

TABLE OF CONTENTS

	<u>Page</u>
FOREWORD	i
INTRODUCTION TO THE DoD FINANCIAL MANAGEMENT REGULATION	iii
TABLE OF CONTENTS	v
FORMS INDEX	vii
REFERENCES	viii
DEFINITIONS	ix
ABBREVIATIONS AND ACRONYMS	xii
Chapter 1 General Information	1-1
0101 Authority	
0102 Application	
0103 Effective Date of Changes	
0104 References	
0105 Routing and Format for Recommending Changes	
Chapter 2 Travel Authorization Procedures	2-1
0201 Travel Policy	
0202 Travel Orders/Authorization	
0203 Travel Advances	
0204 Advances for Separatees or Retirees	
★Chapter 3 Government Travel Card	3-1
★ 0301 Policy and Purpose	
★ 0302 Responsibilities	
★ 0303 Mandatory Use of the Travel Card	
★ 0304 Non-Mandatory Use of the Travel Card	
★ 0305 Program Structure and General Travel Card Information	
★ 0306 Management Controls	
★ 0307 APC Responsibilities	
★ 0308 Traveler Reimbursement and Payment Responsibilities	
★ 0309 Delinquency Management	
★ 0310 Reports Provided by Card Contractor	
★ 0311 Effective Date and Implementation	
Chapter 4 Transportation Allowances	4-1
0401 General	
0402 Mode of Transportation	
0403 Transoceanic Travel	
0404 Travel by Privately Owned Conveyance (POC)	
0405 Business/First Class (Premium) Accommodations	
0406 Unused/Lost Transportation Requests or Tickets	
0407 Special Conveyances	
0408 Reimbursement for the Cost of Damages to Commercial Rental Vehicles	
0409 Local Travel In and Around Permanent or Temporary Duty Stations	

Chapter 5	Temporary Duty Travel	5-1
0501	Authorizing Official	
0502	Beginning and Ending of Travel Status	
0503	Furnished Meals	
0504	Government Quarters and Dining Facility Availability	
0505	Special Status and Per Diem Rates	
0506	Consecutive TDY	
0507	Leave, Permissive TDY, or Administrative Absence in Conjunction with Funded TDY	
0508	Return to the Permanent Duty Station During TDY	
Chapter 6	Permanent Duty Travel	6-1
0601	Transportation and Storage of Household Goods (HHG)	
0602	Transportation of Privately Owned Vehicles	
0603	Transportation of Mobile Homes	
0604	Dislocation Allowance (DLA)	
0605	Miscellaneous Expense Allowance	
0606	Temporary Quarters Subsistence Expense (TQSE)	
0607	Househunting Trips	
0608	Real Estate Transactions	
0609	Relocation Income Tax Allowance (RITA)	
Chapter 7	Evacuation Allowances	7-1
0701	General	
0702	Members' Dependents	
0703	Employees and Their Dependents	
0704	Evacuation Advances and Payments	
0705	Identification of Evacuees	
Chapter 8	Processing Travel Claims	8-1
0801	General	
0802	Forms	
0803	Voucher Preparation	
0804	Submission of Travel Claims	
0805	Questionable Claims	
0806	OA/AO Responsibility	
Chapter 9	Procedures for Coast Guard Members	9-1
0901	Coast Guard Members Traveling Using DoD Appropriations	
0902	Coast Guard Members Traveling on Non-DoD Appropriations	
Chapter 10	Department of Defense Travel Reengineering Pilots	10-1
1001	General	
1002	Policy	
1003	Implementation	
★Appendix A		A-1
★	Statement of Understanding Government Travel Card Program	
★	Sample 60-Day Delinquency Memorandum	
★	Sample 90 Day Delinquency Memorandum	
★	Sample 120-Day Delinquency Memorandum	