

## CHAPTER 5

TEMPORARY DUTY TRAVEL – NON-DEFENSE TRAVEL SYSTEM★0501 GENERAL

This chapter identifies the DoD financial management policies and procedures governing travel administration for travelers performing official government business at those installations to which the Defense Travel System (DTS) has not yet been deployed. This guidance identifies procedures covering the payment of travel and transportation allowances. It does not include every condition in which travel and transportation allowances either are authorized or limited by the Joint Federal Travel Regulations/Joint Travel Regulations (JFTR/JTR). Information contained in this volume does not supersede the JFTR/JTR.

★0502 RESPONSIBILITIES

050201. Accountable Official Responsibilities. Accountable officials involved in the travel management process shall serve as control points within the organization. These positions shall be designated in writing as prescribed by Volume 5, section 3305, of this Regulation. Accountable officials for the temporary duty travel (TDY) process include the government travel card agency program coordinators (APCs), authorizing officials (AO), resource managers, fund holders, automated information system (AIS) administrators, approving officials and certifying officials (CO).

A. General Responsibilities

1. Acknowledge appointment and responsibilities as an accountable official by signature.
2. Implement, maintain, and enforce system internal procedures and control points within an organization to minimize opportunities for erroneous payments.
3. Comply with all applicable DoD regulations, policies and procedures.
4. Respond in a timely manner to inquiries by reviewing officials.

B. Government Travel Card Agency Program Coordinators (APC). APCs implement and execute the government travel card program. See Chapter 3 of this volume for additional information and APC responsibilities.

C. Approving Officials

1. Approve TDY orders.
2. Approve travel claims.
3. If required by the DoD Component, approve claims by signing and dating the DD Form 1351-2 (Travel Voucher) and forwarding approved vouchers to the appropriate travel computation office. If a voucher is disapproved, annotate the reason and return to the traveler for correction or clarification as necessary.
4. If the entitlement or itinerary changes, approve after-the-fact allowable expenses and itinerary or status changes by signing and dating the DD Form 1351-2 and forwarding the approved voucher to travel computation office.

D. Authorizing Officials

1. Authorize all travel entitlements except when a higher authority is required, such as for first class travel.
2. Review lines of accounting.
3. Assign travel order control numbers.
4. Determine that travel was performed as authorized.
5. Approve travel claim when there is a change from the written travel order involving entitlements, itinerary or reimbursable expense such as a rental car. (NOTE: The act of signing and dating the traveler's DD Form 1351-2 in block 21A, with remarks in block 29, negates the need for amendments.)
6. Sign and date all travel claims when required by the DoD Component.
7. Ensure the claim is forwarded to the appropriate liaison office or travel computation office within 2 working days following the traveler's submission.

E. Resource Managers/Fund Holders

1. Ensure proper assignment of funding
2. Maintain funds control
3. Certify fund availability.

F. Supervisory Review

- personnel
1. Review, sign, and date all travel claims for military and civilian
  2. Submit the travel claim to the appropriate travel computation office for processing prior to payment.

G. Travel Computation Offices

- correction
1. Establish adequate internal controls to process travel claims
  2. Notify traveler if voucher is incorrect or incomplete and request
  3. Notify the submitting office or person if travel claim is received at the wrong office for computation
  4. Compute and determine the travel entitlement
  5. Forward the computed travel claim and supporting documents to the disbursing office for payment or interface with the disbursing system for payment.

H. Automated Information System (AIS) Administrators. AIS administrators operate and maintain systems to support travel management. They support the entitlement, certifying and disbursing systems.

I. Certifying Officials. Certifying Officials are pecuniarily liable under Title 31, United States Code, section 3528.

1. Acknowledge appointment as certifying official by signature
2. Complete DD Form 577 (Signature Card)
3. Appoint Accountable Officials in writing
4. Require each Accountable Official to acknowledge appointment by signature
5. Maintain appointment letters and signature cards of Accountable Officials
6. Use group appointments for Accountable Officials as needed
7. Certify for reasonableness and validity of travel claims

- of this Regulation
8. Certify claims for payment as outlined in Volume 5, section 3306,
  9. Forward certified claims to the supporting disbursing office
  10. Compare pre- and post-trip estimate of expenses
  11. Review all lodging receipts
  12. Review individual reimbursable expense receipts of \$75 or more.

050202. Travelers. Travelers are liable under False Claims Act (18 U.S.C. 287 and 1001 and 31 U.S.C. 3729) should they submit false, fictitious or fraudulent claims.

A. Prepare travel voucher on DD Form 1351-2 identifying the duration of the TDY in block 17.

B. Attach all supporting documentation including the original or legible copies of orders and receipts for all lodging expenses and claimed reimbursable expense of \$75 or more.

C. Identify electronic funds transfer (EFT) information using a DD Form 2763 (Direct Deposit Authorization), including account and financial institution routing transit number and account type, if information is not on file or requires updating with the travel computation office.

D. If selecting split disbursement, ensure that government travel card information is on record and indicate the dollar amount to be sent to the government travel card account.

E. Sign, date and include home or unit address and unit telephone number on travel claim.

F. Forward or fax the original DD Form 1351-2 and supporting documents to the AO or travel computation office as appropriate.

G. Provide to the AO copies of all receipts for lodging expenses and individual reimbursable expenses of \$75 or more.

050203. Reviewing Officials. Reviewing officials conduct pre- and post-payment review of travel payments certified by COs. The person appointed as a reviewing official may not serve concurrently as an accountable official, or as a CO or disbursing officer. Except where impracticable within afloat or tactical operating forces, persons appointed as reviewing officials shall not be in the supervisory chain of command of a CO or disbursing officer.

★0503 TRAVEL ORDERS

Travel orders are prepared in accordance with DoD Component management guidance and administrative instructions (including JFTR, Chapters 2 and 7 for uniformed members, JTR, Chapter 3 for civilian employees and JFTR/JTR, Appendix E for Invitational Travel Orders (ITOs)). The travel order establishes, in writing, the conditions for official travel and transportation at government expense. Travel orders must identify the traveler as either a government travel card cardholder or noncardholder. This statement authorizes alternative payment methods (e.g., transportation tickets being charged to a centrally billed account). TDY travel orders shall include the travel computation unit (location/address) to which travel vouchers must be forwarded (faxed/mailed). (See JFTR, paragraph U2100 and JTR, paragraph C3150.)

★ 050301. Funding

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

B. In the event of a split year funded trip, the traveler must return to his or her official duty station if no appropriate Act has been signed or continuing resolution has been enacted. Expenses incurred in returning to the traveler's duty station will be posted in the new fiscal year as necessary costs to close down operations.

050302. Variations

A. Variations Authorized. The authorization of travel variations should not be used in place of adequate advance planning, nor shall they be used to grant an open travel authorization. Variations shall be authorized in the order and are permitted only when considered mission essential in accordance with JFTR, paragraph U2135 and JTR, paragraph C4454. "Variations Authorized" permit:

1. Omission of travel to a place, or places, stated in the travel order
2. Change in the order of travel to places shown
3. Travel to places not shown.

B. Verbal Variations. Confirmation of a verbal order is required, and may not be delegated, when the AO gives the traveler a verbal order to:

1. Change the order of places to be visited
2. Change the time at each location
3. Add or omit locations.

C. No Amendments Needed. No amendments are needed if:

1. The traveler departs within a period of 7 days before or after the specified date of departure.

2. The TDY is extended by 100 percent of the original time or 7 days, whichever is less. For example, if a TDY of 5 days is authorized, the traveler could be extended for 5 additional days (100 percent) without amendments (the lesser of 7 days and 100 percent (5 days)). On the other hand, if a TDY is authorized for 14 days, the traveler could extend 7 additional days without amendments (the lesser of 7 days and 100 percent (14 days)).

050303. 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.)

050304. 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.

050305. Object Classification. Accounting for TDY travel shall be accomplished through the use of a single object classification code. All temporary duty orders shall be issued using the single object classification code of 21, "Travel and Transportation of Persons." Temporary exemptions to the mandatory use of the two-digit (21) object classification code to accommodate Component unique accounting requirements may be permitted only with the advance approval of the USD(C).

050306. Registration Fees. All registration fees incurred while DoD travelers are on TDY travel shall be charged to object classification code 21, "Travel and Transportation of Persons."

050307. 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 amending the orders. The traveler may make and initial any necessary changes.

B. Appropriation Data. When the accountable (funding) station is the disbursing station, the incorrect accounting classification data may be corrected without an amendment. If the accountable (funding) station is different than the disbursing station, changes to the incorrect accounting classification data shall be supported by one of the following:

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

050308. 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. The original order, however, 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 communications expenses). 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.

★0504 TRAVEL ADVANCES

050401. Policy. Cash travel advances shall not be authorized unless an exception is granted. The maximum advance amount authorized should be annotated on the travel order. The standard practice is for the traveler to use his or her government travel card to obtain cash from an automated teller machine (ATM). The maximum ATM cash advance amount that may be withdrawn using the government travel card should be annotated on the travel order. Personnel who are not eligible for government travel cards may obtain travel advances only via EFT. The supervisor, in coordination with the disbursing office, may authorize cash advances in limited situations where no other process is available to accomplish the mission. See Chapter 3 of this Volume for additional guidance on the government travel card program.

050402. Managing Financial Resources. To manage financial resources more effectively for travel expense purposes, DoD Components shall:

A. Hold to a minimum the amounts of cash advances for travel purposes as provided in section 0505 of this volume.

B. Ensure that travelers submit vouchers within established time frames as provided in paragraph 050405, below.

C. Process travel vouchers promptly to assure timely payment to employees or members or to recover any excess travel advances as indicated in the JTR, paragraph C1105-A. DoD Components must establish internal policies and procedures to ensure travel vouchers are paid within 25 working days after the end of a trip or travel period.

050403. Cadets and Midshipmen. Cadets and midshipmen travel in accordance with the policies of the respective Service Academy. If a cadet or midshipman wants a travel advance or seeks settlement at a disbursing office, the respective office listed below must be contacted for authorization, as follows:

U. S. Military Academy:

DFAS-Rome Operating Location  
ATTN: DFAS-RO-FPT  
124 Chappie James Boulevard  
Rome, NY 13441-4511  
1-800-447-1150

U.S. Naval Academy:

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

U.S. Air Force Academy:

10 ABW/FMFPPP  
2304 Cadet Drive Suite 220  
United States Air Force Academy  
Colorado Springs, CO 80840-5040  
Commercial Phone: (719) 472-2649  
DSN: 333-2649

★ 050404. Invitational Travel Orders. Travelers using invitational travel orders may be authorized travel advances. The amount of the advance shall be approved by the orders approving official and included on the invitational travel order. Advances will be limited to the authorized amount (refer to paragraph 050401, above).

050405. Monitoring Advances

A. General. When a travel advance is authorized, it shall be monitored to ensure that a corresponding travel claim is filed within 10 working days of the traveler's return to or arrival at the permanent duty station (PDS), or immediately when the orders are canceled. Travelers whose TDY extends beyond 30 days may file travel claims within 5 working days after the end of every 30 calendar day period or travel accrual payments may be provided in accordance with service specific regulations.

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 050514, below), the following action shall 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 deduction (see Defense Finance and Accounting Service-Kansas City 7220.31-R (reference e)). System acceptance of this transaction activates the delayed deduction program. The member is notified of the impending deduction on the next leave and earnings statement (LES). The amount then is 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 travel claims and/or repay advances. 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, of this Regulation regarding administrative offset procedures.

★0505 TRAVEL ADVANCE LIMITATIONS

★ 050501. General. Except as provided in paragraph 050503, above, DoD Components shall limit travel advances to those estimated expenses that a traveler is expected to incur for authorized travel (including travel incident to PCS/TCS) which ordinarily would be paid using cash (see "cash transaction expenses" as defined in paragraph 050502, below). This limitation applies to all advances. Advances issued for travel under single trip as well as open travel authorizations are limited to the estimated cash transaction expenses for no more than a 45-day period.

★ 050502. Cash Transaction Expenses. Cash transaction expenses are those travel expenses that, as a general rule, cannot be charged and, therefore, must be paid using cash, personal checks, or travelers checks. It is assumed travelers ordinarily use a government travel charge card to charge major expenses such as common carrier transportation fares, lodging costs, and rental of automobiles and airplanes. Cash transaction expenses are those items listed below.

A. Meals, when the government charge card is not accepted, and incidental expenses covered by the per diem rate, or Actual Expense Allowance (AEA).

B. Miscellaneous transportation expenses such as:

1. local transit system fares
2. taxi fares
3. parking fees
4. ferry fees
5. bridge, road, and tunnel fees
6. airplane parking, landing, and tiedown fees.

C. Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a POC for official business.

D. Other authorized miscellaneous expenses which cannot be charged using a charge card and for which a cost reasonably can be estimated before travel.

★ 050503. Exceptions to Travel Advance Limitations

A. Authorized Exceptions. The limitation in paragraph 050501, above, does not apply to any of the following PCS/TCS expenses:

1. temporary quarters subsistence
2. transportation and temporary storage of HHG
3. mobile home transportation.

B. Order-Issuing Official's Discretion. The order-issuing/authenticating official may, under the limited circumstances described in subparagraphs 1 through 3, increase the travel advance amount paid to a traveler.

1. Use of Government Travel Charge Card Precluded. Travel circumstances are expected to preclude the use of a government travel charge card to purchase transportation, lodging, car rental, or other travel expenses that ordinarily are charged.

2. Government Travel Charge Card Not Offered. The employee is not offered a government travel charge card under paragraph C1100-C.

3. Permanent Change of Station/Temporary Change of Station (PCS/TCS). Use of a government travel charge card is not feasible for PCS/TCS travel or a

househunting trip incident to a transfer between official stations, particularly a transfer between agencies.

C. Allowable Amount for Meals and Incidental Expenses. Unless a different amount has been prescribed in the travel order/Actual Expense Allowance (AEA), the amount advanced for meals and incidental expenses shall not exceed the M&IE allowance prescribed in the JTR, paragraph C4553-C2.

D. Amount Allowed. Travel advances, as authorized on the travel orders by the order issuing official, should not exceed 80 percent of the estimated additional cash expenses permitted under either subparagraphs 050503.A or B. In the event that (1) a travel charge card is not accepted at the TDY location, (2) the card is not authorized to be used for PCS or TCS travel, or (3) the employee has not been offered the travel card, that information shall be shown in block 16 of the travel order and that entry is the basis for authorizing an advance up to 80 percent. Additionally, if the 80 percent limitation results in a financial hardship on the employee, a request for an exception to the 80 percent limitation may be sent to the Defense Finance and Accounting Service Headquarters, Attn: Disbursing and Travel Directorate, 1931 Jefferson Davis Highway, Arlington, VA 22240-5291. It will be forwarded to the USD(C), or designee, who may authorize an advance up to 100 percent of the estimated expenses for:

1. an individual trip
2. an open travel authorization not to exceed a 45-day period.

E. Exceptions Precluded. The exception authority cited above might not be exercised if the employee has elected not to use alternative funding resources made available by the government; i.e., the government travel charge card. Furthermore, this exception authority may not be exercised for travelers whose government charge cards have been suspended or revoked because of delinquent payments.

F. Travel Under a Reduced Per Diem Rate. When a reduced per diem rate is prescribed in accordance with the JTR, paragraphs C4550-C, C4560 and C4561, employees or members may be authorized a cash travel advance of 100 percent of the authorized per diem rate for no more than a 45-day period, provided that the following 3 conditions are all met:

1. the period of TDY exceeds 60 days
2. travel vouchers are to be filed at least every 30 days
3. the government charge card cannot be used.

★ 050504. Per Diem Amount

A. Temporary Duty (TDY) or Actual Expense Allowance (AEA). An advance based on the per diem allowance is limited to a period of 45 days under an individual travel order unless the employee is:

1. Assigned to TDY for a period in excess of 45 days at a place where there are no facilities available for processing travel vouchers, or
2. Performing extended TDY aboard a Navy ship.

B. Permanent Change of Station (PCS) or Temporary Change of Station (TCS)

1. Travel Between Old and New Permanent Duty Stations (PDSs). An advance for the employee and/or dependents, based on the applicable per diem allowance, shall be limited to the amount payable for the allowable travel time.
2. Round Trip Travel to Seek Permanent Residence. An advance for the employee and/or spouse, based on the per diem allowance, shall be limited to the amount payable for the actual number of days authorized in the travel orders.

★ 050505. Mileage Amount

A. Temporary Duty TDY. An advance based on the mileage allowance shall be limited to \$300 under an individual travel order.

B. Permanent Change of Station (PCS) or Temporary Change of Station (TCS).

1. Travel Between Old and New PDSs. An advance, based on the mileage allowance of the employee and/or dependents, shall be limited to the official distance between the old and new PDSs.
2. Round-Trip Travel to Seek Permanent Residence. An advance, based on the mileage allowance of the employee and/or spouse, shall be limited to the official distance between the old and new PDSs.

★ 050506. Commercial Transportation Amount. When an employee elects to perform travel by commercial transportation at personal expense, an advance may be paid based on the estimated cost of the required transportation, not to exceed \$100 for each trip authorized under travel orders. When government-procured transportation documents are not available or their use is impracticable, an advance may be paid based on the cost of required transportation.

★ 050507 Household Goods (HHG) Amount. An advance for the cost of HHG transportation shall be limited to the cost of shipping the estimated weight of the employee's goods within the maximum weight for which an employee is eligible, at the applicable rate and distance shown in the commuted rate schedule. An advance for the cost of temporary storage shall be limited to the applicable commuted rate for the weight of HHG and period of storage, not in excess of 90 days and not in excess of the maximum HHG weight for which an employee

is eligible. A request for an advance by an employee should be accompanied by a written statement designating the points of origin and destination, the estimated HHG weight to be shipped, and any anticipated temporary storage not to exceed 90 days. The estimate of weight required in support of an advance may consist of a statement of the estimated weight signed by the carrier selected to handle the shipments.

★ 050508. Temporary Quarters Subsistence Expense (TQSE) Amount. Advances may be paid in 30-day increments for subsistence expenses covered in the JTR, paragraph C13215-B. The initial advance for funds for TQSE shall not exceed the maximum amount allowable under JTR, subparagraph C13225 for the first authorized period of 30 or less days. Thereafter, advances for subsequent 30-day periods may be paid as authorized by the DoD Component. DoD Components should advise employees or members that, when an advance is needed for the second and subsequently authorized 30-day periods, the request for advance should be submitted in sufficient time to allow for processing, approval, and issuance of the advance.

★ 050509. Mobile Home Transportation Amount

A. Within the Continental/Contiguous United States (CONUS). When the point of origin and the PDS to which movement is authorized both are located within CONUS, an advance for the cost of transportation of a mobile home moved by a commercial transporter shall be limited to an amount computed at the applicable rates for transportation for the official distance and 90 days temporary storage prescribed in the commuted rate schedules for the maximum weight of HHG for which an employee is eligible. If a mobile home is moved by a means other than a commercial transporter between such points, the advance shall be limited to an amount computed at \$0.11 per mile for the official highway distance or the applicable commuted rates in the schedules, whichever is less (FTR §302-7.3(b)(1)).

B. Between CONUS and Alaska. For travel between the CONUS and Alaska involving movement through Canada, the advance shall be limited to the constructive cost for transportation and temporary storage of HHG under a government bill of lading, subject to entitlement conditions and limitations prescribed in subparagraph 050509.A, above.

★ 050510. Group or Charter Arrangements. When payment for transportation under group or charter arrangements cannot be made to a carrier with government-procured transportation documents, an advance may be paid based on the estimated cost of the transportation to be furnished.

★ 050511. Requesting an Advance. Subject to the conditions in subparagraph 050511.A, below, an advance shall, upon request, be paid to an employee. The amount paid shall be computed by the appropriate disbursing office. (An exception to this requirement is authorized when individual travel orders are received via the Department of the Navy certified Automated Travel Order delivery system.) An advance must not be paid more than 10 days before travel begins unless specifically authorized by the authority directing the travel as necessary because of early departure incident to leave and Service exigencies. An advance is subject to the conditions stated in the following subparagraphs.

A. Number of Advances Authorized. Ordinarily, only one advance may be paid for a specific purpose under the same travel order. An exception to this rule may be made for employees or members on TDY in excess of 45 days aboard Navy ships or employees or members on other TDY assignments under an individual travel order in excess of 45 days at a place where there are no facilities available for processing travel vouchers. The total of the amounts advanced during the TDY assignment may not exceed the total amount authorized to be advanced in the employee's orders.

B. Prior Advance Outstanding. No advance shall be paid if an employee has failed, for reasons unacceptable to an approving official, to submit a claim voucher on a previous travel order under which an expense advance was paid, or has not made arrangements for settlement of an outstanding over-advance. This requirement may be waived when an employee has not had reasonable time to prepare and submit vouchers between successive travel assignments.

C. HHG Shipments. Advances for transportation or temporary storage of HHG or mobile home movement shall not be paid if such expense is not expected to be incurred by the employee concerned within 30 days from the authorizing date. In such cases the advance may be paid later.

★ 050512. Obtaining An Advance Payment

A. Document Submission

1. Department of the Navy. Prepare and submit to the disbursing office an original and 4 copies of the DD Form 1351-2 accompanied by the original and 2 copies of the employee's travel order. No DD Form 1351-2 is required when a "Various Payee" voucher is used by a Navy disbursing office to make travel advance payments. In this case, a detailed payee listing, showing the same basic information required on an individual DD Form 1351-2, is prepared by the disbursing office to support the payments made on a "Various Payee" voucher.

2. All Others. Prepare and submit to the appropriate paying office an original and 3 copies of the Travel Voucher (DD Form 1351-2) accompanied by 3 copies of the employee's travel order.

B. Payment. An advance is paid by the disbursing office. Necessary records of advances paid to employees or members are maintained by the appropriate office as specified in subparagraph 050513.A, below.

★ 050513. Advance Repayment

A. General. An employee or member who has received an advance shall submit a travel claim voucher within 5 working days of the employee's or member's return after the end of each trip so that settlement of the advance account can be made. The responsible

settlement office which accounts for funds against which the advance was charged is responsible for settlement or collection action in accordance with the applicable Service's accounting or disbursing regulations. The DoD Components shall implement internal controls to assure that:

1. Travelers with outstanding travel advances are notified of any delinquencies in filing vouchers and repaying outstanding travel advances

2. Travelers are paid amounts owed them within 15 working days after receipt of claims in the paying office

3. Outstanding travel advances and unpaid travel vouchers are reviewed and settled prior to an individual's separation.

B. Deduction from Vouchers. The settlement office shall ensure that the amount previously advanced is deducted from the total expenses allowed or otherwise is recovered. In instances where a traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on individual trip authorizations, the full amount of travel expenses allowed may be reimbursed to that traveler without any deduction of the advance until such time as the final voucher is submitted. If the amount advanced is less than the amount of the voucher on which the advance is deducted, the traveler shall be paid the net amount. If the advance exceeds the reimbursable amount, the traveler immediately shall refund the excess.

C. Delayed Use of Advance Funds. In the event of cancellation or indefinite postponement of authorized travel, a traveler shall promptly notify the accounting and finance or Navy fiscal office and refund any advance for the authorized travel. If a traveler does not refund the advance promptly, the accounting and finance or Navy fiscal office shall take immediate steps to collect the advances from the traveler.

D. Outstanding Advances. An employee or member should be informed that any over-advanced amount indicated in a travel claim settlement voucher immediately must be repaid. If an employee does not make voluntary settlement of indebtedness, action shall be taken to collect the outstanding advance from money due the employee or member.

E. Recovery of Advances. Outstanding travel or transportation advances that have not been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler shall be collected promptly in accordance with applicable debt collection laws and regulations. In the event that an employee or member dies before settling a travel advance, any travel advance in excess of earned entitlement is subject to collection. In the event the amount due is not refunded within a reasonable period, collection shall be effected by offset of salary due, retirement credit, or otherwise, from the person to whom advanced, or the traveler's estate, by deduction from any amount due from the United States, or by such other legal recovery method as may be necessary. Salary or other amounts due shall be used to settle the advance before setoff against the retirement credit. In view of these protections, a traveler is not required to furnish a bond in order to obtain a travel advance.

F. Accounting for Advances. Accounting for cash advances for travel purposes, recovery, and reimbursements shall be in accordance with procedures prescribed by the General Accounting Office. (See the General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Title 7, Fiscal Procedures.)

★ 050514. Advances for Service Member Separatees or Retirees

A. General. A Service member who is separating or retiring may be paid an advance through EFT incidental to separation/retirement no more than 10 days prior to the member and/or dependent(s) actual travel dates. Upon completion of the travel, a member who has received an advance shall submit the travel claim to the appropriate disbursing office.

B. Late Travel Claim. If the claim is not received within the required time frame, the disbursing official responsible for settling the advance shall prepare a letter to the Service member advising that (1) he or she is responsible for submitting the travel claim to the appropriate disbursing office, (2) a response is required within 30 days, and (3) if the travel claim is not received within this required time, the total amount of the advance becomes a debt. For retirees, the debt shall be referred for offset against the retired pay account. For separated Service members, the debt shall be referred for debt collection action to include possible offset against future federal income tax returns. If no response is received within the 30-day time frame, the responsible disbursing official holding the debt shall forward the debt and necessary documentation to:

DFAS-Denver Center (FYDE)  
6760 E. Irvington Place  
Denver, CO 80279-8000

★0506 TRAVEL STATUS

050601. General. Travel status begins when a traveler departs the home or office and ends when the traveler returns to the office or home. (See JFTR, paragraph U2200 and JTR, paragraph C1058-B and Appendix A.)

050602. Aircrew. Travel status begins with take-off from the PDS and ends with landing at the PDS. (See JFTR, paragraph U2200.)

0507 FURNISHED MEALS

★ 050701. Complimentary Meals Furnished by a Hotel. When a traveler is furnished a complimentary meal by a commercial lodging establishment, that meal is not a deductible meal. There is no deduction from the meals and incidental expenses (M&IE) rate regardless of whether the meal was consumed by the traveler. For rules concerning lodgings and meals furnished by government contract, see JFTR, paragraph U4125-A2 and JTR, paragraph C4552-H.

★ 050702. Meals Furnished at Conferences. When some but not all meals are included in conference fees, the traveler is entitled to the proportional meal rate on non-travel days on which those meals are provided. Continental breakfasts and evening receptions, without a “sit-down meal” are not “furnished meals.” (See JFTR, paragraph U4125-A3g and JTR, paragraph C4554-B.)

★0508 GOVERNMENT QUARTERS AND DINING FACILITY AVAILABILITY

050801. Nonavailability Statements. Travelers are not required to obtain written nonavailability statements before obtaining reimbursement for commercial lodging costs and the local M&IE rate. The availability of government quarters, contract quarters and dining facilities shall be confirmed when a reservation request is made. The Commercial Travel Office (CTO) or traveler shall obtain the confirmation by using the following procedures.

A. Lodging. The CTO or traveler should contact the destination billeting office or Army Central Reservation Center for quarters availability. If quarters are not available, the billeting office or Army Central Reservation Center is required to give the CTO or traveler a confirmation or nonavailability number or the name and phone number of the person contacted. When government or contract quarters are not confirmed as available, they are not available and a confirmation or nonavailability number is to be issued. The CTO or traveler enters the confirmation or nonavailability number on the travel order or voucher. If the CTO or traveler is not able to obtain a confirmation or nonavailability number from the billeting office or Army Central Reservation Center, the CTO or the traveler shall note on the travel order or voucher the date and time the attempt was made. The commercial lodging and per diem rate then shall be paid.

B. Dining Facilities. The traveler should obtain information on the availability of government dining facilities through the CTO or the destination billeting office or Army Central Reservation Center if the AO directs use of a government dining facility while the traveler is quartered on-base. If not available, the M&IE rate for commercial meals is authorized. If the CTO or the traveler is not able to obtain messing availability information through the CTO arrangements process or directly from the destination billeting office or Army Central Reservation Center, the commercial meals rate is authorized and the CTO or the traveler must note on the travel order or voucher the date and time an attempt was made.

050802. Government Dining Facility

A. Government Dining Use Required. If the AO directs use of a government dining facility while the traveler is quartered on-base but, during the trip, no such facility is available, the member may be reimbursed the full M&IE rate if all three meals are not available. (NOTE: The dining facility and on-base government quarters shall be on the same installation.) If one or two meals are not available (provided the AO accepts the member’s certification of nonavailability), the traveler shall be reimbursed the proportional meal rate or the full M&IE rate as determined by the AO. The appropriated government facility rate shall be paid when civilian

travelers consume all three meals in a government mess or the proportional rate on any day in which one or two, but not all three meals are consumed in a government mess. (See JFTR, paragraph U4125-A3b and JTR, paragraph C4554-A.)

B. Government Dining Use Impractical. The use of a government dining facility is impractical on any day in which the member actually is traveling between or among locations (see JFTR, paragraph U4400-B), except for meals incidental to special status as outlined in section 0509 of this volume.

050803. TDY Not at an Installation. When the TDY location is not at an installation, the Service member is not required to use nearby government facilities. If the Service member chooses to use government quarters at a nearby installation, however, a government dining facility is “not available” for M&IE purposes. (See JFTR, paragraph U4400.)

050804. TDY at an Installation. Travelers are not required to use available government quarters and dining facilities. When adequate available government quarters are not used and the traveler procures commercial lodgings, reimbursement is limited to the cost of the available government quarters, except when the AO approves reimbursement for the cost of the commercial quarters. When the TDY is for training, the commander or commandant of the school shall determine whether the traveler should have used government quarters. (See JFTR, paragraph U1045-A and JTR, paragraph C1055.)

#### 0509 SPECIAL STATUS AND PER DIEM RATES

Reduced or zero per diem rates for a special status, such as field duty, sea duty, hospitalization, rehabilitation and essential unit dining, take effect at 0001 the day after the traveler enters the status and ends at 2400 hours the day preceding the day the traveler leaves that status. (See JFTR, paragraph U4105.)

050901. Departure from and Return to PDS. Seventy five percent of the appropriate M&IE rate is paid to travelers on the day of departure from and return to the PDS when entering or exiting a special status providing all meals.

050902. Other Changes in Status. For all other days of travel when the traveler enters or exits a special status providing all meals, those meals provided before entering and after exiting the status are available and the proportional meal rate applies on those days. If no travel is involved and the traveler goes from one zero per diem status directly into another zero per diem status, no per diem is paid for that day. Otherwise, normal per diem computations, at the special status rates, apply on that day.

★ 050903. Payment for Meals. If a traveler is required to procure a meal or quarters other than at the special status rates, reimbursement of the cost may be made not to exceed the proportional meal rate for the meal or lodging portion of the locality per diem allowance. This does not include payment of the basic food cost for officers, employees or members in field duty,

sea duty or under essential unit messing (see JFTR, paragraph U4510 and JTR, paragraph C4711). (NOTE: Employees are reimbursed the basic food costs (see JTR, paragraphs C4554-A1c and C4554-D)).

050904. Travel Orders. Travel orders shall identify the reduced per diem rates, availability or non-availability of government quarters, authorization for government or proportional meal rate as applicable, identification of special status and reference to the letter or message in which they were established.

★0510 CONSECUTIVE TDY

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

EXAMPLE: The traveler completes the first TDY on October 5, the next TDY starts October 8. The traveler is paid per diem during the delay at the first TDY point.

D/A	DATE	LOCATION	MODE	REASON FOR STOP
Dep	1 Oct	PDS	PA	
Arr	1 Oct	TDY point A		TD
Dep	8 Oct	TDY point A	PA	
Arr	8 Oct	TDY point B		TD
Dep	12 Oct	TDY point B	PA	
Arr	12 Oct	PDS		MC

★0511 LEAVE, PERMISSIVE TDY, OR ADMINISTRATIVE ABSENCE IN CONJUNCTION WITH FUNDED TDY

051101. Permissive/Administrative Travel Time. A traveler who takes leave, permissive travel, or an administrative absence before or after a funded TDY, is entitled to travel allowances from the PDS to the funded TDY location and return to PDS. If the traveler takes leave, permissive travel or an administrative absence between two TDY locations, the traveler is entitled to allowances for direct travel between the two TDY locations.

051102. Travel Time When Using Privately Owned Conveyance (POC). Permissive or administrative travel time is authorized when a traveler is authorized to travel by POC for personal convenience to a funded TDY of 16 days or more and reimbursement is based on a constructive schedule. The allowable travel time is computed based on the provisions of the JFTR, paragraph U5160, for military personnel and JTR, paragraph C4300, for civilian employees. Permissive or administrative travel time is not authorized when the orders direct a mode of transportation and that mode is available but not used. Per diem is not authorized for the additional period.

051103. Leave and Overtime in Conjunction with Official Travel. The unit commander, designated representative or employee's supervisor shall make and document determinations regarding leave and duty status, to include overtime. The granting, accounting for, and associated reporting procedures are organizational responsibilities made in accordance with DoD Component instructions.

0512 RETURN TO THE PERMANENT DUTY STATION DURING TDY

051201. Authorized Return. When a travel order authorizes return to the PDS, the traveler is authorized travel, transportation allowances and per diem for travel from the TDY site to the PDS and return to the TDY site. When the AO has authorized or approved the lodging costs maintained at the TDY site as mission essential, the incurred expenses shall be paid as a reimbursable expense. In making the decision to authorize or approve, the AO shall determine that the reasons for retaining the lodging are reasonable and necessary and not strictly for the convenience of the traveler. This determination should be made after considering the traveler's efforts to obtain lodging on a weekly or monthly basis or other long-term rental agreement. When the lodging retained is charged on a daily basis, the AO should consider such factors as the length of the TDY, the amount of personal belongings, the capability of the establishment to store those belongings and the ability of the traveler to secure a room upon return. The AO shall state the reason for authorizing or approving reimbursement of the retained lodging. For this entitlement, the permanent quarters from which the traveler normally commutes to the PDS are the same as the PDS. If the traveler goes to another location, no allowances are authorized for the travel and per diem is computed as if the traveler remained at the TDY location.

★ 051202. Voluntary Return. When a traveler voluntarily returns to the PDS during a TDY period, his or her entitlement is limited to the lesser of the actual travel cost for the round trip to the PDS and what it would have cost had he or she remained at the TDY site. The factors included in determining actual travel costs are: per diem for the travel days, round trip transportation for the mode used, and cost for quarters retained at the TDY site. (See JFTR, paragraph U4130 and JTR, paragraph C4662-C.)