current.

FIGURE 4-2

**EXAMPLE OF TEMPORARY DUTY TRAVEL BY A PRIVATELY-OWNED  
CONVEYANCE WHEN DETERMINED NOT ADVANTAGEOUS TO THE  
GOVERNMENT**

**Facts:**

1. Authorized TDY period to include travel time April 4 - 10 (no reporting instructions)
2. No duty performed April 3 or April 10
3. Duty status at TDY location started April 5 at 7:30 a.m. and ended April 9 at 4:30 p.m.
4. Mileage: Arlington, VA to Orlando, FL = 846 miles
5. Traveler is the POC owner/operator
6. Commercial lodging at \$60 per night at Florence, SC
7. Commercial lodging at \$73 per night at Orlando, FL

Per Diem Location	Maximum Lodging	M&IE	Per Diem Rate
Florence, SC	\$60	\$39	\$99
Orlando, FL	\$83	\$49	\$132

**Constructed Airline Schedules:**

April 4	Depart 8:20 a.m.	Arrive 10:36 a.m.
April 10	Depart 11:30 a.m.	Arrive 1:31 p.m.

**Actual Itinerary:**

April 3	Depart	Arlington, VA	Private Auto		
April 3	Arrive	Florence, SC		Authorized Delay	
April 4	Depart	Florence, SC	Private Auto		Lodging = \$60
April 4	Arrive	Orlando, FL		TDY	
April 9	Depart	Orlando, FL	Private Auto		Lodging = \$365
April 9	Arrive	Florence, SC		Authorized Delay	
April 10	Depart	Florence, SC	Private Auto		Lodging = \$60
April 10	Arrive	Arlington, VA		Mission Complete	

FIGURE 4-2 (cont'd)

**EXAMPLE OF TEMPORARY DUTY TRAVEL BY A PRIVATELY OWNED  
CONVEYANCE WHEN DETERMINED NOT ADVANTAGEOUS TO THE  
GOVERNMENT**

**Computations:**

<b>Constructed Transportation:</b> Arlington, VA - Orlando, FL - Arlington, VA (\$349 provided in authorization for airfare) and constructed taxi fares from Arlington, VA to Ronald Reagan Washington National Airport and Orlando International Airport to TDY site, and return (\$96). Total Transportation Expense is \$445.	
April 3 - No per diem	
Computation Arlington, VA to Orlando, FL (See note.): <b>April 4</b> - Travel time. Per diem is payable for the constructed schedule including time necessary for travel to/from transportation terminals. Pay 1 day @ \$49.00 (75%) + \$73.00 = \$109.75	
Stationary days at Orlando, FL <b>April 5 - 9</b> -- TDY. Pay 5 days x (\$49.00 + \$73.00) = \$610.00	
Computation Orlando, FL to Arlington, VA (See note.): <b>April 10</b> - Travel time. Per diem is payable for the constructed schedule including time necessary for travel to/from transportation terminals. Pay 1 day @ \$49.00 (75%) = \$36.75	
<b>TOTAL PER DIEM PAYABLE</b>	<b>\$ 756.50</b>
<b>CONSTRUCTED TRANSPORTATION</b>	<b>\$ 445.00</b>
<b>TOTAL PAYABLE</b>	<b>\$1,201.50</b>

<b>Actual Transportation:</b> Arlington, VA - Orlando, FL - Arlington, VA (See note.):		
April 3 - Travel time. Pay 1 day @ \$39.00 (75%) + 60.00 = \$89.25		
April 4 - 8 - TDY. Pay 5 days x (\$49.00 + \$73.00) = \$610.00		
April 9 - Travel time. Pay 1 day @ \$39.00 + \$60.00 = \$99.00		
April 10 - Travel time. Pay 1 day @ \$39.00 (75%) = \$29.25		
PER DIEM (above)		\$ 827.50
ROUND TRIP MILEAGE	846 @ .445 x 2 (roundtrip) =	\$ 752.94
TOTAL		\$1,580.44

**Note:** Pay constructed travel and transportation costs, since this total is less than the actual costs. If the legs of journey are not identical, do a separate cost comparison for each leg. If applicable, charge leave for excess travel time. Per diem and mileage rates used in this example may not be current.

## CHAPTER 5

## PASSPORTS AND VISAS

**A. General.** Official passports are “no-fee” passports issued to employees of the U.S. Government who are traveling overseas on official business. A passport for each employee is required for travel into a foreign country or into a territory under control of a foreign country. They are issued, as required, to service members traveling overseas. A visa is permission granted by another country for a traveler to enter their country during the valid visa period. A visa is usually in the form of an imprinted stamp affixed to a page in the passport.

**B. Submission.** Applicants should contact the Travel Office for the most up-to-date instructions. The application process should start when finalized travel dates are known. Applicants can access the electronic applications through the DoD Military and Civilian Passport Matters website at <https://secureapp2.hqda.pentagon.mil/passportmatters>.

1. The web-based application is the Department of State Passport Services’ 2 Dimensional Barcode:

a. DS-11, *Application for a U.S. Passport or Registration*. First-time applicants are required to take their completed DS-11 to the passport office for signature witnessing by a passport agent. For the OIG field offices, first-time applicants must have their application signed at an U.S. Post Office for proper witnessing. Dependent on the individual U.S. Post Office practices, the application will either be sent directly to the State Department from that location or the applicant is given the paperwork to forward to the Travel Office.

b. DS-82, *Application for a U.S. Passport by Mail*. It is submitted for passport renewal and does not require a witness to the signature.

2. DD Form 1056, *Authorization to Apply for a “No-Fee” Passport and/or Request for a Visa*. This completed form accompanies all passport and visa applications. The application is completed in Form Flow and all blocks must be annotated, i.e., “none or N/A”.

3. All forms submitted with the application must be sent in original form or certified as originals.

4. To obtain a visa for a previously issued passport, application is made on the DD Form 1056. This passport must have 6 or more months remaining before expiration. If not, a new passport application is submitted. Provide details of the trip to include invitation, travel plans, trip purpose, departure date, arrival date, and length of stay.

## CHAPTER 6

### GOVERNMENT TRAVEL CHARGE CARD PROGRAM

#### A. General

1. This chapter establishes the OIG Government Travel Charge Card Program and assigns responsibilities governing the issuance and usage for the Travel Charge Card. It also addresses disciplinary action for improper, fraudulent, abusive, or negligent use of the Travel Charge Card. (See reference (i).)

2. The Travel and Transportation Reform Act of 1998 directs the mandatory use of the Government-sponsored, contractor-issued travel card (hereafter referred to as the “travel card”) by federal employees performing official Government travel. (See reference (j).) The travel card is designed to improve the DoD cash management, reduce the DoD workloads, and provide better service to the DoD travelers. Provisions governing this mandatory requirement within the DoD are set forth by the Under Secretary of Defense (Comptroller) and promulgated in the DoDFMR, Vol. 9, Chap. 3.

#### B. Responsibilities

1. Travel Office. The Component Program Manager (CPM) for the OIG Travel Charge Card Program is the Travel and Transportation Officer. The CPM is responsible for establishing and managing the OIG Government Travel Charge Card Program. The Travel Office also has Agency Program Coordinators (APCs) who assist in program execution and management.

2. Supervisors must:

a. Provide the Travel Office with necessary information for the application process and other information needed for special requests.

b. Initiate appropriate personnel actions for travelers for travel card misuse and delinquency.

3. Travel Cardholders are issued the travel card for use while performing official Government travel. Travel Cardholders must adhere to the DoD policy and are responsible for payment in full of all undisputed amounts due in their monthly billing statement from the card contractor.

**C. Travel Card Issuance.** Travel cards are issued to approved applicants by the card contractor. The card contractor is a commercial company awarded the master contract by GSA for the Government Travel Charge Card Program.

1. Eligibility. First-line supervisors must identify travelers requiring a travel card based on their projected travel schedule for the upcoming 12-month period. Travelers will normally be issued a travel card if they are projected to travel three or more times in the next 12 months.

2. Application Process. Application forms are available in the Travel Office during customer service hours. Completed applications are submitted to the Travel Office. The CPM/APC completes the application and forwards to the card contractor. The CPM/APC provides the traveler appropriate program information and has the traveler complete the “DoD Statement of Understanding for Travel Cardholders”. If the CPM determines an application request should be expedited to meet mission requirements, an expedited delivery fee will be billed to the traveler’s travel card account. This fee is a reimbursable item on the travel voucher.

3. Card Types. Travel cards (individual billed accounts (IBAs)) are mailed directly to the traveler’s mailing address. A PIN is also mailed directly to the traveler. There are two types of IBAs issued by the card contractor:

a. The standard travel card requires a credit check to allow higher limits for charges and ATM withdrawals. The card contractor will not provide credit history results to the CPM/APC.

b. The restricted travel card does not require a credit check and subsequently is issued with lower limits and restricted usage. The card contractor may also issue a restricted travel card based on the credit check results. Again, the card contractor will not provide credit history results to the CPM/APC. Restricted travel cards are the same in appearance as standard travel cards.

4. Features. The IBAs contain a unique numeric prefix that identifies the account card as an official Government travel card. The cardholder is eligible for Government travel rates (i.e. city-pair rates).

5. Card Design. The CPM determines if the standard or generic design will be issued. Security is the primary factor when considering generic card issuance.

**D. Agency Transfers.** Current travel cardholders reporting to the OIG must contact the Travel Office to update account information.

**E. Exemptions.** See current regulatory issuances for Government-wide and DoD-wide exemptions for classes of personnel exempted from mandatory use of the travel card. Travel cash advances may be authorized for travelers who are exempted from mandatory use of the travel card. If use of the travel card would pose a security threat or hinder the mission, the traveler may be exempted from mandatory use of the travel card. The CPM authorizes exemption from mandatory travel card use for that trip only.

**F. Travel Card Usage**

1. Official Travel Expenses. Normally, the “major chargeable expenses” (airfare, lodging, and rental cars) are mandatory travel card expenses. See current regulatory issuances for Government-wide and DoD-wide exemptions for classes of expenses exempted from mandatory use of the travel card.

2. Automated Teller Machine (ATM) Access. Travelers may use the travel card at ATMs to obtain cash necessary to pay for “out-of-pocket” expenses related to official travel. ATM withdrawals shall not be made more than 3 working days prior to scheduled travel. This mirrors the cash advance policy. The ATM transaction fee levied by the card contractor should be claimed on the travel voucher as a reimbursable expense. In addition, some financial institutions charge a service fee for ATM access. This fee is also reimbursable. Examples of “out-of-pocket” expenses for official travel:

- a. Laundry and dry cleaning;
- b. Parking;
- c. Local transportation fares;
- d. Tips;
- e. Telephone calls;
- f. Expenses covered by the M&IE portion of per diem; or
- g. Purchases at vendors that do not accept the travel card.

3. Overseas Transportation. Overseas transportation must be charged to the Travel Office Centrally Billed Account as opposed to the traveler’s IBA.

4. Reserve Component Members. Employees who are also active service members of a Reserve Component are required to notify (e-mail) the Travel Office of their activation dates if they intend to use their travel card (OIG issued) during their Reserve/Guard duty.

## **G. Billing and Payment**

1. Monthly Statements. The card contractor provides a monthly statement to the cardholder if the account is active. Cardholders are responsible for payment in full of the amount stated on the monthly billing statement. The Government Travel Card Program does not allow installment payments. The card contractor may charge fees for dishonored checks and/or late payments.

2. Split Disbursement. Travelers should file their travel voucher within 5 working days, follow-up on non-receipt of settlement claims, and pay their travel card billing by the due date. Split disbursement is a tool designed to expedite travel card payments and eliminate the need to send a separate payment to the card contractor. The dollar amount to be sent to the card contractor is specified on the travel claim in the appropriate block. This is mandatory for service members and highly encouraged for employees.

3. Disputed Charges. Travelers should request a dispute form from the Travel Office or utilize the dispute form on the reverse side of their monthly bill. The traveler forwards the

dispute form to the card contractor. In the case of cancelled transportation charges, this normally requires a dispute form. Transportation refund documentation from the CTO/TMC is required to be attached to the dispute form.

4. Delinquency Notification. The OIG notification process is as follows:

a. 30 Days or More Late. The CPM sends the traveler an e-mail notification as a reminder of the account status and requests the traveler resolve it immediately.

b. 45 Days or More Late. The CPM sends a memorandum to the traveler requesting immediate action to pay the delinquent amount.

c. 60 Days or More Late. The CPM sends a memorandum to the traveler and the traveler's first-line supervisor requesting immediate action to pay the delinquent amount. The card contractor will suspend the card, unless valid justification is received from the APC within 5 days.

d. 90 Days or More Late. The CPM sends a memorandum to the traveler, the traveler's first and second-line supervisors, and the Deputy IG requesting immediate action to pay the delinquent amount. Traveler is warned that a salary offset is permitted to collect any delinquent monies owed to the card contractor. A courtesy copy is provided to the Office of Security and Human Capital Advisory Services.

e. 120 Days or More Late. The CPM sends a memorandum informing the traveler, the traveler's first and second-line supervisors, and the Deputy IG that the travel card has been canceled. The CPM also notifies the Office of Security and Human Capital Advisory Services.

5. Salary Offset. Salary offsets are permitted for delinquent amounts owed by cardholders.

**H. Disciplinary Action for Employees.** Travelers are required to safeguard Government resources and ensure they are used only for the purpose intended. Use of the travel card, intended to facilitate official business, for personal expenses is clearly a violation of this expectation. (See reference (k).)

1. Policy. It is the DoD policy that improper, fraudulent, abusive, or negligent use of the travel card is prohibited. This includes any use of the travel card at establishments or for purposes that are inconsistent with official DoD business or with applicable regulations. The DoD policy requires supervisors, who receive information indicating that an employee has engaged in any travel card misuse, to take appropriate action, including an investigation, if warranted. The supervisor of the responsible individual will be informed in a timely manner, so that appropriate corrective or disciplinary/adverse action may be taken. In addition, employees who fail to satisfy an indebtedness arising from the use of their travel card or who fail to do so in a timely manner may be subject to corrective or disciplinary/adverse action.

2. Supervisors. Supervisors must initiate appropriate corrective actions, including removal in appropriate cases, for employees who violate the regulations or are negligent or

engage in misuse, abuse or fraud with respect to their travel card. The circumstance of each individual case determines the appropriate type of corrective or disciplinary/adverse action, if any, that may be appropriately imposed. Generally, a progression of increasingly/severe penalties is appropriate from minor instances of misuse to more serious cases. In some instances, the infraction may warrant the most severe penalty for first offenses.

3. Travel Card Offenses and Remedies. Supervisors must comply with all applicable law and regulatory guidance in determining whether to impose disciplinary or adverse action in any specific case. The following charges are to be used for travel card misuse:

	First Offense	Second Offense	Third Offense
Misuse of travel card (e.g. use of travel card for unauthorized personal expenses and/or failure to pay travel card bill or pay such bill in a timely manner.)	Letter of counseling to removal.	5-day suspension to removal.	10-day suspension to removal.

4. Security Clearances. In addition to administrative action, it may be appropriate to review the security clearance of an individual when improper, fraudulent, abusive or negligent use of a Government charge card is established. The DoD policy requires the agency security manager be notified when a Government purchase or travel charge cardholder is under investigation for credit card misuse or abuse. On notification, the appropriate head (OIG, Washington Headquarters Services, or Defense Intelligence Agency) shall make a determination to either continue the individual’s security status unchanged or suspend access to classified information. Review of an individual’s security clearance is not a disciplinary action and should not be used in lieu of an appropriate disciplinary action in the event of misuse or abuse of a Government charge card.

**I. Disciplinary Action for Service Members.** For policy discussion, supervisor’s responsibilities, and security clearances, see discussion above for employees. Violations to the Uniform Code of Military Justice are processed in accordance with Chapter 47 of 10 U.S.C. (See reference (1).)

**J. Monitoring Card Usage.** The Administrative Services Division performs a semi-annual review on selected card activity. The review utilizes card contractor reports flagging unusual activity and also a random selection of accounts. To determine possible misuse, travel and leave records are also reviewed. Supervisors are promptly notified of travel card misuse and advised to take appropriate administrative/disciplinary action.

**K. Terminations.** A traveler must surrender the travel card when retiring, separating, or terminating employment with the DoD. The card must be turned in to the Travel Office during out-processing.

**L. Lost or Stolen Travel Cards.** Travelers must promptly report lost or stolen cards to the card contractor. The card contractor is staffed 24 hours a day, 7 days a week to accept calls from cardholders reporting lost or stolen cards. A replacement card will be sent to the cardholder with a new account number. Cards reported lost or stolen are immediately blocked from accepting additional charges. If unauthorized charges occur, a dispute form should be filed by the traveler. Travelers are not liable for unauthorized charges.

**M. Summary.** There is zero tolerance for travel card misuse and/or delinquency by OIG personnel. Indebtedness can result in security clearances being withdrawn and impacting continued employment. The travel card, if used properly, is an excellent tool and benefits the DoD and the traveler. The card contractor provides the DoD quarterly rebates based on card usage. Late payments and delinquent write-offs reduce the rebate. Travelers must use the travel card wisely and when in doubt, ask the Travel Office for guidance.

## CHAPTER 7

## PROCESSING TRAVEL VOUCHERS

**A. General.** The Privacy Act of 1974 affects all travel claims. (See reference (m).) Each form that solicits personal data contains a Privacy Act statement, either incorporated in the body of the form or in a separate statement accompanying each form. Upon completion of travel, the traveler furnishes a completed travel voucher for all travel performed according to the travel authorization. Final settlement vouchers, including no-pay vouchers, must contain a complete itinerary for the entire travel period including round-trip TDY away from a TDY point and all leave periods used.

**B. Forms.** These forms are authorized for paying travel allowances to travelers:

1. Non-DTS forms:

- a. DD Form 1351, *Travel Voucher*.
- b. DD Form 1351-2, *Travel Voucher or Subvoucher*.
- c. DD Form 1351-2c, *Travel Voucher or Subvoucher (Continuation Sheet)*.
- d. DD Form 1351-3, *Statement of Actual Expenses*.
- e. SF 1164, *Claim for Reimbursement for Expenditures on Official Business*.

2. DTS automatically generates the correct form when the traveler enters a trip record and files a travel voucher.

**C. Use of the Forms.** These permit a choice between one payment on one form or multiple payments on two or more forms. Use of other forms or deviation from these is not authorized:

1. DD Form 1351 - to pay travel advances and supplemental payments.
2. DD Form 1351-2 - to pay completed travel and used to substantiate a supplemental payment when a corrected itinerary is necessary.
3. DD Form 1351-2c - use this form as a continuation sheet for DD Form 1351-2.
4. DD Form 1351-3 - use this form to claim actual subsistence expenses for travel and TDY performed under an actual expense basis.
5. SF 1164 - used to claim expenses incurred within and around the PDS or TDY sites.

**D. Voucher Preparation.** Travelers complete all vouchers, schedules, claims, and attached statements using non-erasable ink or the DTS electronic form. (See fig. 7-1, for a travel voucher checklist.)

**E. Travel Itinerary Statement.** Upon completion of travel, the traveler furnishes a complete statement of all travel performed according to the travel authorization. The traveler is required to submit the travel voucher within 5 days of travel completion. Ensure the travel voucher accurately shows all travel conditions having a bearing on travel time and leave. The traveler's statement is the basis for a claim to travel allowances. As used here, "claim" means the traveler's right to travel allowances as authorized by law and regulations. When the traveler has signed and presented the statement, it becomes an official, integral part of the claim. As such, it is subject to Article 107, UCMJ and Section 1001 of 18 U.S.C. (false official statements); Article 132, UCMJ and Section 287 of 18 U.S.C. (frauds against the Government), and Section 2514 of 28 U.S.C. (forfeiture of fraudulent claims). (See references (n), (o), and (p).) By signing the original form, claimant authenticates the statement regardless of who prepares it.

**F. Travel Voucher**

1. DTS. The automated system routes the travel voucher to the appropriate reviewer and the AO for approval. After the AO approves the travel voucher for payment, the claim is electronically sent to the DFAS for disbursement via EFT to the traveler's financial institution and/or to travel card contractor (See Chap. 6, para. G-2.)

2. Non-DTS. The hard-copy travel voucher with supporting documentation is mailed or faxed to the DFAS. Contact the Travel Office for current instructions.

**G. Reviewer's Responsibilities.** Supervisors must review all travel vouchers prior to final approval by the AO. (See fig. 7-2, for a travel voucher checklist.)

**H. Authorizing/Order-Issuing Official's (AOs) Approvals.** The AOs must examine the travel voucher carefully. The AOs must compare the information and reconcile with the terms of the travel authorization and all other available statements or copies of vouchers of prior travel payments. The AOs must check the travel time between points shown on the statement against the transportation mode shown. Use the analysis of the statement of travel and supporting documents for:

1. Determine propriety of the claim.
2. Review reimbursable expenses, transportation, etc.
3. Accept claim or make adjustment or reject the claim.
4. Computation of Travel Time and Leave. For service members, ensure proper leave documentation is processed. For employees, the supervisor determines chargeable leave.
5. See fig. 7-2, for a travel voucher checklist.

**I. Attachments and Statements Affecting Computation.** The following attachments are to be used as applicable:

1. **Statement of Actual Expenses.** For AEA claims, travelers itemize their expenses on a daily basis using DD Form 1351-3.

2. **Non-availability of a Directed Transportation Mode.** If the travel authorization directs travel by a specific transportation mode, but that mode is not available, a certificate of non-availability is needed to support payment of MALT or reimbursement of actual transportation cost. The Travel Office or local Traffic Management Office must issue the certificate. When Military Air is directed but not available and commercial transportation is procured through the CTO/TMC, the certificate is not required.

3. **Authorized Commercial Rental Vehicles.** Attach a receipt from the rental agency itemizing all charges. If a mileage charge is included, a statement is required showing the number of official miles and personal miles (if applicable).

4. **Collision Damage to Commercial Rental Vehicles.**

a. Travelers submit claims for reimbursement of personal funds paid for the repair of damages to a rental vehicle to the DFAS. Documentation to support the claim is outlined in the DoDFMR, Vol. 9, Chap. 4. Prior to submission to the DFAS, the traveler must forward the claim to the OIG Office of General Counsel (OGC). The OIG OGC determines whether the damage occurred while in the performance of official business and if the damage was caused by willful and wanton negligence of the traveler. The DFAS is responsible for the final approval of the claim. Reimbursement is prohibited for damage sustained to a rental vehicle while being used on other than official business or by willful and wanton negligence on the part of the traveler.

b. Rental car damage claims received from a rental car agency must be forwarded to the OIG OGC to determine if the damage occurred while the traveler was performing official business or if willful and wanton negligence on the part of the traveler was involved. If the damage occurred on other than official business or if willful and wanton negligence on behalf of the traveler is determined, direct payment to the rental car agency in the full amount of the damage is authorized; however, the amount paid by the Government must be collected from the traveler determined responsible. (See reference (q).) The DFAS is responsible for final approval of the claim and for pursuing collection action against the responsible traveler.

c. If a third party is liable (including the traveler's private insurer), the OIG OGC may assert a claim. Travelers are required to sign a statement that they are aware that any reimbursement for the rental vehicle repair cost received from the rental agency, private insurance, or responsible third party is the property of the DoD. The reimbursement must be remitted to the DFAS unless the traveler paid the repair cost to the rental car agency with personal funds and was not reimbursed by the Government.

5. **Registration/Conference Fees.** If the TSD authorizes a training registration/conference fee to be placed in the travel authorization or the fee is not training related, such fees authorized by the AO as a requirement at federally and non-federally sponsored meetings and training are reimbursable. See Chap. 4, para. J-1, for the TSD policy for approving training registration/conference fees. Receipts are required for all individual expense amounts of \$75 or more. Attach an itemized receipt or administrative statement indicating meals and lodging included in the registration fee when the authorization doesn't include this information. The receipt or statement should indicate which meals were included, number of nights lodging, and the cost per night.

6. **Excess Accompanied Baggage.** The traveler must attach the receipt to the travel voucher.

**J. Missing Receipts.** If a required receipt is missing, the traveler should attempt to secure a replacement (facsimile or electronic copy). If this is not possible or not timely, the traveler may certify expenses. Traveler should provide details of the bill (dates, location, purchases, itemize expenses, etc.) in the remarks section of the DTS or attach a statement to the claim.

**K. Records Retention**

1. **DTS.** Travelers must attach required receipts and documentation electronically to the travel voucher in DTS for proper records retention. DTS provides instructional guidance on the process.

2. **Non-DTS.** All the OIG travel authorizations and vouchers must be retained for 6 years and 3 months. (See reference (r).) For canceled authorizations, the original authorization and amendment canceling the authorization must be maintained for the same period of time. The documents must be retained in hard copy. The AO's office maintains the documents in a filing system. The document packages for travel vouchers must include:

1. Authorization and amended authorizations if applicable;
2. Travel voucher;
3. Required receipts; and
4. Required documentation to support payment.

**L. Debt Collection.** The DFAS initiates collection action on sums due from personnel as a result of travel. These include an erroneous payment, a delinquent advance, or a balance due from the overpayment of an advance. For overpayments, the provisions Section 5705 of 5 U.S.C. apply for employees and the provisions Section 1007 of 37 U.S.C. apply for service members. (See references (s) and (t).)

1. **Cash Collections.** Check or money orders are sent to the DFAS in accordance with the debt notification letter.

2. Involuntary Collections. The DFAS performs follow-up notification for travel debts. If follow-up efforts fail, a DD Form 139, *Pay Adjustment Authorization*, is prepared for processing by the appropriate payroll office.

**M. Multiple Accounting Classifications and Travel Involving Two Fiscal Years.** Travel involving multiple accounting classifications normally occurs on an authorization with funds of different organizations or the OIG responsibility centers used to pay for the travel, or when an authorization directs travel across two fiscal years (FYs). Travel and related transportation expenses are recorded against the accounting classification in accordance with the guidance below.

1. Per Diem. Allocate per diem, including the lodging costs, to the accounting classification/FY applicable to each day.

2. Reimbursable Expenses. Allocate reimbursable expenses, other than transportation expenses, to the accounting classification/FY current at the time the expense is paid by the traveler. Expenses that are incurred over a period of time, such as rental vehicles, are averaged over the period of time and charge on a daily basis to the accounting classification/FY applicable to each day.

3. Transportation Expenses

a. This applies to MALT (POC). In determining the accounting classification/FY to charge, divide the travel portion of the TDY into legs: PDS to TDY station; between TDY stations; and TDY station to PDS. Charge the accounting classification applicable when a particular leg begins.

b. This applies to air transportation. Allocate all transportation to the first fund cite involving two FYs or to the fund cite for the first TDY point involving multiple fund cites in the same FY.

**N. Promotional Items, Gifts, Etc.**

1. The traveler may keep pens, note pads, calendars, or other items of “nominal intrinsic value”. (See reference (u).)

2. A traveler on official business may keep frequent traveler benefits such as points, miles, upgrades, or access to carrier facilities for personal use or official travel. (See Chap. 3, para. F.)

3. Vacating a seat. A traveler may keep payments from a carrier for voluntarily vacating a transportation seat. However, no additional travel expenses may be paid as a result of the delay. If a traveler is involuntarily denied a transportation seat, any compensation provided by the carrier belongs to the Government. The traveler must turn in this compensation to the Travel Office. (See JFTR, para. U1200-B and JTR, para. C1200-B.)

**O. Payments Chargeable to Non-DoD Agency Funds.** For travel authorizations citing non-DoD agency funds, the traveler must coordinate with the Comptroller Office to obtain a line of accounting to cover the advance and to ensure costs are appropriately transferred to the sponsoring Agency.

**P. Compensatory Time Off for Travel.** An employee is entitled to earn, on an hour-for-hour basis, compensatory time off for time in a travel status away from the employee's official duty station when the travel time is not otherwise compensable. (See reference (v).) Employees request compensatory time off for travel by submitting a completed itinerary from their travel voucher to their immediate supervisor within 5 work days of travel completion. The Human Capital Advisory Services is the focal point for this entitlement.

**FIGURE 7-1****TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL VOUCHERS**

1. Claim advances. Do NOT claim ATM cash withdrawals obtained with the travel card as advances.
2. Provide a complete itinerary identifying travel dates and different transportation modes and reasons for stops/delays.
3. Input the duration of the TDY (12 hours or less, more than 12 hours but 24 hours or less, and more than 24 hours).
4. Indicate leave periods and service members must attach a copy of their leave form.
5. For POC transportation, indicate owner/operator or passenger. Indicate POC miles by using the DTOD.
6. Itemize miscellaneous reimbursable expenses: (See JFTR/JTR, Appendix G for a comprehensive list and limitations.)
  - a. Authorized rental car. Itemize expenses associated with the rental vehicles, such as gas purchases, tolls, and parking.
  - b. Registration/conference fees. If the TSD authorizes a training registration/conference fee to be placed in the travel authorization or the fee is not training related, such fees authorized by the AO as a requirement at federally and non-federally sponsored meetings and training are reimbursable. See Chap. 4, para. J-1, for the TSD policy for approving training registration/conference fees. Indicate all deductible meals and/or lodging provided in the fee. Specify number of meals per day.
  - c. POC distance. Includes POC distance to/from the airport and in and around distance at the TDY site. Use odometer readings and itemize by the day.
  - d. ATM fees.
  - e. Lodging taxes.
  - f. Passport and visa fees for official travel requirements.
  - g. Currency conversion charges. Does not include reimbursement for losses.
  - h. Official communication charges.
  - i. Excess accompanied baggage costs.

**FIGURE 7-1 (cont'd)****TRAVELER'S CHECKLIST FOR TEMPORARY DUTY TRAVEL VOUCHERS**

- j. Laundry and dry-cleaning in the Continental United States (CONUS) only. For employees, TDY must be four or more consecutive nights and for service members, TDY must be seven or more consecutive nights.
7. Cite control numbers for non-availability of Government quarters (service members only).
  8. Lodging/quarters expenses. Itemize daily.
  9. Document in the remarks section for circumstances that warrant explanation, i.e., weather delays, overbooked flights, and "after-the-fact" approvals, etc.
  10. Attach receipts for lodging, commercial transportation, rental vehicle, excess baggage mailed through the post office, and other individual expense receipts of \$75 or more.
  11. Ensure financial institution information is correct, so the EFT disbursement is not rejected. This is for the residual amount not paid to the travel card contractor under split disbursement.
  12. As appropriate, contact the reviewer/AO and/or Travel Office to resolve questions.
  13. Comply with record retention requirements.

**FIGURE 7-2****REVIEWERS/AUTHORIZING/ORDER-ISSUING OFFICIALS' CHECKLIST FOR  
TEMPORARY DUTY TRAVEL VOUCHERS**

1. Review advances claimed. Ensure ATM cash withdrawals obtained with the travel card are not claimed as an advance.
2. Ensure itinerary identifies travel dates and different transportation modes and reasons for stops/delays.
3. Verify the duration of the TDY (12 hours or less, more than 12 hours but 24 hours or less, and more than 24 hours).
4. Ensure traveler has indicated leave periods and service members must attach a copy of their leave form.
5. For POC transportation, the traveler must indicate owner/operator or passenger. Validate POC mileage claims by using the DTOD. The AO must determine if POC is advantageous to the Government and if not limit expenses to the Government constructed costs.
6. Review miscellaneous reimbursable expenses: (See JFTR/JTR, Appendix G for comprehensive list and limitations.)
  - a. Rental car and expenses associated with the rental vehicles, such as gas purchases, tolls, and parking. Adjust claim if personal use is indicated.
  - b. Registration/conference fees. If the TSD authorizes a training registration/conference fee to be placed in the travel authorization or the fee is not training related, such fees authorized by the AO as a requirement at federally and non-federally sponsored meetings and training are reimbursable. See Chap. 4, para. J-1, for the TSD policy for approving training registration/conference fees. Deductible meals and lodging must be claimed if provided in the fee.
  - c. POC distance. Includes POC distance to/from the airport and in and around distance at the TDY site. Traveler provides odometer readings and itemizes by the day.
  - d. ATM fees.
  - e. Lodging taxes.
  - f. Passport and visa fees for official travel requirements.
  - g. Currency conversion charges. Does not include reimbursement for losses.
  - h. Official communication charges.
  - i. Excess accompanied costs.

**FIGURE 7-2 (cont'd)****REVIEWERS/AUTHORIZING/ORDER-ISSUING OFFICIALS' CHECKLIST FOR  
TEMPORARY DUTY TRAVEL VOUCHERS**

- j. Laundry and dry-cleaning in the CONUS only. For employees, TDY must be four or more consecutive nights and for service members, TDY must be seven or more consecutive nights.
- 7. Cite control numbers for non-availability of Government quarters (service members only).
- 8. Lodging/quarters expenses. Traveler itemizes daily.
- 9. Review remarks section and ensure circumstances warranting explanation are well documented, i.e. weather delays, overbooked flights, and "after-the-fact" approvals, etc.
- 10. Review attached receipts for lodging and other individual expense receipts of \$75 or more.
- 11. As appropriate, contact the AO and/or Travel Office to resolve questions.
- 12. Establish proper record retention files for travel vouchers.

**CHAPTER 8****POST-PAYMENT REVIEW**

**A. Purpose.** Post-payment reviews ensure the propriety of the travel vouchers, the legality of the payment, and accuracy of the facts stated in the trip record and supporting documentation. (See DoDFMR, Vol. 9, Chap. 2, Annex 2.)

**B. Responsibilities**

1. The Under Secretary of Defense (Comptroller) delegated responsibility for all post-payment reviews of the DTS travel claims to the DFAS.

2. The DFAS notifies the Travel Office immediately following each completed review where it was determined an improper payment was made. The Travel Office will ensure collection action is initiated or a supplemental payment is generated as appropriate.

**C. Selection**

1. All travel vouchers are subject to random review regardless of dollar value.

2. The DFAS statistical personnel establish the appropriate sampling plan for each DTS site.

**D. Review**

1. The DFAS utilizes a checklist to review computation accuracy and correct application of various travel entitlements.

2. The JFTR/JTR, Appendix G is the baseline for most claims in determining the accuracy and proper allowances.

3. The DFAS notifies the Travel Office if error trends emerge from the post-payment reviews.

**E. Indebtedness.** See Chap. 7, para. L, for debt collection process.

**CHAPTER 9****ADVANCES**

**A. Forms.** The form to be used to advance travel allowances is the DD Form 1351, *Travel Voucher*.

**B. DoD Standard Travel Advance Policy.** Refer to Chapter 6 of this Instruction for mandatory use of the Government travel charge card. Individuals who have a Government travel charge card must obtain their cash via the travel card ATM unless exempted. Personnel who do not have the Government travel card must obtain advances through EFT.

**C. Payment of Advance Travel Allowances**

1. The traveler prepares DD Form 1351 and computes the requested amount by computing 80 percent of all authorized and allowable out-of-pocket expenses expected to be incurred during travel, plus up to 100 percent of authorized and allowable registration/conference fees. See Chap. 4, para. J-1, for the TSD policy for approving training registration/conference fees. Include mileage rate for POC if applicable. Limit transportation advance amount to Government conveyance cost if not advantageous to the Government.

2. The traveler attaches two copies of the authorization to the DD Form 1351 and submits to the Travel Office. The EFT is sent to the traveler's payroll EFT unless another account is requested.

3. Normally, the advance should not be paid more than three workdays before the traveler departs the duty station on official TDY travel.

**D. Funds Chargeable.** The DFAS charges the travel advance to the funds cited in the authorization. When funds for two FYs are cited in the authorization, the advance is charged to the FY current at the time of disbursement, regardless of when actual travel commences.

**E. Follow-Up.** The DFAS must initiate follow-up for outstanding travel advances and, if necessary, initiate collection action.

## CHAPTER 10

### QUESTIONABLE CLAIMS

**A. Request for Advance Decisions.** The Travel Office prepares requests for advance decision on questions involving the applicability of law. For further guidance, see DoDFMR, Vol. 5, Chap. 25 and Vol. 9, Chap. 8. An AO may request an advance decision on any question involving a travel voucher presented for payment. Prepare and submit the request for decision according to this paragraph.

1. Amounts over \$100

a. Prepare the request in letter form addressed to the DFAS-Indianapolis Site.

b. The AO must provide a clear and brief presentation of the issue, including all facts causing doubts as to the validity of the proposed payment, without expressing personal views. State that the request for a decision is made by an AO and that the travel voucher submitted was presented to the AO for payment. The Travel and Transportation Officer signs the request. Attach a properly certified and approved travel voucher extended to show the amount payable. The travel voucher must include authorization copies and applicable documentation.

c. The Travel Office submits the original request and two copies to the DFAS-Indianapolis Site. The DFAS-Indianapolis Site reviews each request and contacts the Travel Office to resolve any questions. Requests in excess of \$100 require advance decision by the Defense Office of Hearings and Appeals (DOHA) for service members and the GSA Board of Contract Appeals (GSBCA) for employees.

2. Amounts of \$100 or Less. The request is prepared and processed the same as for amounts of more than \$100 except the decision is made at DFAS-Indianapolis Site by the Director.

3. Approval or Disapproval. If a decision is given that payment is proper, the original travel voucher is returned to the Travel Office for payment. The Travel Office records the number and date of the decision or attaches a copy of the decision to each travel voucher approved for payment. If payment is disapproved, the Travel Office is notified and the original voucher, together with supporting documents is not returned.

4. Restrictions. The following abstracts are from advance decisions and pertain to the DFAS actions regarding advance decisions.

a. Subject Awaiting Decision. No action may be taken by the DFAS toward payment of a travel voucher when the subject is being considered for an advance decision.

b. Subject Pending in Court of Claims. It is not the practice to render an advance decision on identical matters pending in the Court of Claims.

c. Reconsideration. Reconsideration of a former final decision cannot be conducted unless new material evidence is furnished or unless a mistake, fraud, or collusion is involved.

d. Informal Opinions. The expression of an informal opinion by an officer or employee of the applicable office/board is not an official action and is not controlling in any matter that may come before the board for an official determination.

e. Decisions.

(1) The Comptroller General rendered decisions prior to October 1996 (both service members and employees). To review decisions prior to October 1996, go to the following website at <http://www.gao.gov/decisions/decision.htm>.

(2) Decisions rendered October 1996 forward, for service members' claims, are accomplished by the DOHA. To review these decisions go to the following website at <http://www.defenselink.mil/DoDgc/doha/claims/>.

(3) Decisions rendered October 1996 forward for employees' claims are accomplished by the GSBCA. To review these decisions go to the following website at <http://www.gsbca.gsa.gov/>.

## **B. Doubtful Travel Claims**

1. General. If a traveler desires to contest a decision concerning an allowance determination, the Travel Office must assist in the submission of that claim. It is the traveler's right to have the claim forwarded for reconsideration. The AO must approve the part not in question. When partial settlement is made, the Travel Office states, in writing, the amount of the partial settlement and that no further payments will be made, except after certification in the name of DOHA or GSBCA.

2. The Travel Office submits three complete copies of a doubtful claim to the DFAS-Indianapolis Site. The transmittal should contain an agency analysis of the claim, results of research, statement of policy affecting the claim, and recommendations for approval or denial.

a. Documentation. The claimant must include a statement over his or her signature specifically requesting the DOHA/GSBCA review. The reclaim also includes a signed DD Form 1351-2, *Travel Voucher or Subvoucher*, and travel authorization and supporting documentation.

b. The Travel Office prepares an administrative report. (See fig. 10-1, for an administrative report sample.)

**C. Retroactive Amendments to Travel Authorizations.** Retroactive amendments to increase or decrease the amount of money due the traveler must be to correct clerical errors only and must be fully justified. Circumstances permitting an amendment (not based on clerical errors) to authorize additional payment or reduce payment are so rare that claims based on them are seldom allowed. The travel voucher with the amended authorization should be submitted to DOHA/GSBCA through the Travel Office and onto the DFAS-Indianapolis Site, with a statement of facts and circumstances. A written amendment confirming an oral authorization is not included in this category provided the oral authorization was issued on or before the effective date of the directed change. Support claims with a complete statement from the AO relating

facts and circumstances that necessitated issuance of the amended authorization. If necessary, the DFAS-Indianapolis Site forwards the claim for a final determination. Where practical, the AO approves the portion of a claim for the lesser of the allowance accrued under the original authorization or under the amended authorizations and submits the balance of the claim.

**FIGURE 10-1****SAMPLE ADMINISTRATIVE REPORT TO DEFENSE OFFICE OF HEARINGS AND APPEALS/GENERAL SERVICES ADMINISTRATION BOARD OF CONTRACT APPEALS**

**CLAIM FOR** (name of claimant, claimant's agency, SSN)

**TO:** (See DoDFMR, Vol. 9, Chap. 8 for address.)

1. Claim of (name and address of claimant) is forwarded under the DOHA/GSBCA directives.
2. Reason for forwarding claim: (A statement of the facts out of which the claim arose and any amounts that might be due the claimant.)
3. Supporting Documents: (Statement of doubt, law, or other reason for forwarding the claim.)
4. Citation of pertinent supporting documents, such as contracts, travel vouchers, applicable statutes, instructions, etc., attached to the claim.
5. No Pay Statement: (Use the appropriate statement below.)
  - a. Claim has not been paid and will not be paid except following certification by the DOHA/GSBCA.
  - b. Partial settlement has been made in the amount of (amount). No further payments will be made except following certification by the DOHA/GSBCA.

Funds:

6. If approval recommended, state: "See attached DD 1351-2, *Travel Voucher or Subvoucher* or "cite other applicable voucher". If disapproval is recommended, state: "No funds reserved." Cite the appropriation from which payment will be made if claim is allowed by the DOHA/GSBCA. Funds will be reserved for all administratively approved claims.

Recommendation:

7. Type the heading, but do not include the recommendation. The recommendation will be included in the letter transmitting the claim. The DFAS-Indianapolis Site completes the administrative report using the facts submitted. They do not change the administrative recommendation submitted, but resolves any differences of opinion with the submitting activity.

## CHAPTER 11

## CROSS-DISBURSING

**A. Policy.** Effective October 1, 1996, the Office of the Under Secretary of Defense, Comptroller directed the elimination of cross-disbursement of individual travel vouchers. Cross-disbursing means one DoD component paying a traveler using another DoD component's funds. This policy contained six exemptions to the policy.

**B. Exemptions**

1. Travel funded by multiple funding sources, open (central) allotment or by special centrally managed funds.
2. Travel performed entirely outside the continental United States (OCONUS) or travel funded by an activity located OCONUS, but performed in CONUS (Hawaii and Alaska are considered CONUS) for the purposes of this policy.
3. Travel funded by special access (classified) programs.
4. Travel required as the result of a deployment, an emergency, or a disaster.
5. Accountable station has no disbursing capability (no Disbursing Station Symbol Number).

**APPENDIX A****REFERENCES**

- a. Joint Federal Travel Regulations, Volume 1, *Uniformed Service Members*, current edition
- b. Joint Travel Regulations, Volume 2, *Department of Defense Civilian Personnel*, current edition
- c. DoD Financial Management Regulation 7000.14-R, Volume 9, *Travel Policy and Procedures*, current edition
- d. Decisions of the Comptroller General, 24 Comp. Gen. 439 (1944)
- e. DoD Directive 4500.9E, *Transportation and Traffic Management*, February 12, 2005
- f. DoD Instruction 4500.42, *DoD Passenger Transportation Reservation and Ticketing Services*, January 5, 1987
- g. DoD Directive 4515.14, *Washington Local Commuting Area*, December 29, 1998
- h. Decisions of the Comptroller General, 59 Comp. Gen. 397 (1980)
- i. Section 2784a of title 10, United States Code, Management of Travel Cards
- j. Public Law 105-264, *Travel and Transportation Reform Act*, October 19, 1998
- k. Public Law 108-136, *The National Defense Authorization Act for Fiscal Year 2004*, November 24, 2003
- l. Chapter 47 of title 10, United States Code, Uniform Code of Military Justice
- m. Section 552a of title 5, United States Code, Privacy Act Statement
- n. Section 1001 of title 18, United States Code, Statements or Entries Generally
- o. Section 287 of title 18, United States Code, False, Fictitious, or Fraudulent Claims
- p. Section 2514 of title 28, United States Code, Forfeiture of Fraudulent Claims
- q. Decisions of the Comptroller General, 47 Comp. Gen. 145, (1967)
- r. General Records Schedule 6, Accountable Officers' Accounts Records, December 1998
- s. Section 5705 of title 5, United States Code, Advancements and Deductions

**APPENDIX A (cont'd)**

**REFERENCES**

- t. Section 1007 of title 37, United States Code, Deductions from Pay
- u. DoD 5500.7-R, *Joint Ethics Regulation*, August 30, 1993
- v. Title 5, Code of Federal Regulations, Part 550, *Pay Administration (General)*, current edition

**APPENDIX B****ACRONYMS**

AEA	Actual Expense Allowance
AO	Authorizing/Order-Issuing Official
APC	Agency Program Coordinator
CONUS	Continental United States
CPM	Component Program Manager
CTO	(Contracted) Commercial Travel Office
DAMIS	Defense Automated Management Information System
DFAS	Defense Finance and Accounting Service
DoD	Department of Defense
DoDFMR	DoD Financial Management Regulation
DoD IG	Department of Defense Inspector General
DoD OIG	Department of Defense Office of Inspector General
DOHA	Defense Office of Hearings and Appeals
DTOD	Defense Table of Official Distances
DTS	Defense Travel System
EFT	Electronic Funds Transfer
FY	Fiscal Year
GSA	General Services Administration
GSBCA	General Services Administration Board of Contract Appeals
IBA	Individual Billed Account
ITA	Individual Travel Authorization
JFTR	Joint Federal Travel Regulations
JTR	Joint Travel Regulations

**APPENDIX B (cont'd)****ACRONYMS**

MALT	Monetary Allowance in Lieu of Transportation
M&IE	Meals and Incidental Expenses
NCR	National Capital Region
OCONUS	Outside the Continental United States
OIG	Office of Inspector General
PCS	Permanent Change of Station
PDS	Permanent Duty Station
PDTATAC	Per Diem, Travel, and Transportation Allowance Committee
PIN	Personal Identification Number
POC	Privately-Owned Conveyance
TDY	Temporary Duty
TMC	Travel Management Center
TSD	Training Support Directorate