

APPENDIX B

Instructions for Completing DD Form 1610

- Item 1. Date of request:** Enter the day, month, and year (for example, "15 Aug 90").
- Item 2. Name:** Enter the name and SSN of the traveler.
- Item 3. Position title and grade or rating:** Enter the grade or rank of the traveler.
- Item 4. Official station:** Enter the name and location of the traveler's current permanent duty station.
- Item 5. Organizational element:** Enter the traveler's current unit of assignment.
- Item 6. Phone number:** Enter the traveler's duty telephone number.
- Item 7. Type of orders:** Enter "TDY" and, if appropriate "Group," "Confirmatory," "Repeated," "Blanket," "Amendment," "Rescission," or "Revocation."
- Item 8. Security clearance:** Leave this item blank unless information is considered necessary by the travel-directing official.
- Item 9. Purpose of TDY:** Specify clearly and fully. Enter the appropriate standard purpose category, for example, operational-managerial; meetings, conferences and speeches; training; relocation; and other travel. If TDY is to attend meetings of private organizations under AR 1-211, enter "To attend" (enter the name of the conference and the date of the conference) "as a liaison representative of the Department of the Army under authority of the Secretary of the Army" (enter the date approved). If TDY is to attend school, include the reporting date, course title, class or course number, and quota source.
- Item 10a. Approximate number of days of TDY:** Self-explanatory. However, the period, including travel time, may be exceeded by 100 percent or 7 days, whichever is less, without requiring a travel order amendment. Paragraph 1-21 c applies for continuous TDY at one location for more than 180 calendar days.
- Item 10b. Proceed O/A (Date):** Enter the date, as accurately as possible, for beginning official travel. (Official travel may begin as much as 7 days before or after the indicated date but is not official until the date the travel order is issued.)
- Item 11. Itinerary:** Indicate from and to locations to which official travel is authorized and the return to location. Do not enter a location unless TDY will be performed at that location or a rest stop is authorized at that location. If TDY is to be performed at a military installation, show the name of the military installation at which the organization is located. If the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, enter an "X" in the Variation authorized block. Justification for variation will be signed by the requesting or approving official and attached to the order.
- Item 12. Mode of transportation:** See paragraph 2-10. Leave the space next to the Rate per mile block blank. Leave the block next to "Mileage reimbursement . . . as indicated in the JFTR" blank.
- Item 13. Per diem:** Do not prescribe a rate of per diem.
- Item 14. Estimated cost:** Leave blank unless information is required by local instructions.
- Item 15. Advance authorized:** Leave blank unless information is required by local instructions.
- Item 16. Remarks.** The person preparing the order will develop an appropriate response to this item by referring to table 2-2 and the regulations or other instructions governing the action to be taken. See paragraph 12-13 for applicable mandatory statements. Except when travel by POV is authorized as advantageous to the Government, contact the supporting transportation office to obtain the GTR cost and enter "GTR cost is" (enter the amount). Do not include information that is not essential to the TDY, for example, information on documents needed to support a travel claim, information on weapons or firearms unless required by AR 190-14 or table 2-2 (item 21) of this regulation, or requirement to use transportation requests and meal tickets. See paragraph 1-23 if this is a confirmatory order. When TDY is for maneuvers or exercises, enter "Per diem" (enter "will" or "will not") "be payable in accordance with AR 37-106, chapter 3, section IV."
- Item 17. Requesting official:** The requesting official will sign this item after determining that the TDY request meets the criteria prescribed in table 12-1. The requesting official will not normally sign as the approving official. (See para 12-10.) If the requesting official is also the approval official, enter "Same as item 18," and the official will sign item 18.
- Item 18. Approving official:** The approving official will sign this item after determining that the TDY request meets the criteria prescribed in table 12-1. The approving official will not normally sign as the order-authorizing official. (See para 12-10.) If the approving official is also the authenticating official, enter "Same as item 20," and the official will sign item 20.
- Item 19. Accounting citation:** The servicing budget or fiscal officer will enter the appropriate accounting classification and the DSSN of the office that maintains the individual's travel record (DD Form 1588) (Record of Travel Payment) and will certify the availability of funds by signing in item 19. See examples in figures 12-1 and 12-2. When TDY is to participate in civilian ceremonies (AR 360-61), enter "All expenses incurred as a result of this temporary duty will be borne by" (enter the sponsoring agency). Enter the CIC on all orders directing travel to or from an overseas area. AR 37-1 explains the construction of the CIC. When travel is administrative travel, enter "Administrative travel."
- Item 20. Order-authorizing official:** See paragraphs 1-16 and 2-18. The order-authorizing official will sign this item after determining that the TDY request meets the criteria in table 12-1. Show the order-issuing organization and location, in addition to the title and signature of the order-authorizing official. The requesting and approving officials will not normally sign as the order-authorizing official. (See para 12-10.)
- Item 21. Date issued:** Self-explanatory.
- Item 22. Travel order number:** See paragraph 2-14b for instructions on numbering orders.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.</small>							1. DATE OF REQUEST 10 Feb 00
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) DOE, JOHN D.				3. POSITION TITLE AND GRADE OR RATING 000-00-0000 COL, MS, Chief, Department of Nursing Science			
4. OFFICIAL STATION FORT SAM HOUSTON, TX				5. ORGANIZATIONAL ELEMENT CO D, ACAD BN, UIC: W3VZAA (MCCS-HN)			6. PHONE NO. 18231
7. TYPE OF ORDERS TDY		8. SECURITY CLEARANCE If Applicable		9. PURPOSE OF TDY To attend the World Nursing Conference in Washington, DC.			
10 a. APPROX. NO. OF DAYS OF TDY (Including travel time) 5.00		b. PROCEED O/A (Date) 7 Mar 00					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED Depart Fort Sam Houston, TX; Arrive Washington, DC; Return Fort Sam Houston, TX.							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)
RAIL	AIR <input checked="" type="checkbox"/>	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM \$ 325.00		TRAVEL \$ 275.00		OTHER \$ 110.00		TOTAL \$ 710.00	\$
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Travel vouchers will be submitted for review within 5 days after TDY is completed. Rental car is authorized. Cost of insurance for rental vehicles not otherwise included in the basic agreement is not reimbursable. You are not authorized to report earlier than the date specified. Use of Government facility (dining or billeting) would adversely affect the performance of the assigned mission. The assigned mission should not be held to a minimum. Call the lodging success center (1-800-821-6559) for lodging arrangements to the National Capital Region. Lodging Success Confirmation number is: AH0122X1997. Official travel arrangements purchased through a commercial travel office (travel agency) not under contract to the government is not reimbursable. <u>(Example only, your remarks may vary accordingly.)</u>							
17. REQUESTING OFFICIAL (Title and signature) JOHN D. DOE, COL, MS, Chief, DNS				18. APPROVING OFFICIAL (Title and signature) RICHARD A. SMITH, COL, MS, SGS			
AUTHORIZATION							
19. ACCOUNTING CITATION							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION FOR THE COMMANDER: YOLANDA R. CANTU, Budget Technician						21. DATE ISSUED	
						22. TRAVEL ORDER NUMBER	

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 18 Aug 00	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME <i>(Last, First, Middle Initial)</i> DOE, JOHN D.				3. POSITION TITLE AND GRADE OR RATING 000-00-0000 COL, MS, Chief, Department of Nursing Science			
4. OFFICIAL STATION FORT SAM HOUSTON, TX				5. ORGANIZATIONAL ELEMENT CO D, ACAD BN, UIC: W3VZAA (MCCS-HN)			6. PHONE NO. 18231
7. TYPE OF ORDERS Amendment		8. SECURITY CLEARANCE		9. PURPOSE OF TDY			
10 a. APPROX. NO. OF DAYS OF TDY <i>(Including travel time)</i>		b. PROCEED OJA <i>(Date)</i>					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT			
<input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
<input type="checkbox"/> OTHER RATE OF PER DIEM <i>(Specify)</i>							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM	TRAVEL		OTHER		TOTAL		
\$	\$		\$ 110.00		\$ 110.00		\$
16. REMARKS <i>(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)</i> AMEDDC&S TDY Order No. 08-522 is amended as indicated by an asterisk (*), copy enclosed. *Registration fee of \$110.00 is authorized. <i>(Example only, your remarks section may vary accordingly.)</i>							
17. REQUESTING OFFICIAL <i>(Title and signature)</i> JOHN D. DOE, COL, MS, Chief, DNS				18. APPROVING OFFICIAL <i>(Title and signature)</i> RICHARD A. SMITH, COL, MS, SGS			
AUTHORIZATION							
19. ACCOUNTING CITATION							
20. ORDER AUTHORIZING OFFICIAL <i>(Title and signature)</i> OR AUTHENTICATION FOR THE COMMANDER: YOLANDA R. CANTU, Budget Technician						21. DATE ISSUED	
						22. TRAVEL ORDER NUMBER	

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.							1. DATE OF REQUEST 8 Mar 00
REQUEST FOR OFFICIAL TRAVEL							
2. NAME <i>(Last, First, Middle Initial)</i> DOE, JOHN D.				3. POSITION-TITLE AND GRADE OR RATING COL, MS, Chief, Department of Dental Science			
4. OFFICIAL STATION FORT SAM HOUSTON, TX				5. ORGANIZATIONAL ELEMENT CO D, ACAD BN, UIC: W3VZAA (MCCS-HD)		6. PHONE NO. 17750	
7. TYPE OF ORDERS Confirmatory TDY		8. SECURITY CLEARANCE If Applicable		9. PURPOSE OF TDY To attend a Dental Conference in Houston, TX.			
10 a. APPROX. NO. OF DAYS OF TDY <i>(Including travel time)</i> 5.00		b. PROCEED O/A <i>(Date)</i> 4 Mar 00					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED Depart Fort Sam Houston, TX; Arrive Houston, TX; Depart Houston, TX; Return Fort Sam Houston, TX.							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE: 0.31
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>				<input checked="" type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT			
<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.							
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM <i>(Specify)</i>							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM	TRAVEL		OTHER		TOTAL		
\$ 160.00	\$		\$ 90.00		\$ 250.00		\$
16. REMARKS <i>(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)</i> Travel voucher will be submitted within 5 working days after completion of TDY. Rental car is not authorized. Privately owned conveyance travel and in and around mileage is authorized. Confirms verbal orders of commanding officer, 4 Mar 00, <u><i>(signature of the person in block 18)</i></u> . <i>(Example only.)</i>							
17. REQUESTING OFFICIAL <i>(Title and signature)</i> JOHN D. SMITH, COL, MS, Chief, DDS				18. APPROVING OFFICIAL <i>(Title and signature)</i> RICHARD A. SMITH, COL, MS, SGS			
AUTHORIZATION							
19. ACCOUNTING CITATION							
20. ORDER AUTHORIZING OFFICIAL <i>(Title and signature)</i> OR AUTHENTICATION FOR THE COMMANDER: YOLANDA R. CANTU, Budget Technician						21. DATE ISSUED	
						22. TRAVEL ORDER NUMBER	



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

February 10, 2000

Department of Preventive Health Services

SUBJECT: Invitational Travel Order

Travel Order Number:
Date Approved:

Mr. Jose P. Rodriguez
SSN: 000-00-0000
1225 Morris Street
Houston, Texas 77009-1225

Dear Mr. Rodriguez:

You are invited to proceed from your home address to the U.S. Army Medical Department Center and School, Fort Sam Houston, Texas, to participate in the Environmental Quality Conference, conducted at the Holiday Inn Riverwalk in San Antonio, Texas.

You are to depart Houston Hobby Airport no later than May 21 2000. You are scheduled to depart San Antonio, Texas, May 26, 2000.

The fee for your services will be the difference of your round-trip airfare (at government rate) subtracted from \$2,500.00 which is the total amount allocated for you. You are not allowed to collect any other fees nor reimbursements. You will be responsible for paying your daily expenses while staying in San Antonio, Texas, including lodging, meals, rental car, etc.

Point of contact for this visit is MSG Walker, Department of Preventive Health Services. Should you require assistance regarding this visit, call 210-221-8909.

The fund cite is:

Sincerely,

Velma J. Smith
Chief, Program and Budget
Division

Yolanda R. Cantu
Budget Technician



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February 10, 2000

Department of Preventive Health Services

SUBJECT: Invitational Travel Order

Travel Order Number:
Date Approved:

Mr. Jose P. Rodriguez
SSN: 000-00-0000
1225 Morris Street
Houston, Texas 77009-1225

Dear Mr. Rodriguez:

This letter serves to officially notify you that the Invitational Travel Order, identified by Travel Order Number 02-010, February 1, 2000, is hereby amended, copy enclosed.

Date of departure from San Antonio is changed to May 30, 2000. The fund cite is changed to read:

Sincerely,

Velma J. Smith
Chief, Program and Budget
Division

Yolanda R. Cantu
Budget Technician

Enclosure



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

February 10, 1999

Department of Preventive Health Services

SUBJECT: Invitational Travel Order

Travel Order Number:
Date Approved:

Mr. Jose P. Rodriguez
SSN: 000-00-0000
1225 Morris Street
Houston, Texas 77009-1225

Mr. Rodriguez:

This letter serves to officially notify you that the Invitational Travel Order, identified by Travel Order Number 02-010, February 1, 1999, is hereby revoked, copy enclosed.

The Travel Order was further identified by the following fund ..

(Use the exact fund cite from the original order.)

Sincerely,

Velma J. Smith
Chief, Program and Budget
Division

Yolanda R. Cantu
Budget Technician

Enclosure

TDY ITINERARY

(For use of this form, see AMEDDC&S Memo 1-11; proponent activity is MCCS-RB)

NAME: GUERRERO, LYDIA (NMI)	RANK: GS6	DESTINATION/PURPOSE: TDY TO WASH DC	DATES: 4-10 OCT 00
			Total No. of Days <u>7</u>

TRANSPORTATION			Estimated Cost: <u>\$1,200.00</u>
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	CITY	CARRIER	FLIGHT NO	TIME	DATE
LV	San Antonio, TX	Delta	770	1300	4 Oct 00
ARR	Nashville, TN	"	"	1500	"
LV	"	"	880	1600	"
ARR	Washington, DC (Dulles)	"	"	1800	"
LV	"	American	882	1000	10 Oct 00
ARR	Nashville, TN	"	"	1200	"
LV	"	"	898	1300	"
ARR	San Antonio, TX	"	"	1500	"
LV					
ARR					

BILLETS		POINT OF CONTACT AT DESTINATION	
Name of Facility:	Days Inn - Dulles	Name:	Mrs. Spillers
Address:	2200 Centerville Road Herndon, VA 22070	Location/Organization:	Federal Career Institute
Phone Number:	703-471-6700	Phone Number:	703-257-1372
Reserved by:	L. Guerrero	Estimated Cost:	\$385.00
		Duty Hours:	0900-1700

RENTAL VEHICLE			
Agency:	Dollar Rental Car Agency	Type Vehicle:	Compact
Address:	Dulles Airport Location	Reserved by:	L. Guerrero
Dates Reserved:	4-10 Oct 00	Cost Estimate:	\$21.00

REMARKS:
 Renal Car Confirmation #: ABC1225
 Hotel Confirmation #: GUE2840

REQUEST FOR TRAVEL ADVANCE

Privacy Act Statement AUTHORITY: E.O. 9397, November 22, 1943; E.O. 11609, July 1971; E.O. 11012, March 27, 1962; 5 U.S.C. Sections 5701-5742; and 37 U.S.C. 404-427. **PRINCIPAL PURPOSE:** The information to be collected will be used for the purpose of preparing travel advances for DoD employees. **ROUTINE USES:** Records maintained in this system of records may be used by Federal Agency personnel who have a need for the information in the performance of their official duties. The information may be disclosed to Federal, State or local law enforcement agencies for civil or criminal law enforcement purposes. It may also be disclosed to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deduction, and any other information necessary for the OPM to carry out its legally authorized government-wide personnel management functions and studies. **DISCLOSURE:** Disclosure of this information by the employee is voluntary; however, if not provided, processing of travel payments for the employee may be delayed. **INFORMATION IN BLOCKS 1-17 IS MANDATORY OR ADVANCE WILL NOT BE PROCESSED. MAILING ADDRESS INFORMATION IS REQUIRED IN THE EVENT ELECTRONIC FUNDS TRANSFER IS NOT PROCESSED.**

Section A. Personal Information

1. Last Name, First, MI	4. Street Address
2. Social Security Number	5. City, State, and Zip Code
3. Grade/Rank	6. Duty Telephone
7. Do you have a Government issued American Express credit card? Yes <input type="checkbox"/> No <input type="checkbox"/>	
8. Were you offered a Government issued American Express credit card? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Section B. Travel Order Information

9. Travel Order Number and Date Issued	11. Date TDY Begins
10. Issuing Headquarters	12. Date TDY Ends

NOTE: If TDY is to more than one location, indicate number of days at each location.

Section C. Advance Request Information

13. Place a mark in the appropriate blocks below for items you wish advanced.

<input type="checkbox"/> Per Diem	<input type="checkbox"/> Rental Car
<input type="checkbox"/> Privately Owned Vehicle Costs	<input type="checkbox"/> Transportation Request
<input type="checkbox"/> Registration Fees	<input type="checkbox"/> Other (Explain in block 14)

14. Explanation of Other in 13 above.

15. Date Payment Requested

Section D. Signature of Traveler

16. Signature of Traveler	17. Date
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Section E. Send completed form with orders to DFAS-SA/FPT
 500 McCullough Avenue
 San Antonio TX 78215-2100
FAX: (210) 527-8141
VOICE: (210) 527-8234
DSN: PREFIX - 448

Section F. To Be Completed by DFAS-SA Travel

Per Diem Advance		M&IE Only	Days @	
TR Cost		Lodging	@	nights
No. Miles @		M&IE No. Days	@ 80% of	
Rental Car		APC		
Registration Fees		DSSN		
Other		DRN		
Less Previous Advance		Reserved		
TOTAL ADVANCE		SUSPENSE DATE		

DD Form 1558 was checked for outstanding advances.	Examiner	Auditor
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APPENDIX C

INFORMATION REQUIRED ON REQUESTS FOR OCONUS TDY

1. The Commander, U.S. Army Medical Command (MEDCOM) is responsible for the approval of all official TDY travel outside the Continental United States (OCONUS), regardless of who is sponsoring or funding the trip.
2. The states of Alaska and Hawaii, as well as U.S. possessions and territories are considered areas "outside" CONUS. These include Puerto Rico, Guam, the U.S. Virgin Islands, Midway, Wake Panama, and American Samoa. An AT/FP briefing is not required unless specifically required by the AOR CINC.
3. Requests for approval of OCONUS TDY must arrive at MEDCOM 60 days prior to desired departure date; 75 days if travel requires State Department clearance. Requests should be addressed to Commander, U.S. Army Medical Command, ATTN: MCPE-MA, who will obtain country, area, or embassy clearance, as required by the DOD Force Foreign Clearance Guide. If the request does not meet the required lead-time, the request should include a valid justification that explains why the lead-time could not be met. (A clerical error or administrative oversight is not valid justification.)
4. Requests are prepared "FOR THE COMMANDER:" utilizing the signature block of the AMEDDC&S Executive Officer (XO) (or Chief of Staff in his/her absence). See example Appendix C-4.
5. Active and Reserve Component personnel deploying OCONUS on TDY, exercises, or active duty for training not exceeding 180 days OCONUS, must have been Human Immunodeficiency Virus (HIV) tested within 24 months prior to the scheduled date of departure. For deployments in excess of 180 days, the HIV test must have been completed within six months prior to the scheduled departure date. Test results must have been negative within the time frames above. The request for OCONUS TDY must include a statement to this effect.
6. Official TDY travel OCONUS must be absolutely mission essential. Only those requirements that cannot be accomplished by other means will be approved for travel. Trips to the same area should be combined and the duration of the visits kept to a minimum.
7. In those instances where a sponsoring OCONUS command initiates or provides country/area clearance, the requirements and provisions of this appendix will prevail. Sponsors will be requested to provide clearance directly to the address cited in paragraph 3 above.

8. Requests for OCONUS TDY will include the following information in formal memorandum format. Completed requests will be forwarded utilizing an AMEDDC&S Form 429, Cover Sheet Action Form, (see AMEDDC&S Memo 25-50, Correspondence/Administrative Publication Guide, for instruction on completion of the form). The DD Form 1610 as an enclosure must accompany the memorandum. Once reviewed, the memorandum will be forwarded to the Command Group for approval. Upon approval, the Command Group will forward to the activity POC so they may stamp date the memo and either send through distribution or hand carry to Deputy Chief of Staff for Personnel (DCSPER), MEDCOM, ATTN: MCPE-MA, Bldg 2792, room G130.

a. Name, grade, social security number, title, organization and station to which assigned.

b. Type of security clearance held by each traveler

c. Date and place of birth of each traveler

d. Passport number and date/place of issue (if applicable).

e. Scheduled departure date and duration of visit. An alternate date may be included, in the event the requested dates cannot be accommodated. If the travel is time sensitive (e.g., a conference to be conducted only on specified dates), so state.

f. Mode of transportation. If travel is by MAC carrier, see AR 37-1, Army Accounting and Fund Control.

g. Proposed itinerary. Specify the commands, units, foreign individuals, and foreign commercial and military activities to be visited on each day of the itinerary. Also include the estimated date/time of arrival and departure as well as the mode of transportation (if known), at each place to be visited.

h. State the purpose of the visit to each activity to include fields of interest and any briefing requested/offered and subjects to be discussed.

i. Specify the name, grade, and position title of key personnel to be visited.

j. A statement as to whether any classified information will be disclosed and, if so, to whom. If disclosure to foreign nationals will be involved, a statement of security classification of information and the authority for the disclosure will be provided.

k. Indicate the fund citation this trip will be charged against. The fund cite is provided by the AMEDDC&S Program and Budget Division, DRM if the trip is to be funded by the AMEDDC&S. If the trip is to be funded by an outside entity, they will

provide the fund citation to be included in this paragraph. Include the total dollar cost of this TDY trip regardless of who funds it.

l. Logistics support requested for the individual or party (applicable only where non-government agencies and/or individuals are involved).

m. Statement of concurrence of appropriate approving authority when first class accommodations are requested or when commercial air transportation is requested in lieu of the scheduled government transportation.

n. If any military individual in the TDY party has a medical designation of 3 or 4 in his physical profile, a medical statement that the individual concerned is medically fit for TDY must be submitted (AR 40-501, Standards of Medical Fitness, Chapter 7). Also, indicate the procedures outlined in AR 40-501, paragraph 10-29, have been followed. Department of the Army civilian employees are presumed fit for travel in the appropriate country, unless the traveler notifies the approving official.

o. State the essentiality for a senior official to travel, if applicable. Senior officials are defined as general officers or Senior Executive Service (SES) civilian employees.

p. Indicate date and length of the last visit to the area/countries.

q. Describe the implications that will result if this TDY travel is disapproved.

r. Date and results of last HIV testing.

s. Insert a statement as to why the request does not meet the 60- or 75-day prior to travel submission requirement, as stated in paragraph 3 above. When necessary to use this statement, it should be the closing comment on the memorandum.

t. Indicate if any copies of correspondence regarding the travel to be performed at the request of an overseas commander authorized to grant theater/country clearance are enclosed. (Theater clearance is required for travel to Alaska and Hawaii).

u. Security briefing paperwork or briefing stamp must be an enclosure to this memorandum. No security briefing is needed for travelers to Alaska or Hawaii.



DEPARTMENT OF THE ARMY
 U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
 2250 STANLEY ROAD
 FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
 ATTENTION OF

MCCS-HS (1hh)

1 June 2000

MEMORANDUM FOR Commander, U.S. Army Medical Command
 ATTN: MCPE-MA

SUBJECT: Request Approval of OCONUS TDY Travel and Appropriate Clearances

1. Request for approval of OCONUS TDY travel to Stuttgart, Germany, is submitted IAW AR 55-46 and DOD Foreign Clearance Guide.
 - a. Richard A. Smith, COL, 000-00-0000, Chief, Department of Academic Support, Academy of Health Sciences, U.S. Army Medical Department Center and School, Fort Sam Houston, Texas.
 - b. Security Clearance: Secret.
 - c. Date and place of birth: 10 February 1959, Houston, Texas.
 - d. Passport number and date/place of issue: Z1234567, 5 October 1999, Fort Sam Houston, Texas.
 - e. Departure will be on 6 September 1999 for a period of 5 days. There are no alternate days for travel since the Training Management Conference has been established.
 - f. Commercial air will be request.
 - g. Proposed itinerary:

06 Sep 00:	Depart San Antonio, Texas
07 Sep 00:	Arrive Stuttgart, Germany
08-09 Sep 00:	Conference dates.
10 Sep 00:	Depart Stuttgart, Germany
10 Sep 00:	Arrive San Antonio, Texas
 - h. Purpose of visit is to present a briefing to CINC USAREUR, EUCOM, and EUROHSSA.

MCCS-HS

SUBJECT: Request Approval of OCONUS TDY Travel and Appropriate Clearances

i. Key personnel to be visited is COL Black, Commander, HQ EUCOM, DSN XXX-XXXX, COMML XXX-XX-XXX-XXX-XXXX.

j. No classified information will be disclosed or disseminated.

k. This TDY is funded by the AMEDDC&S (Department of Academic Support) APC code AWB4. The total cost is \$2,500.00. The DD Form 1610 is at enclosure 1.

l. Logistic support requested: NA

m. First class accommodations approved: NA.

n. Physical profile: Traveler has no medical designation

o. Essentiality for a senior official to travel: NA.

p. Date and length of last visit to this area: 7 March 1989.

q. Implication if travel is disapproved: If this travel is disapproved, this office will not be able to support the request for COL Smith to serve as facilitator for the brief to the CINC USAREUR, Commander, EUCOM, and Commander, EUROHSSA.

r. HIV testing: 5 January 2000, negative

s. Justification for not meeting required lead time: The request for COL Smith to present the briefing was requested only one month ago which made it impossible to submit this request 60-75 days prior to the travel date.

t. The Theater/country clearance is at enclosure 2. The NATO Travel Order is at enclosure 3.

MCCS-HS

SUBJECT: Request Approval of OCONUS TDY Travel and Appropriate Clearances

u. Security briefing: The stamp is on the DD Form 1610 (enclosure 1) or see enclosure 4.

2. The POC at this organization is COL Smith, X-XXXX

FOR THE COMMANDER:

4 Encls
as

JOE E. DOE
COL, MS
Executive Officer



DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

NATO TRAVEL ORDER/ORDRE DE MISSION OTAN

Country of Origin: USA
Pays de provenance:

Order Number: 02-010
Numero deseries:

1. **The bearer**
Le Porteur

Social security number/No Mile Grade of rank/Grade Name/Nom
000-00-0000 MSG Richard A. Guerrero

2. **Will travel from United States to Stuttgart, Germany**
Fera mouvement de United States a

via commercial air Date of departure 10 February 2000
via Date du depart
Expected date of return 15 February 2000
Date probable de retour

3. **Authority is not granted to possess and carry arms**
Autorisation de port d'armes non accordee.

4. **I hereby certify that this individual is a member of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.**

Je soussigne certifie que le personnel vise appartient a une armee telle que definie dans l'Accord OTAN sur le statut des Forces armees et que ce deplacement est officiel selon les terms de cet Accord.

5. **This travel order is to be produced to civil and military authorities on request.**

Cet ordre de mission devra etre presente sur demande des authorities civiles et militaires.

FOR THE COMMANDER:

YOLANDA R. CANTU, Budget Technician
(Officer authorizing movement
(Officier autorisant le mouvement)

February 1, 2000
(Date of issue)
(Date de l'autorisation)

APPENDIX D**PROCESSING TDY SETTLEMENT VOUCHERS**

1. As stated in paragraph 13, travel settlement vouchers are submitted within five working days after completion of TDY travel. It is a costly and time-consuming effort on the part of DFAS to maintain fiscal accountability of outstanding money. The DFAS is authorized by federal law to charge interest on travel advances that are outstanding in excess of 30 days. Settlements are made on every travel order published (DD Form 1610 and Invitational Travel Orders), regardless of any amount due the traveler, so that outstanding obligations are cleared from accounting records.

2. The following samples are provided as a guide in assisting the traveler in preparing a TDY settlement voucher. Every effort has been made to provide accurate samples. If discrepancies are detected, contact the Program and Budget Division, DRM or the Travel Customer Service Desk, DFAS.

Revised Travel Settlement Voucher Guidance

Our October issue of DFAS-SA HIGHLIGHTS provided guidance requiring the Travel Approving Official signature on all Travel Settlement Vouchers (DD Forms 1351-2) for military and civilian travelers. That guidance has been superseded. We received additional guidance in Travel Tech Message 99-23, dated 28 Oct 99, establishing **Supervisory Review** instead of Travel Approving Official signature procedures for military members.

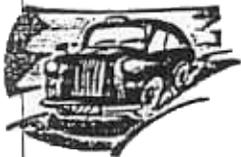
- Military members will submit **TDY** Travel Settlement Vouchers to their commander/supervisor, or designated representative when the commander/supervisor is unavailable, for review before submitting the voucher to DFAS-SA/FPT.
- Supervisory Review for military members is not intended to be a payment computation, nor is it for approval of items on the claim requiring specific approval.
- Supervisory Review is intended to ensure the claim is complete, proper, and complies with the intent of the orders.
- In- and Out-Processing personnel will complete the Supervisory Review for **PCS** Travel Settlement Vouchers.
- The Supervisory Reviewer will place the notation "Reviewed (date)" and sign above his/her printed name in the **upper right corner** of the DD Form 1351-2. The Supervisory Reviewer **WILL NOT** use Block 21 or Block 22a (depending on the DD Form 1351-2 version used) for his/her signature.
- The **Travel Approving Official**, not the Supervisory Reviewer, must approve TDY Travel Settlement Vouchers requiring specific approval, such as after-the-fact approval of entitlements not on the original or amended orders.
 - The Travel Approving Official reviews the entire voucher and authorizes the after-the-fact items in Block 29 of the DD Form 1351-2 and signs in Block 21 or Block 22a (depending on the DD Form 1351-2 version used). Additional supervisory review is not required.
- Signature cards, DD Form 577, are not required for the Commander/Supervisory Reviewer. Signature cards are still required for Travel Approving Officials.



DFAS-SA/FPT will implement this new policy for Travel Settlement Vouchers received on January 1, 2000. Travel settlement vouchers received after that date will be returned if they do not contain the proper reviewer signature—Supervisory Reviewer for military and Travel Approving Official for civilians and after-the-fact entitlements for military.

We have included two checklists in this issue to assist you with your Travel Voucher preparation and reviews.

- Supervisory Reviewer Checklist – Page 8
- Travel Approving Official Checklist – Page 7



**Travel Customer Service Desk
210-527-8234 (DSN 448)**



Travel Approving Official Checklist for Travel Settlement Vouchers

Requirement. Travel Approving Officials must review and sign all Travel Settlement Vouchers for civilian travelers. Additionally, Travel Approving Officials must review and sign all Travel Settlement Vouchers for military travelers when after-the-fact entitlements are claimed on the voucher. A Signature Card, DD Form 577, for the Travel Approving Official must be on file with DFAS-SA/FPT.

User. Travel Approving Officials

Purpose. This checklist should be used by Travel Approving Officials to review Travel Settlement Vouchers.

1. ___ Is the Travel Voucher claim (DD Form 1351-2) an original, not a copy? The claim must be prepared with ink, typewriter, or computer-generated.
2. ___ Is the signature on the Travel Voucher an original signature?
3. ___ Does the administrative data on the Travel Voucher agree with the orders?
4. ___ Are advances and/or accrued per diem payments listed in Block 10? The traveler annotates "NONE" in Block 10 if there were no advance or partial payments.
5. ___ Is Block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. POC mileage includes mileage within and around the TDY site, to and return from the airport, and to and return from the TDY station.
6. ___ Are Reimbursable Expenses claimed mission related and authorized in the orders?
7. ___ Was rental car expense claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g., Carlson or SATO)? Rental car size used and fuel expenses claimed should be conducive to the mission.
8. ___ Are confirmation numbers of non-availability of government quarters listed in the orders? If not listed in the orders and obtained after the fact, a Travel Approving Official must authorize commercial lodging in Block 29 (Remarks Section) and sign in Block 21a of the DD form 1351-2.
9. ___ Are lodging claims, regardless of dollar amount, supported by original receipts or a justification statement explaining why receipts are not available?
10. ___ Are expenses of \$75.00 or more supported by a receipt or a justification statement explaining why receipts are not available?
11. ___ Did the traveler list the exchange rate obtained in Block 29, Remarks Section, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
12. ___ Was leave taken in conjunction with the TDY? If so, was it annotated in Block 29, Remarks Section?
13. ___ Is a copy of DA Form 31 (Request and Authority for Leave) for military members attached when leave was taken in conjunction with the TDY?
14. ___ are the required orders, receipts, statements, justifications, etc., attached to the travel claim?
15. ___ Was any deviation from the travel order in the government's best interest?
16. ___ Are there specific items not listed in the original order that require an amended order or the authorization and signature of a Travel Approving Official? The Travel-Approving Official may approve in whole or in part or deny reimbursement of items, as appropriate, not listed in the order in lieu of an amended order. Annotate in Block 29, Remarks Section, of the Travel Settlement Voucher (DD Form 1351-2) which entitlements are approved that were not listed in the original order. The entitlements listed below may be approved/denied by the Travel Approving Official when not listed in the orders.
 - a. Use of superior common carrier accommodations when necessary in the interest of security;
 - b. Excess Baggage expense;
 - c. Communications and other miscellaneous expenses;
 - d. Minor deviations in TDY duration or location;
 - e. Per Diem rates when unintentionally omitted from the travel order;
 - f. Additional travel expenses incurred by an employee with a disability;
 - g. Local travel performed within and around the TDY station;
 - h. Claimed items requiring approval, but not approved in the order, when necessary in the conduct of official business, e.g., rental car or taxi; and,
 - i. Commercial lodging when the traveler obtains a statement of non-availability number.
17. ___ Did the Travel Approving Official sign above his/her printed name in Block 21a.

OPR: DFAS-SA/FPT as of November 16, 1999

Supervisory Reviewer Checklist for Travel Settlement Vouchers

Requirement. Supervisory Review is required for all military Travel Settlement Vouchers, except when the review and approval is required by a Travel Approving Official as noted in item 16.

User. Commanders, supervisors, and designated reviewers of military, not civilian, Travel Settlement Vouchers..

Purpose. This checklist should be used by the users above to ensure Travel Settlement Voucher claims are proper and complete, not to compute payment. The review does not constitute approval of items requiring approval by specific statutes or regulations, e.g., long distance calls and excess baggage.

1. ___ Is the Travel Voucher claim (DD Form 1351-2) an original, not a copy? The claim must be prepared with ink, typewriter, or computer-generated.
2. ___ Is the signature on the Travel Voucher an original signature?
3. ___ Does the administrative data on the Travel Voucher agree with the orders?
4. ___ Are advances and/or accrued per diem payments listed in Block 1 0? The traveler annotates "NONE" in Block 10 if there were no advance or partial payments.
5. ___ Is Block 16 (POC Travel) checked by the traveler if mileage is claimed? Privately Owned Conveyance (POC) mileage should be reasonable according to the mission. POC mileage includes mileage within and around the TDY site, to and return from the airport, and to and return from the TDY station.
6. ___ Are Reimbursable Expenses claimed mission related and authorized in the orders?
7. ___ Was rental car expense claimed? If so, was the rental car obtained through proper channels (government contracted office, e.g., Carlson or SATO)? Rental car size used and fuel expenses claimed should be conducive to the mission.
8. ___ Are confirmation numbers of non-availability of government quarters listed in the orders? If not listed in the orders and obtained after the fact, a Travel Approving Official must authorize commercial lodging in Block 29 (Remarks Section) and sign in Block 21a of the DD form 1351-2.
9. ___ Are lodging claims, regardless of dollar amount, supported by original receipts or a justification statement explaining why receipts are not available?
10. ___ Are expenses of \$75.00 or more supported by a receipt or a justification statement explaining why receipts are not available?
11. ___ Did the traveler list the exchange rate obtained in Block 29, Remarks Section, when foreign currency is involved? The traveler must include the expense in both foreign currency and U.S. dollars.
12. ___ Was leave taken in conjunction with the TDY? If so, was it annotated in Block 29, Remarks Section?
13. ___ Is a copy of DA Form 31 (Request and Authority for Leave) for military members attached when leave was taken in conjunction with the TDY?
14. ___ Are the required orders, receipts, statements, justifications, etc., attached to the travel claim?
15. ___ Was any deviation from the travel order in the government's best interest?
16. ___ Are there specific items not in the original order that require an amended order or the authorization and signature of a Travel Approving Official? If the answer is yes, follow local procedures and either return the claim to the traveler or forward the claim to the Travel Approving Official.
17. ___ Did the Supervisory Reviewer place the notation "Reviewed (Date)" and sign above his/her printed name in the upper right corner of the DD Form 1351-2. **NOTE: Do not use Block 21a for signature. Block 21a is signed by a Travel Approving Official when Travel Settlement Vouchers require specific approval, such as after-the fact approval of entitlements not listed in the original orders.**

OPR: DFAS-SA/FPT as of November 16, 1999



Travel Customer Service Desk
210-527-8234 (DSN 448)

DFAS-SA HIGHLIGHTS is an unofficial monthly bulletin focused on support to customers of the Defense Finance and Accounting Service, San Antonio Operating Location. Comments may be addressed to the Editor, Bobe Walls, Customer Service and Performance Assessment (bobe.walls@dfas.mil). DFAS-SA/011500 McCullough Avenue, San Antonio, TX 78215-2100, 210-527-8351 (DSN 448), or email at bobe.walls@dfas.mil

Reviewed by _____
& date: _____

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check Split Disbursement: Amt to Govt Trvl Charge Card \$		2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		3. FOR D.O. USE ONLY a. D.D. VOUCHER NUMBER			
4. NAME (Last, First, Middle Initial) (Print or type) RODRIGUEZ, Johnnie M.		5. GRADE E-8/MSG	6. SSN 000-00-0000	b. SUBVOUCHER NUMBER			
7. ADDRESS, a. NUMBER AND STREET 1225 Morris Street		b. CITY San Antonio	c. STATE TX	d. ZIP CODE 78217-1219	c. PAID BY		
8. DAYTIME TELEPHONE NUMBER & AREA CODE 210-227-9469	9. TRAVEL ORDER NUMBER Items 21 & 22 of DD 1610	10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES (Enter amount of advance for TDY, if applicable. If not, enter NA.)					
11. ORGANIZATION AND STATION Co D, Acad Bn, Ctr Bde, AMEDDC&S, FSHTX		12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)	
a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE	14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)				d. COMPUTATIONS
15. ITINERARY							
a. DATE 00	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
21May	DEP Fort Sam Houston	PA					
21May	ARR San Antonio Int'l Airport		AT				
21May	DEP San Antonio Int'l Airport	CP					
21May	ARR Indianapolis Int'l Airport		AT				
26May	DEP Indianapolis Int'l Airport	CA					
26May	ARR Fort Ben Harrison, IN		TD		8		
26May	DEP Fort Ben Harrison, IN	CA					
26May	ARR Indianapolis Int'l Airport		AT				
26May	DEP Indianapolis Int'l Airport	CP					
26May	ARR San Antonio Int'l Airport		AT				
26May	DEP San Antonio Int'l Airport	PA					
26May	ARR Home residence		MC		9		
26May	DEP Home residence						
26May	ARR					e. SUMMARY OF PAYMENT	
26May	DEP					(1) Per Diem	
26May	ARR					(2) Actual Expense Allowance	
26May	DEP					(3) Mileage	
26May	ARR					(4) Dependent Travel	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TDY TRAVEL		(5) DLA			
18. REBURSABLE EXPENSES		12 HOURS OR LESS		(6) Reimbursable Expenses			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	(7) Total			
21May00	Taxi fare to Fort Ben Harrison	\$11.00		(8) Less Advance			
26May00	Taxi fare to Indianapolis Airport	\$11.35		(9) Amount Owed			
21-26May	Lodging (Bill attached)	\$235.00	<input checked="" type="checkbox"/>	(10) Amount Due			
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE		b. NO. OF MEALS		a. DATE		b. NO. OF MEALS	
20.a. CLAIMANT SIGNATURE (Traveler's signature)		b. DATE	21.a. APPROVING OFFICER SIGNATURE (Same as block 18 of DD Form 1610)			b. DATE	
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID		

DD FORM 1351-2, AUG 1997 (EG)

PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED.

Exception to SF 1012 approved by GSA/IRMS 12-91. USAPA V1.00

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 9397.

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (Own expense)	- C	Bus	- B
Privately Owned		Plane	- P
Conveyance (POC)	- P	Rail	- R
		Vessel	- V

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN 4 HOURS _____
UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN _____

APPENDIX E

BENEFITS INCIDENT TO OFFICIAL TRAVEL

1. This Appendix is provided as a guide to the traveler by providing a more detailed explanation of benefits resulting from official travel. Guidance from the Comptroller General is based on the resolution of fact-specific situations, and has reflected a not-always consistent interplay of two basic rules: (a) the avoidance of an appearance of impropriety through lavish spending, waste and abuse; and (b) actual fiscal constraint. While both principles are important, decisions of the Comptroller General have varied in terms of which was being applied as the governing criteria. Most questions, however, can be resolved by applying the 2 fundamental Principles explained in paragraph 5k.

2. Principle #1 applies first to determine whether the benefit offered would be government property. If it appears the government can use the benefit, it may be accepted on behalf of the government, even though if kept by the individual, it would be a prohibited gratuity under Principle #2. In other words, the fact that it would have been prohibited as a gratuity to the individual under Principle #2 does not preclude a traveler from accepting it to turn over to the government under Principle #1. The following are some problem areas and examples:"

a. Travel Upgrades. Travel upgrades include promotional upgrades, Frequent User Programs, and Hotel Room Upgrades.

(1) General. Principle #1 states the general rule that benefits received by a DOD employee on official travel belong to the Federal Government, not the individual. Thus, these benefits may be used only on subsequent official travel (first considering them for free airline tickets, then upgrades (airline, rental car, hotel). This Principle does not apply, however, to promotional upgrades where the upgrade would be consumed in its acceptance, and cannot be saved for later use by the Government. Accordingly, a traveler may accept a luxury car in place of a compact car, or a room with a view in lieu of an interior room, as long as there is no additional charge and nothing belonging to the Government is used; (i.e., frequent user credit) to obtain the upgrade. To accept it, however, it must not be prohibited by Principle #2. Since an upgrade is a gratuity and since the airline offering it is a prohibited source (does business with DOD), acceptance must fall under one of the exceptions to the gratuity prohibition. This is generally not a problem with promotional upgrades, since they are normally available to the general public or a class consisting of all military personnel. This is one of the exceptions, but note that an upgrade offered only to a small class of persons, such as just certain officers or top civilian employees, would not fall under the exception and could not be accepted. In all cases, use common sense. Even if an upgrade of a hotel room or rental car may be accepted under

the above guidelines, avoid traveling in a Rolls Royce or Lexus, or staying at the Penthouse Suite while on official travel.

(2) Upgrades through frequent user programs. Most airline companies offer various benefits based on an accumulation of mileage credits. Hotel chains have similar programs. In most cases, the mileage credits can be used either for seat upgrades or free subsequent flights. These belong to the Government, and under Principle #1, the first priority is their use for the subsequent purchase of airline tickets for future official travel. The traveler is precluded from the use of the mileage credits accumulated as a result of official travel to obtain seat upgrades, even on official travel, where they could have been used to obtain free tickets for future official travel.

(3) Hotel room upgrades plus free/discounted meals. Some hotel chains offer patrons special incentive coupons that may entitle the traveler to a room upgrade, free breakfast, or a 10% discount on some later meal. Although incident to official travel, where these benefits cannot be preserved for later use, they do not become government property under Principle #1 and may be accepted by the traveler. Although they are gratuities and are from a prohibited source, acceptance is not by Principle #2, since they fall under the exception which permits acceptance of discounts or concessions which are generally available to the general public, or all military members.

b. Prizes. Another type of benefit sometimes offered in connection with official travel is a prize of some sort, awarded as the result of a drawing or some kind of contest. The circumstances under which these prizes are presented may be broken down into two categories:

(1) Limited participation. Sometimes, only persons from a limited group are eligible to compete, such as attendees at a particular meeting or passengers on only one airline or even one flight. For example, in one case, a general officer attended a conference as part of his official duties and won a "door prize" which consisted of 2 round trip tickets to Europe, for which attendees at the meeting were eligible. Under Principle #1, the tickets became property of the United States Government. Since DOD does business with the airlines, they are prohibited sources and Principle #2 would preclude him from keeping the tickets for his personal use (since only a limited number of personnel were eligible for the drawing/contest, it was not an offer open to the general public or all military personnel, so the exception to the gift prohibition did not apply).

(2) Open competition. If competition for a prize is open to the general public or all military personnel, so that a person does not have to perform official travel to win, Principle #1 does not apply. Nor is the gratuity prohibition (Principle #2) a problem, since the case falls under an exception. Thus, if a DOD

employee, while traveling on official business, enters an airline company's contest that is open to the entire general public, rather than just to ticket holding passengers, the employee may keep the prize won. To be considered open to the entire general public, the airline must allow anyone to enter the contest at no cost. For example, some airlines routinely distribute entry blanks to passengers, but also permit any member of the public to obtain the same entry form simply by writing to the airline.

c. Special problems with VIP upgrades. Acceptance of "VIP" upgrades, even without solicitation, is contrary to the DOD Joint Ethics Regulation. It is a gratuity from a prohibited source and does not fall under any exception thereto. Instead, it is made available to the DOD employee because of his official position. Soliciting upgrades by senior officials is also improper, whether the solicitation is done personally, or by a secretary, aide, or any other subordinate acting on behalf of the senior official. Upgrades provided only to VIPs or senior officials do not fit under any of the exceptions to the gratuity prohibition. Some airlines offer free upgrades to members of their travel incentive clubs (e.g., Gold Card, Key Club, etc.). Membership in these clubs is normally earned by accumulation of trips or miles with the airline, and in some cases membership may be purchased. Army personnel who obtain eligibility under these circumstances (i.e., by purchasing membership with personal funds or by accumulating the necessary miles, even on official travel) may accept these upgrades. However, some airlines will waive the membership eligibility requirement solely because of the rank or position of the traveler. In any situation like this, neither membership in the club nor any of its benefits may be accepted by the Army traveler.

d. Special rules relative to "bumping." The DOD employees who are involuntarily bumped remain on official travel status and any benefits offered as a result belong to the Government. As a result, they remain on TDY status, and their travel voucher should reflect such. On the other hand, DOD employees may keep benefits offered as a result of their voluntarily giving up their seat (but they may not relinquish their seat if the resulting delay would interfere with the performance of their official duties or increase the costs to the Government). Although the employee who voluntarily gives up his seat may keep the benefit offered by the airline, he is considered to now be traveling on his own time, not on official TDY status, and his travel voucher should be completed accordingly.

e. Special rule governing first class. Frequent flyer mileage credits earned on official travel may not be used to upgrade to first class travel (they may be used only for intermediate upgrade). If the credits can only be used to upgrade to first class, then they may not be used at all. Further, there is a general prohibition against traveling first class while in uniform. Government funds may not be used for first class unless one of several very limited exceptions apply;

(i.e., no other accommodations are reasonably available, exceptional security circumstances exist, or such travel is necessary for reasons of disability/medical condition). On-the-spot upgrades may be accepted to first class, where there is no cost/loss to the Government, so long as they are available to the general public and are not offered to the DOD employee simply because of his rank or official position, and provided the traveler does not travel first class while in uniform.

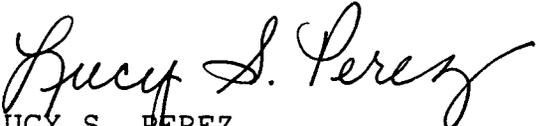
f. The preceding has not been a comprehensive analysis of every possible contingency that may arise in this area. If issues arise which are not covered herein, consider the basic principles that underlay this entire area: (1) avoid the appearance of wasteful spending, extravagance and fraud, waste and abuse; and (2) act in a fiscally prudent manner, conserving government resources. Contact the Ethics Counselor for the Office of the Staff Judge Advocate, HQ, AMEDDC&S & FSH, at (210) 221-2373/0485 or DSN 471-2373/0485.

d. A DD Form 1610 is required for any TDY travel performed by either military or civilian personnel. Verbal orders will be confirmed on DD Form 1610. Settlement by DFAS cannot be accomplished without a properly executed DD Form 1610, where TDY travel is involved.

The proponent of this publication is the Budget Division, Directorate of Resource Management, AMEDDC&S. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, AMEDDC&S & FSH, ATTN: MCCS-RB, 2250 Stanley Road, Fort Sam Houston, TX 78234-6100.

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LUCY S. PEREZ
Secretary of the General Staff

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