MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP/CAP 151(I) Move Appendices I and T to the DTMO Website

1. SYNOPSIS: Moves the information in Appendix I to the DTMO Website. Also moves portions of paragraph 010206 to the same location on the DTMO Website. Incorporates Appendix T in the Appendix I rewrite and so eliminates Appendix T in the JTR.

2. The attached revision is forwarded for information purposes only. No coordination or comments are required.

3. This revision was initiated by the Travel Reform Team.

4. These changes are scheduled to appear in the JTR, dated 1 January 2018.

5. This determination is effective when printed in the JTR.

6. Action Officer: Sheila Melton (Sheila.Melton.civ@mail.mil).

//Approved//
Donna K. Haddix
Chief, Policy and Regulations Branch

Attachment:
Rev 1
Document AP-TO-01

Uniformed E-Mail Distribution:
MAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PPC

Civilian E-Mail Distribution:
CAP Members P&R Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges
JTR REVISIONS

Note to Editor: Please Remove Appendix I and Appendix T from the JTR.

010206. Travel Authorizations and Orders

*****

A. Modifications after Travel. Travel authorizations and orders cannot be retroactively modified to increase or decrease an allowance after the travel is completed. A travel authorization or order may be retroactively corrected to show the original intent (CBCA 3472-RELO, September 23, 2013). When an allowance is approved after travel begins, it does not constitute a retroactive modification to create, change, or deny an allowance. An amendment is effective on the date it is issued and is not retroactive unless it contains language that corrects an error or omission, or provides a confirmation of the date of the verbal authorization.

B. Time Limits for Travel Authorizations and Orders. Refer to Table 1-6 for rules that define the time restrictions for travel allowances. Requests for a TDY that exceeds 180 days at one location should be made in advance of travel to the authority identified in Table 1-7. The requests must be made in writing and contain justification for the length of the TDY. When the TDY exceeds 180 consecutive days without being authorized or approved, per diem stops on the 181st day.

<table>
<thead>
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<th>Table 1-6. Time Limits for Travel Orders</th>
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<td>TDY Orders (Other Than Training)</td>
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<td>A TDY at one location may not exceed 180 consecutive days except when authorized by the appropriate authority.*</td>
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*Effective 1 May 2017. Bona fide assignment extensions that, when added to the originally authorized TDY period, total more than 180 days at one location, may be directed by the AO only when necessary for unforeseen changes or delays.

C. Violation of 180-Day Rule.

Rev 1 (11/28/2017)
D. TDY Travel Authorization or Order Issued Before Request to Exceed 180 Days Is Received.

1. *****

5500-D

D. Travel Orders. Expenses incurred before receipt of a written or verbal order are not reimbursable unless the DoD Agency has manifested a clear “administrative intent” to transfer the employee when costs are incurred and subsequently issues orders authorizing reimbursement (CBCA 3294-RELO, 29 May 2013). See the DTMO Website for Travel Orders.

5502 Eligibility *****

5502-B

B. PCS Allowance Eligibility

1. When a PCS is authorized, PCS allowances must be paid (par. 5520) to an employee transferred from one PDS to another if the transfer is in the Gov’t’s interest.

2. *****

5560-F

F. Order Issuance. Order issuance is covered on the DTMO Website.

G. *****

5604-B4b

4. Documentation

a. The applicable conditions in par. 5604-B2 should be:

   (1) Shown in the travel order, or

   (2) Approved by travel order amendment after the fact.

b. See paragraph 010206 and the DTMO Website for travel order policy.

5605 *****

5928-E

E. Order

1. Relocation Services authorization must be on the original PCS order, even if contingent on circumstances (e.g., hardship situations after an aggressive attempt to sell the home) as specified in paragraph 010206 and the DTMO Website.
2. *****
The following pages are the same policy preceding this page but showing tracked changes.
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010206. Travel Authorizations and Orders

A. Modifications after Travel. Travel authorizations and orders cannot be retroactively modified to increase or decrease an allowance after the travel is completed. A travel authorization or order may be retroactively corrected to show the original intent (CBCA 3472-RELO, September 23, 2013). When an allowance is approved after travel begins, it does not constitute a retroactive modification to create, change, or deny an allowance. An amendment is effective on the date it is issued and is not retroactive unless it contains language that corrects an error or omission, or provides a confirmation of the date of the verbal authorization.

B. Method of Purchase. All travel authorizations and orders that authorize the purchase of transportation tickets must identify the purchase method. The authorization or order must state whether the ticket was purchased using an individually billed account or a centrally billed account, or was otherwise personally purchased by the traveler. This is necessary to prevent duplicate reimbursement of transportation tickets. If the purchase method changes after the travel authorization or order is published, then the AO may approve the changed method after the fact on the travel claim.

C. Variations in Travel. Authorizing variations in a travel authorization is not a substitution for poor planning and cannot be used to create a blanket travel authorization or repeat travel authorization. An authorized variation in a TDY order allows a traveler to:

1. Go to destinations not named in the order.
2. Change the specified time spent at a named destination.
3. Change the sequence of the named destinations.
4. Omit travel to named destinations.

D. Blanket or Repeat Travel Authorizations.

1. Most TDY travel authorizations are for a specific trip; although, that trip may contain multiple locations. The travel authorization is complete upon return to the PDS and no additional travel may be undertaken using that order. On rare occasions, a blanket or repeat travel authorization may be needed, which allows a traveler to undertake multiple trips using the same authorization. The travel authorization remains in effect until it is revoked or until the end of the fiscal year. The travel authorization is automatically canceled when the traveler is assigned to a PCS or reaches the time limit specified in the authorization.

2. Blanket or repeat travel authorizations must:

    a. Contain a specific expiration date that cannot cross fiscal years.
b. State that it is a blanket or repeat authorization, as applicable.

c. State why it is necessary (purpose of order or trips).

d. List the locations to which the individual may travel and frequency of the trips.

e. Contain authorizations for any travel and transportation allowances that may be reimbursed on the trips covered by the authorization, such as a rental car or excess accompanied baggage.

f. Contain estimated travel costs for the period indicated in the order.

g. Only authorize economy or coach class transportation.

h. Not authorize an actual expense allowance (AEA).

Note: When other than economy or coach class transportation, or AEA, is necessary, the AO may amend the travel authorization to a specific location on an individual trip.

E. Other Types of Authorizations and Orders. A civilian employee traveling using DoD funds is issued a DD Form 1610 or paid through the DTS. A person other than a Service member or civilian employee should be issued an Invitational Travel Authorization (see Appendix X).

F. Amendment to a Travel Authorization or Order. An amended travel authorization is one that is issued by the same organization that issued the original authorization. The amendment modifies the original travel authorization. An amendment is effective on the date it is issued and is not retroactive unless it contains language that corrects an error or omission, or provides a confirmation of the date of the verbal authorization.

G. Local Travel Orders. Local travel in, around, or near the PDS does not require a written travel authorization as long as lodging or per diem is not payable. When lodging or per diem is payable, a written travel authorization must support the travel claim.

B. Time Limits for Travel Authorizations and Orders. Refer to Table 1-6 for rules that define the time restrictions for travel allowances. Requests for a TDY that exceeds 180 days at one location should be made in advance of travel to the authority identified in Table 1-7. The requests must be made in writing and contain justification for the length of the TDY. When the TDY exceeds 180 consecutive days without being authorized or approved, per diem stops on the 181st day.

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Rev 1 (11/28/2017)
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Training courses for Service members that are scheduled to last 139 or fewer days (less than 20 weeks) are considered TDY. If the scheduled duration is 140 or more days (20 weeks), then it is a permanent duty assignment.

- Military PCS orders are valid for travel and transportation allowances to the new PDS named in that PCS order while the order remains in effect and before receipt of further PCS orders, unless otherwise specified in the JTR (see 45 Comp. Gen. 589 (1966)).
- Civilian PCS orders are valid for 1 year from the civilian employee’s transfer or appointment date. See par. 5518 for exceptions.

*Effective 1 May 2017. Bona fide assignment extensions that, when added to the originally authorized TDY period, total more than 180 days at one location, may be directed by the AO only when necessary for unforeseen changes or delays.

H. Time Limits for Travel Authorizations and Orders. Refer to Table 1-6 for rules that define the time restrictions for travel allowances. Requests for a TDY that exceeds 180 days at one location should be made in advance of travel to the authority identified in Table 1-7. The requests must be made in writing and contain justification for the length of the TDY. When the TDY exceeds 180 consecutive days without being authorized or approved, per diem stops on the 181st day.

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JD. TDY Travel Authorization or Order Issued Before Request to Exceed 180 Days Is Received.

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5502 Eligibility *****

5502-B

B. PCS Allowance Eligibility

1. When a PCS is authorized, IAW App I, par. A1, PCS allowances must be paid (par. 5520) to an employee transferred from one PDS to another if the transfer is in the Gov’t’s interest.

2. *****

5560-F
F. **Order Issuance.** Order issuance is covered in App I on the DTMO Website.

G. *****

**5604-B4b**

4. **Documentation**

   a. The applicable conditions in par. 5604-B2 should be:

      (1) Shown in the travel order, or

      (2) Approved by travel order amendment after the fact.

   b. See App I paragraph 010206 and the DTMO Website for travel order policy.

**5605 *****

**5928-E**

E. **Order**

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