Agenda

• Authorizations/Orders
• Transportation Arrangements
• Lodging
• Resources
Caveats

• Material included in this brief is current *BUT* is subject to change

• *Do NOT* use this brief as the basis of any decision; consult the appropriate reference in the Joint Travel Regulations (JTR), volume 2 or Joint Federal Travel Regulations (JTFR), volume 1 for the most current information
Orders

- Write it simply and COMPLETELY so ALL users can understand what’s intended
  - REMEMBER – If an order conflicts with regulations, the regulations, NOT THE ORDER, are correct

- 'Variation Authorized' - VERY powerful
  - NOT used in place of good planning
  - Example of a ‘correct’ use?
Orders (continued)

• DoD civilian employee orders (actual DD Forms 1610) prepared IAW JTR, Appendix I
  – Uniformed personnel – Each Service has order regulations
  – Some guidance in JFTR (that should be referenced from Service regulations)

• Invitational Travel Authorization (ITA)
  – Used for non-government personnel who ‘participate’ in DoD activities
  – NOT used for contractors in execution of contracts
  – JTR/JFTR, Appendix E
Orders (continued)

**Myth:**
- A command may authorize a reimbursement on an order (e.g., bottled water, dry-cleaning OCONUS, pet kenneling, baby sitting) that is not authorized in JFTR and/or JTR since the “command’s money” is being used

**Truth:**
- Allowances must be authorized/approved in JFTR/JTR to be paid
- Funds used are taxpayer funds over which the command is given stewardship
Orders (continued)

**Myth:**

- A traveler may opt to ‘waive’ some/all travel allowances (e.g., “Just pay my travel and I won’t ask for per diem”)

**Truth:**

- A traveler may not waive any allowance provided under law, but may return to the Treasury and funds not desired after payment to the traveler
Transportation Arrangements

- MANDATORY to make all official transportation arrangements through available Commercial Travel Office (CTO)/Travel Management Center (TMC)
  - What is the DoD air transportation ‘standard’?
  - What about rental cars?
  - Is it EVER acceptable for travelers to make their own official travel transportation arrangements?
  - Can ‘restricted’ airfares be used?
  - Where are the rules for ‘city-pair’ airfares?

- What about lodgings?
  - Can on-line booking ‘engines be used?’

- What are incidental expenses vs. reimbursable expenses?
Fly America

• Only the following government agencies have **SPECIFIC LEGISLATIVE AUTHORITY** in statute law (title 49, U.S. Code, Section 40118(d) - 49 USC §40118(d)) to use foreign flag airlines between foreign countries even if a U.S.- certificated air carrier is available:
  – State Department
  – US Information Agency
  – US International Cooperation Agency
  – USAID
  – Arms Control & Disarmament Agency

• Covers employees of these agencies, their dependents, and baggage

• This does NOT apply (EVER) to DoD civilian travelers or uniformed personnel
  – See JFTR, par. U3125-C; JTR, par. C2204-C
Fly America Expenditures

**Myth:**
• To save money, it’s OK to use a foreign flag airline even though a US carrier is available

**Truth:**
• Statute law (49 USC §40118(d)) mandates that taxpayer dollars be used on U.S. carriers if they are available and meet the need
  – Cost is NOT an issue
  – There are a few exceptions detailed in JFTR, Chapter 3 & JTR, Chapter 2
City Pair Airfares

Myths:
• Contractors can use City Pair airfares to save money for the government/taxpayers
• When flying using a city-pair airfare, Government travelers get ‘special treatment’ like no baggage fees

Truths:
• Contractors are not government employees and can’t use these airfares traveling on their contracts
• City-pairs provide excellent airfares but Government travelers are otherwise treated as the general public
Lodgings for Official Travel

- Each traveler is eligible for the TDY locality per diem lodging ceiling
  - ‘Requiring’ travelers to share rooms saves little/nothing
  - Civilian travelers CANNOT be required to share a room

- Civilian employees CANNOT be told where to stay (as in what commerciallodgings they must use)
  - CANNOT be required to use available government quarters

- TDY location determines per diem rate; not hotel location (with a rare exception)
Hotel Rates

**Myth:**
- When a government traveler shows up with orders, hotelier MUST give the ‘Government Lodging Rate’ to the traveler

**Truth:**
- Hoteliers can charge whatever they want (unless under specific contract)
- ‘Government Lodging Rate’ is the maximum the government will pay to the traveler
  - Unless an Actual Expense Allowance is in play (JFTR/JTR, Chapters 4, Parts C)
Tax Exemption

Myth:

- Government travelers are exempt from hotel taxes because they’re on official government travel and ESPECIALLY if they use the Government Travel Charge Card (GTCC)

Truth:

- Government travelers are NOT tax exempt but some states recognize the ‘ultimate payer’ as the federal government; the federal government – for direct payment – is tax exempt from state taxes and allow hotels, at their discretion, to waive certain state taxes
Summary

• Read APPENDIX A in JFTR and JTR

• Refer contractor questions to a Contracting Officer’s Representative (COR) and Federal Acquisition Regulation (FAR)

• Use Service Military Advisory Panel (MAP) and Civilian Advisory Panel (CAP) members as resources via your chains of command
  – Phone numbers on DTMO website at:  
    http://www.defensetravel.dod.mil/site/pdcContacts.cfm
Summary

• A traveler’s greatest need is **CORRECT AND TIMELY INFORMATION**!

• Travelers should be informed by knowledgeable personnel using JFTR, or JTR/FTR/DSSR, and Service implementing regulations
  – JFTR - statutory regulation for uniformed services
  – JTR - implements FTR (& DSSR, in part) for DOD civilian travelers
Resources – DTMO Website

IN THE SPOTLIGHT
Learn More About Basic Allowance for Housing (BAH)

Travel Talk
Welcome to Travel Talk with DoD, our DoD Live webblog. Designed to share travel-related news and initiate an ongoing conversation with you, our most important stakeholders.

Travel Assistance Center
24 hours a day, 7 days a week. Contact your local Travel Assistance Center.
Submit a help desk ticket through the Tickets section of www.defensetravel.dod.mil/HelpDesk.

Travel Regulations and Allowances
- Basic Allowance For Housing (BAH)
- CONUS Cost of Living Allowance (COLA)
- Overseas COLA
- Overseas Housing Allowance (OHA)
- Per Diem
- Travel Regulations (JFTR/JTR)
- Other Rates and Allowances

Connect 2011
Discover Network Energize
Office of the Under Secretary of Defense (Personnel and Readiness)
Immediate and Monthly regulation changes

Sign up for email notifications

PDTATAAC Contact Information

JFTR/JTR
Resources – Subscriber Customer Service Notifications

- Defense Travel Management Office (DTMO) Notification 30 December 2010
- The following information was updated for 01 January 2011:
  - Foreign and OCONUS Per Diem Rates
  - Overseas Housing Allowances (OHA)
  - Overseas Cost of Living Allowances (COLA)
  - Basic Allowance for Housing (BAH)
  - CONUS COLA
  - Travel Regulations JFTR & JTR
- Mileage rates effective 1 January 2011 were published. TDY and local rates changed from 50 to 51 cents for a car, 47 to 48 cents for a motorcycle and from 28.5 or 12.5 to a single rate of 19 cents per mile when a POC is used instead of a GOV’T vehicle. The PCS MALT rate increased from 16.5 to 19 cents per mile.
- To access this information, visit www.defensetravel.dod.mil