

CHAPTER 2

TRAVEL AUTHORIZATION PROCEDURES0201 TRAVEL POLICY

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

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

020103. Object Classification

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

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

0202 TRAVEL ORDERS/AUTHORIZATION

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

020202. Travel Order

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

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

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

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

020203. Variations in Itinerary

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

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

020204. Retroactive Amendments to Orders

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

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

020205. Errors on Travel Orders

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

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

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

0203 TRAVEL ADVANCES

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

020302. Issuing Advances

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

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

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

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

Air Force Academy:

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

Naval Academy:

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

United States Military Academy:

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

020303. Monitoring Advances

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

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

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

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

020304. Advances for Separatees or Retirees

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

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

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

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

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

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