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OF THE AIR FORCE**

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Financial Management

**TRAVEL– PROCEDURES FOR
FINANCIAL MANAGEMNT FLIGHTS,
FINANCE OFFICES-RESERVE
COMPONENTS, AIR FORCE
INSTALLATION AND MISSION
SUPPORT CENTER-FINANCE
COMPONENT**

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This manual implements Air Force Policy Directive 65-1, *Management of Financial Services*, and provides guidance on supplemental procedures for finance offices and paying offices to process travel orders, claims, advances, and debts for Air Force personnel. This manual applies to all Regular Air Force, Air Force Reserve, and Air National Guard organizations. This manual governs the processing and funding of travel in accordance with the Joint Travel Regulations, the Department of Defense 7000.14-R, *Department of Defense Financial Management Regulation*, or Department of Defense Instruction 5154.31, *Commercial Travel Management*. Refer recommended changes and questions about this publication to SAF/FMFC (AFAFO-F), on AF Form 847, *Recommendation for Change of Publication*. Route AF Form 847 from the field through major command publications managers. Any United States Air Force organization may supplement this AFMAN. The supplement must be reviewed and approved by SAF/FMFC (AFAFO-F). MAJCOMs, field operating agencies, and direct reporting units must send one copy of the published and or posted supplement to SAF/FMFC (AFAFO-F) thru HQ Air Force Installation Mission Support Center (AFIMSC) Travel Pay Team. Other organizations send one copy of each published and or posted supplement to the next higher headquarters. AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with Tier numbers. The authorities to waive wing or unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the compliance statement. Ensure all

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This publication requires the collection and or maintenance of information protected by 5 United States Code (U.S.C.) § 552a, The Privacy Act of 1974. The authorities to collect or maintain the records prescribed in the publication are Title 10 United States Code § 8013, Secretary of the Air Force; Title 10 United States Code § 8037, Judge Advocate General; Title 10 United States Code § 854, Record of Trial; Title 10 United States Code § 865, Transmittal and Review of Records; and Executive Order 9397, 22 November 1943. The applicable SORN DHRA 08, *Defense Travel System* is available at: <http://dpclo.defense.gov/Privacy/SORNs.aspx>.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Office symbols and regulation references were updated. Updated procedures to account for system changes, Defense Travel System (DTS) procedures and updates to governing laws and higher publications.

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Chapter 1

INTRODUCTION

1.1. Overview. This manual provides supplemental procedures for processing of travel authorizations, claims, advances, and debts for the Air Force. If information in this Air Force Manual (AFMAN) is inconsistent with or is in conflict with guidance provided in the Department of Defense Instruction 5154.31, the Joint Travel Regulations, or the Department of Defense Financial Management Regulation these publications take precedence over information in this AFMAN.

1.1.1. See Air Force Instruction (AFI) 65-601, Volume 1 *Budget Guidance and Procedures* and Air Force Manual 65-604, *Appropriation Symbols and Budget Codes* for additional information on travel funding policies and accounting classification coding structure.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Commander.

2.1.1. Ensures temporary duty travel is necessary for mission accomplishment and in the best interest of the Air Force.

2.1.1.1. Commander, or their designated representative, may authorize transportation expenses in the local area.

2.1.2. Ensures all personnel under his authority follow guidance related to the Government Travel Charge Card (GTCC) for temporary duty travel.

2.1.3. Ensures all Departmental Accountable Officials are appointed via a Department of Defense form 577, *Appointment/Termination Record – Authorized Signature*.

2.2. Unit Commander Support Staff (CSS).

2.2.1. Assists the unit with preparation of temporary duty orders.

2.2.2. Ensures leave taken in conjunction with temporary duty is properly accounted for and processed for the unit members.

2.3. Financial Management Flight (FMF).

2.3.1. Provide advice to commanders and travelers when travel vouchers are filed.

2.3.1.1. Assists traveler to accurately complete travel voucher when needed.

2.3.1.2. Responsible for knowing how to research allowance and entitlements authorized in the Joint Travel Regulations (JTR) to assist travelers and commanders.

2.3.2. Assists CSS with answering inquiries on travel authorizations and leave in conjunction with travel performed.

2.3.3. Process emergency travel advance payments to travelers.

2.4. Traveler.

2.4.1. Ensures travel is performed in accordance with issued travel authorization.

2.4.2. Ensures leave is properly accounted for on travel documents.

2.4.3. Responsible for accurately completing travel voucher data.

2.4.4. Responsible for filing travel voucher within five (5) days after travel completed.

2.4.5. Traveler should make travel arrangements in same prudent manner as he/she would for self-funded personal travel.

2.5. Air Force Personnel Center (AFPC).

2.5.1. Determines Officers separation travel entitlements at time of separation.

2.5.2. Authorizes and approves special circumstances for travel not delegated to lower authority.

2.5.3. Assists base level agencies with determining travel entitlements.

2.5.4. Administers the relocation services contract (Department of Defense National Relocation Program) for all eligible employees except those in the Air Reserve Technician (ART) Officer career field.

Chapter 3

ADMINISTRATION AND GENERAL PROCEDURES

3.1. General. The legal right to and liabilities of allowances are established when the travel expenses are incurred under valid orders.

3.1.1. Travel-related orders may be retroactively corrected to show the original intent of the orders approving official. They may not be revised or modified retroactively to provide increase or decrease of rights and benefits of the traveler.

3.1.2. An amendment may be made after the effective date of the orders only when an error is obvious and all facts and circumstances clearly demonstrate that some provision has been omitted through error in preparing the orders. Amendments in these cases must reflect the retroactive date of applicability (T-1).

3.2. Competent Travel Orders Required for Payment. The following are acceptable orders for payment:

3.2.1. True or properly certified travel order, with amendment (if applicable). Ensure both sides are presented with travel claim.

3.2.1.1. A copy of the order with original certifying official signature is treated as an original.

3.2.2. Extract order copy, to include messages, which contain all pertinent information.

3.2.3. Legible copy of all pages of the order.

3.2.4. An electronic order signed with an electronic signature block from Public Key Infrastructure software.

3.2.5. Do not withhold payment of a claim solely because a travel order cites an incorrect accounting classification (centrally managed or specific allotment).

3.2.5.1. Annotate the correct accounting classification on the voucher and process adjustment to erroneous obligation accordingly. Refer to the DoD FMR Volume 9 for required supporting documentation to change another accountable station's accounting classification.

3.2.6. Approving officials may verbally authorize, and subsequently approve a Defense Travel System voucher instead of amending the Defense Travel System authorization to effect proper payment when the traveler:

3.2.6.1. Adds, omits or changes the order of travel to places stated in the authorization, or;

3.2.6.2. Changes the original specified duration at a place stated in the authorization.

3.3. Classified Travel Orders. For specific requirements for travel under classified orders see [Chapter 12](#) of this publication.

3.4. Order Effective date. An order is effective when: received by the traveler (verbally) or when certified by the Approving Official.

3.4.1. Temporary Duty orders remain in effect if:

3.4.1.1. A traveler traveling under blanket or repeat temporary duty orders returns from a mission to the permanent duty station.

3.4.1.2. A traveler is required to return to the permanent duty station for temporary duty requirements (field trips with courses of instruction) or transportation reasons (weather, fuel, mechanical delay, or procurement) and the order contemplates continued temporary duty [except for aircrew on Military (Government) Air, in accordance with Joint Travel Regulations].

3.4.1.3. A traveler returns to the permanent duty station (or home - from which the traveler usually commutes to the permanent duty station) for personal (voluntary) reasons during a temporary duty period, without performing home station duty. **NOTE:** Travelers may not receive per diem while at their permanent duty station per Joint Travel Regulations. **NOTE:** No allowances are credited for any day (or workday for employees) the traveler was in a leave status for the whole day per Joint Travel Regulations.

3.4.2. A travel voucher, with appropriate approving official signature, is proper instead of an amended order (for proper payment) when the traveler:

3.4.2.1. Adds or omits travel locations to places stated in the order,

3.4.2.2. Changes the order of places stated (itinerary), and or

3.4.2.3. Changes the original specified duration at a place stated in the order, provided the change is within total time limits. No amendment or approving official voucher-certification is required for changes in travel if variations are authorized on the order initially.

3.5. Amend Defense Travel System authorizations:

3.5.1. When the temporary duty is unexpectedly extended and the traveler requires additional accrual or scheduled partial payments.

3.5.2. Before completing temporary duty, additional temporary duty orders are published directing travel to another location, which may include the traveler's permanent duty station. The additional (interim) temporary duty authorization (when in Defense Travel System must be incorporated into the original order as an amendment). If not in Defense Travel System, suspend executing the original orders. After completing the additional temporary duty, the traveler again comes under the provisions of the initial order.

Chapter 4

TRANSPORTATION AND ACCOMPANIED BAGGAGE ALLOWANCES AND LOCAL TRAVEL ALLOWANCES

4.1. Procurement of Transportation. Use and procurement of transportation is a Transportation Management Office responsibility. For information regarding the movement of personnel, contact the servicing Transportation Management Office.

4.2. Defense Travel Management Office-contracted Travel Management Company. When arranging official travel, a traveler(s) must use the following, if available, in accordance with instructions listed: **(T-0)**

4.2.1. Defense Travel Management Office-contracted Travel Management Company if available,

4.2.2. General Services Administration (GSA)-contracted Travel Management Company.

4.2.3. Consider the Travel Management Company available in all circumstances. Make every attempt to contact the Travel Management Company to arrange official travel to include utilizing the 24-hour support number (if one is available), contacting the Command Post, etc., if outside normal business hours **(T-0)**.

4.2.3.1. When non-use of a Travel Management Company is determined necessary the following considerations are to be made:

4.2.3.1.1. Travelers must comply with the 'Fly America Act', Title 49 United States Code, section 40118 **(T-0)**.

4.2.3.1.2. Fees may be claimed for re-ticketing along with the self-procured airfare purchases. The total cost of airfare and associated fees is limited to what the government would have paid if the traveler followed proper procedures.

4.2.4. Travel Management Company Non-Availability. When a Travel Management Company is not available, the order-issuing official must certify on the order that a Travel Management Company is or was not available to arrange transportation **(T-1)**.

4.2.4.1. Reimbursement is paid for the actual cost of the authorized or approved transportation not-to-exceed the least expensive unrestricted commercial coach fare that meets mission requirements.

4.3. Directed Transportation Mode. Per Joint Travel Regulations traveler must use directed mode of transportation listed on the travel authorization. If traveler chooses a different mode of travel reimbursement may not be available to the traveler.

4.3.1. Reimbursement Examples:

4.3.1.1. Traveler performs transoceanic travel on a permanent change of station, when government, government-procured transportation is directed on the orders. Traveler personally procures air transportation for transoceanic travel without specific authorization or exemption in advance of travel, the traveler may not be reimbursed for this travel.

4.3.1.2. Traveler and dependents perform transoceanic travel on a permanent change of station. Traveler personally procures air transportation for transoceanic travel for traveler and authorized dependents. Traveler is not reimbursed for traveler travel costs; however, transportation for the dependents is limited to the government-procured transportation cost.

4.3.1.3. Traveler is directed to utilize government-procured transportation for temporary duty travel. Traveler procures their own ticket (non-Travel Management Company) or utilizes a privately owned vehicle to perform the travel, reimbursement to the traveler is limited to the government-procured transportation cost.

4.3.1.4. Traveler is directed to utilize a Government Owned Vehicle, "GOV", for temporary duty travel. A traveler not authorized to use privately owned vehicle for official government travel but utilizes it anyway may be reimbursed at the "Other Mileage" rate, per Joint Travel Regulations. Unless the Government Owned Vehicle is used for the trip also. If the Government Owned Vehicle, driven by another person going to the same temporary duty location, makes the trip the traveler is not reimbursed.

4.3.1.5. Traveler is directed to utilize Military Air for temporary duty travel. Traveler then personally procures transportation, reimbursement for transportation cost is not authorized, per Joint Travel Regulations.

4.4. U.S. Flag Air Carrier (Certificated Air Carrier) Use.

4.4.1. The Fly America Act requires that U.S. flag carriers be used for all commercial transportation (air, train, bus, boat) when the Government funds the travel. **(T-0)**

4.4.1.1. Refer to Joint Travel Regulations, paragraph 020206.I., for waiver to Fly America Act.

4.4.2. There is no transportation reimbursement, for specific leg of a trip, when an unauthorized or unapproved non-U.S. flag air carrier service or foreign flag ship is used. **(T-0)**

4.5. Terminal Travel. Refer to Joint Travel Regulations for guidance on travel to or from a terminal or port.

4.6. Reimbursement for the Cost of Damages to Commercial Rental Vehicles. Refer to Joint Travel Regulations for guidance on rental vehicle damage claims and or payment.

4.7. Local Travel. Refer to Joint Travel Regulations for guidance on allowances and authority for travel in the local area of permanent duty station (PDS).

4.7.1. If the approving official authorizes or approves privately owned vehicle use for local travel in and around the permanent duty station for temporary duty purposes, the traveler may claim and be paid actual mileage for the distance that exceeds the traveler's normal commuting distance, plus any tolls and or parking fees not normally paid while commuting to and or from on a daily basis.

4.7.1.1. A Defense Travel System local voucher is the appropriate way to file for reimbursement.

4.7.2. Local Area. The DoD installation, base, or senior commanders must establish, in a written directive, the local area within which DoD travelers are eligible for reimbursement, even if they come from different commands, units, installations, or Agencies (59 Comp. Gen. 397 (1980)). Refer to Joint Travel Regulations for further guidance on local area. **(T-0)**

4.7.3. Per Diem and or Lodging in the Local Area. To pay per diem for travel or temporary duty within the permanent duty station limits, if the temporary duty is for 12 or fewer hours review the Joint Travel Regulations to see if the temporary duty meets the unique criteria requirements.

4.7.3.1. When a traveler performs temporary duty over 12 hours in the local area but outside the permanent duty station limits and requires quarters, travel orders are necessary to support payment of the claim.

4.8. Excess Baggage. Approving official or transportation offices can authorize excess accompanied baggage shipment in one of two ways:

4.8.1. Travelers may ship the excess unaccompanied baggage to and or from their duty location and or permanent duty station locations. Travelers must get authorization from the transportation office to ship excess baggage. They are required to retain and provide a copy of the receipt from the shipping office (regardless of amount). The receipt must include the weight of the excess baggage (T-1).

4.8.1.1. Shipping charges are not claimed on a travel voucher. The amounts are claimed on a miscellaneous voucher (SF 1034) and the receipt must accompany the claim in accordance with transportation office authorization (T-1).

4.9. Fees for Cancelled Airline Reservations or Tickets. Refer to Joint Travel Regulations for authorization to reimburse fees associated with cancelled airline reservations and or tickets.

4.9.1. For Defense Travel System authorizations. When traveler purchases ticket(s) with Defense Travel System authorization and then trip is cancelled before effective date. A voucher will be created when an obligation is incurred for the authorization. Attach applicable receipts to support voucher.

4.9.1.1. For non-Defense Travel System orders, file a DD Form 1351-2, *Travel Voucher or Subvoucher*, with applicable receipts to support voucher.

4.10. Restricted Airfare. The Authorizing Official may authorize or approve restricted airfares when they are offered to the general public and if trip cancellation would not impose significant costs. Refer to Joint Travel Regulations for further guidance on restricted airfare. **(T-0)**

Chapter 5

TEMPORARY DUTY TRAVEL

5.1. Travel of Aircrew Members. Considered members performing flights from a permanent duty station to other point(s) and return to be performing their regularly assigned duties. These members are entitled to per diem allowances while away from the permanent duty station.

5.1.1. No authorization for reimbursement for travel expenses between home or place of abode and the place (office) where they report for their regular duties at the permanent duty station.

5.1.2. Identify aircrew members with the abbreviation “ACRW” on the Flight Authorization, Defense Travel System authorization, or DD Form 1610, *Request and Authorization for TDY Travel of DoD*. An aircrew member is away from the permanent duty station for the time when the aircraft departs until the time the aircraft returns.

5.1.3. These provisions do not apply to Reserve Component aircrew members for travel upon call to and relief from active duty. Aircrew status for Reserve Component members only applies after the member arrives at the active duty location and terminates when the member departs incident to relief from active duty.

5.2. Per Diem Entitlement. For further guidance on per diem for temporary duty with or without a Fixed-Starting Date refer to Joint Travel Regulations.

5.2.1. Per Diem Payment. Travelers should not be paid per diem incident to reporting at a temporary duty station earlier than the date specified in orders or the date required to perform duty unless:

5.2.1.1. Earlier reporting is necessary because of transportation schedule variations;

5.2.1.2. The duty may be performed at any time as differentiated from a fixed period; or

5.2.1.3. The order-issuing official determines that early reporting is or was in the government’s best interest, or has been caused by conditions beyond the traveler’s control (not for the traveler’s convenience).

5.2.2. Per Diem for Travel Time:

5.2.2.1. Temporary Duty Having a Fixed Starting Date. From the order, establish the required reporting date and use this date for constructed travel time computation. General rules for determining required reporting date:

5.2.2.1.1. If the order does not contain specific reporting instructions, establish required reporting time as though the order directed reporting on the day before the temporary duty (class, training course, etc.) start date.

5.2.2.2. Temporary duty not having a fixed starting date. This type of temporary duty contains an on-or-about departure date from the permanent duty station. The absence of a specific reporting date may indicate that accomplishment of the mission is not tied to a definite date or period. Unless information concerning duty requirements indicates otherwise, accept the actual arrival date at the temporary duty station as the required reporting date.

5.2.3. Continuous temporary duty periods. Performance of two or more consecutive temporary duty periods (school, training courses, port of embarkation and or port of debarkation travel, etc.) and through no fault of the traveler, there is an interval between the ending of one period and the starting of the next, per diem is payable for the period the traveler remains at the first temporary duty location or after arrival at the next temporary duty location, to include official travel time between locations. Do not authorize reimbursement for expenses incurred at other locations unless during authorized period of travel and only with approving official concurrence.

5.3. Constructed Travel.

5.3.1. Travel by privately owned vehicle (POV) Authorized as More Advantageous to the Government.

5.3.1.1. The constructed arrival date at the temporary duty location is the day before the first day of duty.

5.3.1.2. Constructed travel schedules should not include travel between 2400 and 0600.

5.3.2. Travel by privately owned vehicle not advantageous (traveler's convenience). Consider only the costs (fares and or charges for the policy-constructed airfare only) associated with getting to and from the temporary duty point, and no in and around mileage while at the temporary duty point. Cost of government transportation includes:

5.3.2.1. Policy constructed airfare (defined in Joint Travel Regulations, Appendix A) must be shown in the temporary duty order, as quoted by the local Travel Management Company (include only airline ticket and Travel Management Company taxes and or fees) or as determined on the GSA website (<http://apps.fas.gsa.gov/cpsearch/search.do>) (T-1).

5.3.2.2. Per diem for the travel days is limited to constructed travel time had the traveler used the authorized transportation mode. Compare the traveler's actual travel and transportation with the constructed cost and, pay the lesser of the two amounts.

5.3.3. Passengers in privately owned vehicles. The passenger is not authorized reimbursement for transportation, but may receive per diem.

5.3.3.1. Not Advantageous to the Government. Mileage allowance is not payable. Per diem is paid for travel performed or constructed common carrier travel, whichever is less.

5.3.4. All Other Modes. In determining a constructed schedule use the following steps:

5.3.4.1. To and from a temporary duty Location:

5.3.4.1.1. Establish the authorized reporting date.

5.3.4.1.2. Determine required transportation mode(s) (i.e., either, or a combination of air, rail, or bus).

5.3.4.1.3. Use a schedule that allows arrival before or on the authorized reporting date for:

5.3.4.1.3.1. Air, use transportation office or Travel Management Company.

5.3.4.1.3.2. Rail, use transportation office or Travel Management Company.

5.3.4.1.3.3. Bus, use local commercial bus schedule.

- 5.3.4.1.4. Schedule should allow adequate travel time for the traveler to arrive at the carrier terminal at least two hours before scheduled departure on domestic flights, three hours for international flights, and to travel from the carrier terminal to place of duty.
- 5.3.5. Constructed Lodging Costs. Use when necessary to complete a constructed worksheet as if the traveler remained overnight at a temporary duty point.
- 5.3.5.1. Example: Traveler performs required duty on any given day and departs the same day after completion of duty to start leave. The traveler's constructed schedule (if required) should start no earlier than the day after the last day of duty. The lodging cost incurred for the previous day (if any) is included in the constructed cost.
- 5.3.6. Delays. Treat necessary delays at port of embarkation or Point of Debarkation as authorized delays. The traveler remains in a travel status when government scheduled transportation causes early arrival at the port or causes a delay at the port awaiting onward transportation.

5.4. Temporary Duty Travel and Leave. (applicable to members only).

- 5.4.1. A member on temporary duty may be authorized leave en route.
- 5.4.2. Leave en route to and from temporary duty (including Permissive Travel). Charge leave for all excess travel time, defined as any days not included in the constructed schedule or days not categorized as permissive travel time.
- 5.4.2.1. Constructed schedule includes travel by privately owned vehicle if the cost is less than policy-constructed travel. Charge leave when more travel days are used when the directed mode of travel is not used.
- 5.4.2.1.1. Exceptions to charging leave may be made when duty is performed for the majority of a day on the departure day or arrival day at the permanent duty station or when the return day to the permanent duty station is a non-duty day.
- 5.4.2.2. Permissive travel time in conjunction with funded Temporary Duties does not negate the travel entitlement to the funded temporary duty location.
- 5.4.3. Leave During Temporary Duty:
- 5.4.3.1. The temporary duty unit controls and reports through its servicing Financial Management Flight, leave taken during a temporary duty period that involves departure from and return to the temporary duty station. The member must include a copy of each AF Form 988, *Leave Request/Authorization*, issued during temporary duty to the travel voucher (T-1).
- 5.4.3.2. If the voucher has been settled, verify that no per diem was paid during the leave period. If per diem was erroneously paid while in leave status, Initiate collection action.
- 5.4.3.2.1. If the voucher has not been settled, check the voucher to ensure leave is annotated correctly in the itinerary. If it has not been advise the member to correct the entry.
- 5.4.3.3. Do not include leave taken at the permanent duty station before or after the temporary duty.

5.4.3.4. Return to permanent duty station from temporary duty for personal reasons. Members who voluntarily return to the permanent duty station between temporary duty locations (or during a temporary duty) are charged leave, except non-duty days. Refer to AFI 36-3003, Members who return to the permanent duty station and or home on a special pass are returning to permanent duty station for personal reasons.

5.4.3.5. Travel from temporary duty Station during Downtime (non-workdays). Members on temporary duty can experience interruptions during training or duty. An example of this status is during the Christmas-New Year holiday season. Members who return to permanent duty station during this downtime are considered the same as those who return for personal reasons.

5.4.3.5.1. Members remaining at the temporary duty location continue to receive temporary duty allowances.

5.4.3.5.2. Members returning to the permanent duty station in a leave status or who take leave at a location other than the permanent duty station (to include convalescent leave) are not entitled to per diem or transportation.

5.5. Permissive Travel Time. Permissive travel time may be granted to members authorized to travel by privately owned vehicle for personal convenience on a funded temporary duty of 16 calendar days or more, number of TDY days is stated on the order, at one location and the member is not reimbursed actual travel costs according to Joint Travel Regulations.

5.5.1. To compute the number of permissive travel days granted, subtract the number of constructed travel days from the lesser of the actual travel days used or the number of authorized travel days (400 miles per day, Joint Travel Regulations).

5.5.2. Permissive travel time is not authorized when a directed transportation mode is available but not used.

5.5.3. Additional per diem or actual expense is not authorized for days categorized as permissive travel time.

5.5.4. A member who originally met the 16-calendar day criterion, cannot be denied permissive travel time when the temporary duty is curtailed before the 16-calendar day period is met. When a member's original temporary duty is less than 16 calendar days and after travel commences, the temporary duty is extended to 16 or more calendar days, permissive travel time is not authorized.

5.6. Inpatient Allowances. An inpatient is not authorized per diem while hospitalized. However, per diem is authorized when in an outpatient status away from the PDS and for days of travel to, from, and between hospitals.

5.7. Field Duty.

5.7.1. A member on field duty is not entitled to per diem except under conditions described in Joint Travel Regulations.

5.7.2. Issuance of Non-Field Duty Statement. Members on field duty who have one of the exceptions provided in Joint Travel Regulations, are required to obtain non-field duty statements from the Senior Commander in Charge (or designee) to support payment of per diem. AF Form 2282, *Statement of Adverse Effect-Use of Government Facilities*, DD 1351-5, *Government Quarters and/or Mess*, or a memo approved by the temporary duty senior site commander (or designee) may be used to support reimbursement of occasional meals actually purchased.

5.7.3. Reimbursement is based on actual expense not to exceed the proportional meal rate.

5.8. Temporary Duty Travel Involving the International Dateline. Computing per diem where the International Dateline is involved, the computation is based on actual elapsed time rather than calendar days.

5.9. Actual Expense Allowance.

5.9.1. The approving official may authorize Actual Expense Allowance up to 300% of the locality per diem rate (lodging or meals and incidental expense, or both). The specific percentage limitation must be authorized on the order or approved on the voucher for proper authority and payment (T-1).

5.9.1.1. Air Force requires the following additional information on Actual Expense Allowance claims: allowed costs (percentage designated by the approving official), actual costs (as supported by the receipt(s) from the traveler), difference in costs, summary of efforts made to secure lodging within established per diem rates; to include list of lodging facilities contacted and complete explanation of the circumstances that warranted the request.

5.9.1.2. Authority is limited to significant circumstances beyond the traveler's control; e.g., natural disasters or major events or conferences that have affected all the lodging or dining-food facilities in an area.

5.9.1.3. The Actual Expense Allowance authority may not be used as a blanket authority. It must be used only on an individual trip basis, and only after appropriate, documented consideration is given to the facts existing in each case at the time travel is directed and performed. **(T-0)** This does not prevent Actual Expense Allowance for groups or conferences.

5.9.1.4. Actual expense allowance authority for meals & incidental expenses percentage must be specifically listed (T-1). For meals & incidental expense itemization, all receipts must be retained and submitted with the travel voucher so the cost of the entire period voucher can be computed (T-1).

5.10. Availability and Use of Government Quarters.

5.10.1. If a member voluntarily uses government lodging at a nearby military installation, when TDY is to a city, the lodging location does not reduce per diem entitlement.

5.10.2. Civilian employees are encouraged to utilize government quarters when available in order to exercise travel prudence. A civilian employee may be required to utilize government lodging when the installation is part of the Integrated Lodging Program.

5.11. Changes to Selected Meal Options. The order-issuing official is responsible for selecting the appropriate meal option prior to preparation of the temporary duty orders. Meal option change resulting in a reduced entitlement to the traveler cannot be made retroactive, with the exception of a deductible meal per Joint Travel Regulations. **(T-0)**

5.11.1. Meal option changes that result in an increased per diem rate. The order-issuing official selects the meal option based on the mission and information available at time of creating authorization to travel. If, at any point, it is determined the original meal option selected was insufficient (increased only), it may be changed to reflect the proper meal option. This is based on the non-availability of meals (missed meals).

5.11.1.1. Example: The traveler's order states government dining facility is directed; however, due to the work schedule the traveler misses a meal. Upon return from TDY, the order-issuing official would annotate the order with the appropriate meal option for the dates indicated, in this case the proportional meal rate. If the member is deployed in support of an overseas contingency operation or a joint task force, missed meals are tracked using the AF Form 2282. The deployed senior site commander (or designee) approves non-availability of directed meals. The member submits this approval documentation when filing their travel voucher.

5.11.1.2. Local order-issuing officials cannot dictate a meal option different than the tasking message or appropriate area of responsibility combatant commander or joint task force memorandum, based on availability as dictated by deployed senior site commander.

5.11.2. Meal option change that results in a decreased per diem rate. The order-issuing official selects the meal option based on the mission and information available when the temporary duty order is being prepared. A different meal option becomes applicable, the order-issuing official may direct a new meal option using the current or future effective date.

5.11.3. Temporary duty members who are directed to use government dining facility and quarters. If the temporary duty member is unable to occupy government quarters at the temporary duty installation due to non-availability, they are then entitled to the full locality per diem rate for the temporary duty area. The order-issuing official cannot direct member's quartered off-installation to use the government dining facility at the temporary duty installation. Privatized Lodging is not considered government Quarters so travelers cannot be directed to utilize them. If Privatized Lodging is used, government meals are considered 'not available'.

5.12. Members on temporary duty with a Joint Task Force and or Overseas Contingency Operation. Travel and transportation allowances, to include per diem options, are determined by the combatant commander or joint task force commander and published in the tasking messages. The combatant commander or joint task force commander can change travel and transportation allowances. Local deployment commanders (or home station commanders and or IPRs) do not have the authority to change tasking guidance without approval of the combatant commander or joint task force commander. Prior to travel payment, all included tasking messages must be reviewed (T-1). Travelers (including other Commands, i.e., SOCOM, AFSOC, etc.) deployed or on temporary duty to an installation shall use the facilities and available meals, working mission scheduling to accommodate maximum use of available meals as determined by the senior site commander and or area of responsibility per diem policy memo in place at the time.

5.13. Communication Services. Refer to Joint Travel Regulations, communication services are not reimbursable as travel expenses as they are considered mission-related expenses.

5.14. Reimbursement for Charges Connected to ATM Withdrawals. Fees associated with ATM usage are not reimbursable as they are covered in the incidental expense portion of per diem. Secretarial process must be used to justify ATM use in unique scenarios when the government travel charge card cannot be used at the temporary duty location due to security reasons (T-1). All other non-ATM advances shall be processed via electronic funds transfer from the Order or paid in cash at a finance disbursing office where available (and electronic funds transfer advance is not practical) (T-1).

5.15. Registration Fees. Registration (not training) fee reimbursement is authorized and approved when such fees are a condition for attendance and conducted when actual travel is involved. See AFI 65-601, Volume 1, Chapter 4, for rules on registration fees. The authorization or approval for payment of registration fees is a function of the order-issuing official. Training related registration fees must be submitted on SF 182, *Request, Authorization, Agreement and Certification of Training* (after approval by the Education Office) and paid using the Government Purchase Card or as a miscellaneous payment through Vendor Pay via the OF 1164, *Claim for Reimbursement for Expenditures on Official Business* in accordance with the “Miscellaneous Pay Guide” (T-1).

5.15.1. While temporary duty or outside limits of permanent duty station:

5.15.1.1. Meals. Payment of a registration (not training) fee, which includes the cost of one or two meals, including a continental breakfast, requires payment of proportional per diem in accordance with the Joint Travel Regulations paragraph 020305 for each day meals are furnished (except for travel days to or from the permanent duty station). There is no deduction made (not a deductible meal) to the meals & incidental expenses allowance for light refreshments furnished at nominal or no cost to the attendee at times that are not meal times per Joint Travel Regulations paragraph 030201. Charges for such refreshments are not a reimbursable expense.

5.15.1.2. Quarters. If registration (not training) fees include the lodging cost, the lodging portion of per diem is zero for the applicable day(s).

5.15.2. At the permanent duty station. As no per diem is payable during attendance at these meetings, no adjustment is required from authorized registration fees.

5.15.3. Registration fees paid in advance of travel. When paid in advance, it is AF policy that registration fees should be paid via the Government Purchase Card per the “Miscellaneous Pay Guide”. This payment must be documented on the travel order or claim to ensure no duplicate entitlements are paid (T-1).

5.16. Service and Processing Fees for Cancelled Airline Reservations or Tickets. See [Chapter 4](#) of this manual on service and processing fee reimbursement.

5.17. Storage of Household Goods and or Privately Owned Vehicles while Temporary Duty. Storage of household goods and or privately owned vehicles may be authorized by the Commander and or transportation office. Funding is from unit Operations & Maintenance (O&M) funds. This includes storage for 365-day Temporary Duties and Contingency Operations.

5.18. Other Miscellaneous Expenses. Other miscellaneous expenses claimed must be approved by the approving or certifying official.

Table 5.1. Temporary Duty Travel Time and Leave Determination (Round Trip).

R U L E	A	B (note 2)	C (note 1)
		If Temporary Duty travel is performed by	Then the allowable travel time is
1	government conveyance	The actual time used to perform the travel	Not charged unless the member delays for own convenience
2	Common carrier (land or air) by Government-provided ticket or by mode directed in the orders		
3	Privately Owned Vehicle authorized in the orders as advantageous to the government	Determined by dividing the official distance (note 1) between the authorized points by 400 miles. (A fraction of 400 miles which is 1 mile or more is credited as one day) (notes 4 and 6)	Charged for any day, from departure day to arrival day, that is not determined to be a duty or travel day
4	Privately Owned Vehicle permitted in the authorization for the convenience of the member (note 5)	Based on the schedules of available air or surface common carrier facilities that most nearly coincide with the requirements of the authorization; thus, allowable travel time is based on when member could have departed, arrived, and returned by common carrier means (constructed travel is explained in paragraph 5.3.) (notes 3, 4, 5, & 6)	
5	Common carrier (land or air) at member's expense		

R U L E	A	B (note 2)	C (note 1)
	If Temporary Duty travel is performed by	Then the allowable travel time is	And leave is
<p>NOTES:</p> <ol style="list-style-type: none"> 1. The temporary duty unit commander may authorize leave, to the member's servicing Financial Management Flight, reports leave taken while at a temporary duty point via LeaveWeb. Copy of approved AF Form 988s are to be embedded in the Defense Travel System voucher or provided with the travel voucher upon submission. 2. A member is entitled to per diem for allowable travel time necessary to perform the directed travel; therefore, leave is not charged for any day for which some per diem is payable. To determine duty status for the departure day from or arrival at permanent duty station when not an allowable travel day, see Table 5.2. 3. The actual travel time is the allowable travel time. See paragraph 5.4.2. 4. When actual travel time is less than the allowable travel time computed, the actual travel time is the allowable. 5. Travel days not covered by notes 2 and 3 can be categorized as permissive travel time per paragraph 5.5. 6. For employees' guidance, see Department of Defense Instruction 1400.25, <i>Civilian Personnel Management</i> Volume 630 and Joint Travel Regulations paragraph 020210 (which directs "in accordance with service directives"). 			

Table 5.2. Temporary Duty Travel Duty Status Determination for Departure Day from and Arrival at Permanent Duty Station when not involved in Allowable Travel Time.

R U L E	A	B	C	D	E
		If the member	And performed duty for a majority of the duty day	On a nonduty day	Then duty status is
1	Departs	Yes	N/A	Duty	Following day
2	Departs	No	N/A	Leave	Same day
3	Departs	N/A	Yes	Duty/Leave	Same day unless non-duty day is considered a travel day
4	Returns	Yes	N/A	Duty	Preceding day
5	Returns	No	N/A	Leave	Same day
6	Returns	N/A	Yes	Duty	Preceding day
*See AFI 36-3003 Table 4.1. (as the authority) for most current information on duty status.					

Figure 5.1. Example of Temporary Duty Travel by Privately Owned Vehicle when Determined Advantageous to the Government.

Facts:

1. Authorized temporary duty period not including travel time is 10-21 May.
2. Duty status at the temporary duty location ends 20 May.
3. Mileage Denver to Offutt AFB = 456 miles.
4. Member performs duty at home station on 22 May; no duty performed 9 May.
5. Member is the privately owned vehicle owner or operator.
6. Approving official directed use of government dining facility for all meals; government quarters utilized at \$53.25 per night.
7. Offutt: Max Lodging \$91, meals & incidental expenses \$61, total \$152.
8. Lodging cost at Limon, CO is \$60
9. Limon, CO: Max Lodging \$77, meals & incidental expenses \$46, total \$123.

Itinerary:

9 May	Dep	Denver, CO	PA		
9 May	Arr	Offutt AFB, NE		TD	\$639
21 May	Dep	Offutt AFB, NE	PA		
21 May	Arr	Limon, CO		AD	\$60
22 May	Dep	Limon, CO	PA		
22 May	Arr	Denver, CO		MC	

Computation:

9 May	Pay actual travel time of 75% of \$61 = \$45.75 + \$53.25 = \$ 99
10–20 May	TDY point pay \$11.70 + \$53.25 X 11 days = \$714.45
21 May	Pay actual travel time of \$46 + \$60 = \$106
22 May	Travel day Pay 75% of \$46 = \$34.50

456 miles at .565 time 2 for round trip = \$515.28

TOTAL AMOUNT PAYABLE \$1,469.23

Figure 5.2. Example of Temporary Duty Travel by Privately Owned Vehicle when Not Advantageous to the Government.

Facts:

1. Authorized temporary duty period to include travel time 2-10 April (no reporting instructions).
2. No duty performed on 2, or 15 April. 2 and 15 April are normally scheduled duty days.
3. Duty status at temporary duty point started 0730 on Monday 5 April and ended at 1630 Friday 09 April.
4. Mileage Denver to Scott AFB = 900 miles.
5. Constructed airline schedules:

04 Apr	Dep	
	Arr	
10 Apr	Dep	
	Arr	
6. Member is the privately owned vehicle owner or operator.
7. All government meals directed and government quarters utilized at \$53.25 per night at Scott AFB.

<u>Per Diem Rates</u>	<u>Max Lodging</u>	<u>M & IE</u>	<u>P/D</u>
Salina	\$77	\$46	\$123
Jefferson City	\$79	\$51	\$130
Scott AFB	\$104	\$56	\$160
Topeka	\$77	\$46	\$123

8. Commercial lodging obtained at Salina, KS \$70 per night, Jefferson City, MO \$75 per night.

Itinerary:

2 Apr	Dep	Denver, CO	PA		
2 Apr	Arr	Salina, KS		AD	\$70
3 Apr	Dep	Salina, KS	PA		
3 Apr	Arr	Jefferson City, MO		AD	\$75
4 Apr	Dep	Jefferson City, MO	PA		
4 Apr	Arr	Scott AFB, IL		TD	\$266.25
9 Apr	Dep	Scott AFB, IL	PA		
9 Apr	Arr	Jefferson City, MO		AD	\$75
10 Apr	Dep	Jefferson City, MO	PA		
10 Apr	Arr	Topeka, KS		LV	\$00
15 Apr	Dep	Topeka, KS	PA		
15 Apr	Arr	Denver, CO		MC	

Computations:

Constructed Transportation Costs: Government-issued ticket cost from Denver to St Louis to Denver is \$263 (as provided in temporary duty order which includes airline ticket, fees, taxes and Travel Management Company processing charge). Total Transportation Cost \$263.

2-3 APR--Days of leave

Computation of Leg--Denver to Scott AFB (see note):

04 Apr--Per diem is payable for the constructed schedule times including time necessary for travel to and from the applicable terminals. 75% of $\$56 + \$53.25 = \$95.25$

Constructed transportation cost (Government-Issued Ticket and Travel Management Company Fee) \$263.00

Total Constructed Cost for Denver to Scott AFB \$358.25

Stationary days at Scott AFB (not used for comparison)

05-08 Apr, Per diem is payable 4 days at $\$11.70 + \$53.25 = \$259.80$

Computation of Leg--Scott AFB to Denver (see note):

09 Apr, Per diem is payable as if member had remained (include night's lodging cost)
 $\$11.70 + \$53.26 = \$ 64.95$

10 Apr, Per diem is payable for the constructed schedule time including time necessary for travel to and from applicable terminals. 75% of $\$56 = \$ 42.00$

Constructed transportation cost (Government-Issued ticket only) \$258.00

Total Constructed Cost for Scott AFB to Denver, CO \$364.95

11-15 Apr, Days of leave, nothing payable

TOTAL PER DIEM = \$462.00

CONSTRUCTED TRANSPORTATION COSTS = \$521.00

TOTAL CONSTRUCTED COST = \$983.00

Actual Costs: Computation of Leg for Denver to Scott AFB (see note):

02 Apr 75% of $\$46$ (Salina meals & incidental expenses) + $\$70 = \104.50

03 Apr $\$51$ (Jefferson City meals & incidental expenses) + $\$75 = \126.00

04 Apr $\$56 + \$53.25 = \$109.25$

Mileage Denver to Scott 900 miles at $.565 = \$508.50$

Actual Cost, Denver to Scott AFB \$848.25

Stationary day at Scott AFB (not used for comparison)

05-08 Apr, Per diem is payable 4 days at \$11.70 + \$53.25 = \$259.80

Computation of Leg--Scott AFB to Denver (see note):

09 Apr, \$51 (Jefferson Coty M & IE) + \$75 = \$126

10 Apr, \$46 (Topeka, KS M & IE) + \$0 = \$46

11 Apr, 75 % of \$46 = \$34.50

Mileage (Scott AFB to Denver, CO) 900 miles at .565 = \$508.50

Actual Cost for Scott AFB to Denver, CO = \$715

12-15 Apr, Days of leave, nothing payable

TOTAL PER DIEM = \$806.05

TANSPORTATION COSTS 900 miles at .565 x 2 (round trip) = \$1,017

TOTAL ACTUAL COST = \$1,823.05

Payment should be:

Pay Denver, CO to Scott AFB, IL (actual cost \$848.25)

Not to exceed constructed cost (\$358.25)

Pay \$358.25

Stationary TDY days

Pay \$259.80

Pay Scott AFB, IL to Denver, CO (actual cost \$715.00)

Not to exceed constructed cost (\$364.95)

Pay \$364.95

TOTAL REIMBURSEMENT authorized

\$983.00

Leave is charged based on which reimbursement the member is entitled to in this case leave is charged 2-3 Apr and 11-15 Apr.

NOTE A separate cost comparison is done for each leg of the journey, i.e., one comparison for Denver, CO to Scott AFB, IL and a separate comparison for Scott AFB, IL to Denver, CO.

Figure 5.3. Example of Travel Using Mixed Modes.

Facts:

1. Washington, DC is not for alternate terminal consideration.
2. Travel performed as Not More Advantageous to the Government.
3. Privately Owned Vehicle mileage from Langley is 169 miles (1 day travel authorized).
4. CP from Washington-Los Angeles equals 1 day of travel authorized.
5. Duty performed until 1600, 7 June.
6. No duty performed on 1 or 8 June.
7. Constructed schedule for per diem is: depart permanent duty station 3 June; arrive temporary duty: depart temporary duty 8 June; return permanent duty station.
8. Member is the privately owned vehicle owner or operator.
9. Member's actual transportation cost from Washington-Los Angeles is \$300 round trip.
10. Round trip Government-Issued Ticket cost of \$609 for travel from Langley to Los Angeles. Includes Travel Management Company processing fee.

Per Diem Rate	Max lodging	M & IE	Max authorized
Los Angeles	\$125	\$71	\$196
Washington DC	\$183	\$71	\$254

Member incurred no cost for lodging in DC; \$125 per night in LA
Itinerary:

01 Jun	Dep	LangleyAFB, VA	PA		
01 Jun	Arr	Washington DC		AD	\$0
03 Jun	Dep	Washington DC	CP		
03 Jun	Arr	Los Angeles, CA		TD	\$625
08 Jun	Dep	Los Angeles, CA	CP		
08 Jun	Arr	Washington DC		AD	\$0
08 Jun	Dep	Washington DC	PA		
08 Jun	Arr	Langley AFB, VA		MC	

Computation:

Per Diem

Actual: 1 Jun	per diem (2 authorized travel days)	75% of \$71 = \$53.25
2 Jun		1 day at \$71 = \$71
3 Jun	is arrival day at TDY point	\$71 +125 = \$196
4 – 7 Jun	TDY point	4 days at \$196 = \$784
8 Jun		pay 75% of \$71 = \$53.25

Commercial air cost Washing DC to Los Angeles, CA = \$450
 169 miles at .565 time 2 for round trip = \$190.07

TOTAL ACTUAL COST \$1,798.47

Constructed: 3 Jun		Travel day 75% of \$71 = 53.25
4 – 7 Jun	TDY point	4 days at \$196 = \$784
8 Jun		Travel day 75% of \$71 = \$53.25

Round trip Government issued ticket Langley to Los Angeles, CA = \$609

TOTAL CONSTRUCTED COST \$1,624.50

Pay the actual (\$1,798.47) Not-to-exceed the constructed (\$1,624.50).

Pay constructed	\$1,624.50
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(Ref Joint Travel Regulations paragraph 020302, 020210)

Figure 5.4. Example of temporary duty Travel by Privately Owned Vehicle when Not Advantageous to the Government and Actual Cost Exceeds Government Constructed Cost.

Facts:

1. Authorized temporary duty period is 4-19 Sep (16 days) report NLT 1600 hrs on 4 Sep.
2. No duty performed on 3 or 20 Sep.
3. Duty Status at temporary duty point ended at 1700 hrs on 18 Sep.
4. Mileage Denver to Mountain Home AFB - 778 miles.
5. Member is the privately owned vehicle owner or operator.
6. All Government Meals are directed at MT Home AFB.
7. Government Quarters utilized at MT Home AFB for \$53.25 a night.

Per Diem Rate	Max lodging	M & IE	Max authorized
Salt Lake City	\$96	\$61	\$157
Mt Home AFB, ID	\$77	\$46	\$123

Actual Itinerary:

03 Sep	Dep	Denver, CO	PA		
03 Sep	Arr	Salt Lake City, UT		AD	\$96
04 Sep	Dep	Salt Lake City, UT	PA		
04 Sep	Arr	Mt Home AFB, ID		TD	\$789.95
19 Sep	Dep	Mt Home AFB, ID	PA		
19 Sep	Arr	Salt Lake City, UT		AD	\$60
20 Sep	Dep	Salt Lake City, UT	PA		
20 Sep	Arr	Denver, CO		MC	

Actual Costs:

3 Sep		$75\% \text{ of } \$30 \text{ (M \& IE)} + \$30 \text{ (lodging)} = \$52.50$
4 Sep		$\$46 + \$53.25 = \$99.25$
5-18 Sep		$\$17.70 + \$53.25 \times 14 \text{ days} = \909.30
19 Sep		$\$61 + \$96 = 157.00$
20 Sep		$75\% \text{ of } \$61 = \45.75

Mileage cost for 778 miles at $.565 \times 2$ (round trip) = 879.14

TOTAL ACTUAL COST = \$ 2,232.19

Constructed Costs:

Government-Issued Ticket cost from Denver to Boise to Denver (\$435) (as provided in temporary duty order includes airline ticket, fees, and Travel Management Company processing charge.

4 Sep, Per diem is payable for the constructed schedule, including time for travel to and from the applicable terminals. Pay 75% of \$46 + \$53.25 = \$87.75

5-18 Sep TDY point Pay \$11.70 + \$53.25 X 14 days = \$909.30

19 Sep, Per diem is payable for the constructed schedule, including time for travel to and from the applicable terminals. Pay 75% of \$46 = \$34.50

Transportation cost for commercial air = \$412

TOTAL CONSTRUCTED COST = \$ 673.40

Pay actual costs not to exceed constructed costs. Pay \$673.40

NOTES:

1. Travel time for Actual Cost is limited to the lesser of actual travel time used or allowable travel time at 400 miles per day Joint Travel Regulations paragraph 020302.

Figure 5.5. Example of Inpatient Temporary Duty when Subsisting Out.

Facts:

1. Member arrives temporary duty as an inpatient at Wilford Hall Medical Center, Lackland AFB, TX on 25 Jan.
2. Per diem rate is \$66 M & IE + \$106 maximum lodging = \$172.
3. Government Quarters at \$53.25 per night and all government meals are available.
4. Member in subsisting-out status 1 Feb 0800 through 10 Feb 1700. (Administrative statement from the hospital required to support meal rate change)

Computation:

25 Jan	75% of \$66 = \$49.50
26-31 Jan	Inpatient status = no per diem payable (all meals and lodging provided at hospital)
01 Feb	Proportional meals & incidental expenses (\$37 + \$5) because breakfast provided in hospital prior to release to subsist out status \$42 + \$53.25 (government quarters) = \$95.25
2-9 Feb	\$11.70 (M & IE) + \$53.25 X 8 days = \$519.60
10 Feb	Proportional meals & incidental expenses (\$37 + \$5) because dinner provided in hospital upon return from subsist out status Amount payable \$42.00
11-15 Feb	Inpatient status = no per diem payable (all meals and lodging provided at hospital)
16 Feb	75% of \$66 = \$49.50

TOTAL AMOUNT PAYABLE \$ 755.85

Figure 5.6. Example of Travel Time and Per Diem Payable when Traveling over the International Dateline.

Facts:

1. Kyoto, Japan: \$195 M & IE + \$232 Max lodging = \$427.
2. Lodging cost \$230 per night.

Itinerary:

01 Jun	Dep	Nellis AFB, NV	GP	
03 Jun	Arr	Kyoto, Japan		TD \$460
05 Jun	Dep	Kyoto, Japan	GP	
05 Jun	Arr	Nellis AFB, NV		MC

Computation:

01-02 Jun Per diem 75% of \$195= \$146.25 (traveling over midnight use the destination rate)
03 Jun Arrival at TDY point pay \$195 + \$230 = \$425
04 Jun TDY point pay \$195 + \$230 = \$425
05 Jun Per diem \$195 (traveling over midnight use last TDY point rate)
05 Jun Per diem is 75% of \$195= \$146.25 (return to PDS use last TDY point rate)

TOTAL AMOUNT PAYABLE \$ 1,337.50

Payable according to Joint Travel Regulations paragraph 020314.

Chapter 6

PERMANENT DUTY TRAVEL FOR MEMBERS

Section 6A—Member Travel

6.1. Travel and Transportation Options.

6.1.1. Land and Transoceanic Travel Performed on the Same Day. A member performing land travel via privately owned vehicle and transoceanic travel on the same day is entitled to lodgings plus per diem. Also, if the traveler is owner-operator of the privately owned vehicle, the Monetary Allowance in lieu of Travel portion of Monetary Allowance in lieu of Travel-PLUS per diem.

6.1.2. Mixed modes of permanent duty travel land travel. When a member travels by mixed modes as defined in Joint Travel Regulations Appendix A, for an authorized leg of the journey, total reimbursement for privately owned vehicle and personally-procured commercial travel may be no more than the Monetary Allowance in lieu of Travel-PLUS payable for the entire ordered travel distance less the cost of any government procured transportation used for a portion of the journey. **NOTE** Do not collect excess cost from the member if deducting the cost of the government-procured transportation for the ordered travel from the Monetary Allowance in lieu of Travel-PLUS results in a negative amount.

6.2. En Route Temporary Duty.

6.2.1. General. When permanent change of station orders direct temporary duty after departure from the old permanent duty station, but before arriving (in-processing) at the new permanent duty station and signed in the new assigned Unit, a member is authorized per diem in accordance with Joint Travel Regulations Chapter 3. Compute travel time as if each leg of the permanent duty travel were a separate permanent change of station.

6.2.2. Authorized Reporting Time. Follow the instructions in **Chapter 5** of this manual to determine authorized reporting time and date. The authorized reporting date is a day of duty and lodgings plus per diem is payable. When the departure day is a day of duty lodgings plus per diem is payable unless needed to pay Monetary Allowance in lieu of Travel-PLUS per diem.

6.2.3. Temporary duty at or near old or new permanent duty station. This temporary duty should be performed before departure from the old permanent duty station or after arrival at the new permanent duty station (AFI 36-2110, *Total Force Assignments* paragraph 4.7.4.1). If a member performs temporary duty to a new permanent duty station (permanent change of station order published) prior to departing in a permanent duty travel status, temporary duty allowances are properly payable if the member returns to the old permanent duty station prior to departure and performs regularly assigned duties.

6.3. Enlistment, Reenlistment, or Induction. Members whose first assignment is for basic training, indoctrination, or processing are furnished transportation in kind and meal tickets. Because the transportation and meal tickets are provided, if available transportation or meal tickets are not used, no reimbursement is authorized (in accordance with the Joint Travel Regulations). If transportation and or meal tickets are not available, the member is authorized travel and transportation allowances in accordance with this chapter.

6.4. Travel via Designated Place. The allowances prescribed in Joint Travel Regulations are authorized to a member who travels via the designated place of dependents when they relocate at government expense to or from that place incident to the member's permanent change of station to or from an unaccompanied or dependent restricted overseas tour. For computing allowances, use separate journey to or from the designated place (per diem is not payable while at the designated place).

6.5. Circuitous Travel. For additional guidance on circuitous travel refer to Joint Travel Regulations.

6.6. Separation or Retirement from the Service or Relief from Active Duty. Once a home is selected and or allowances have been received, (monetary or in-kind) a member cannot change that selection (the selection is irrevocable).

6.6.1. The Military Personnel Section determines if airmen and Reserve officers separating at date of separation qualify for full travel entitlement and includes this authority in the separation order. HQ AFPC makes the determination for Officer actions they approve, per AFIs 36-2102, *Base-Level Relocation Procedures* and 36-2110.

6.6.2. A member separating from the service has 6 months from their date of separation to complete travel in accordance with Joint Travel Regulations. A member retiring from the service has 12 months to complete travel in accordance with Joint Travel Regulations. Travel and transportation time limitation extensions are addressed in Joint Travel Regulations and AFI 24-602 Volume 4, *Personal Property Moving and Storage*.

6.6.3. A member retiring or separating is authorized to make a local move and be reimbursed for the local move to include Monetary Allowance in lieu of Travel-Plus. No reimbursement is made if there is no move in accordance with the Joint Travel Regulations.

6.7. Allowable Travel Time Computation. Refer to Joint Travel Regulations for further information on allowable travel time.

6.7.1. General. Travel time is computed independently of monetary entitlement.

6.7.2. Permanent Change of Station Orders Canceled, Amended, or Modified. Compute allowable travel time for permanent duty travel between the points for which member was authorized travel allowances. Compute each leg of travel as a separate permanent change of station. The date notified is a duty day.

6.7.3. Allowable Travel Time-Insufficient to Accomplish Required Travel. Additional travel time may be authorized or approved when actual travel time exceeds authorized travel time for reasons beyond the member's control (such as acts of nature, restrictions by government authorities, difficulties in obtaining fuel for privately owned vehicles, or other reasons satisfactory to the member's new commander). The amount of additional travel time authorized may be the actual delay period or a shorter period as determined appropriate by the member's new commander. The explanation of the circumstances, which necessitated the delay, together with the commander's authorization, must be attached to the voucher (T-1).

6.7.3.1. Inconvenience or personal wishes are not a basis for submission of a request.

6.7.4. Permanent Change of Station from Leave Status. See also Joint Travel Regulations paragraph 051201. If the member is reassigned while on emergency or ordinary leave, the leave is cancelled by the losing unit and the entire period, including leave, allowable travel time, and proceed time, is computed by the gaining station.

6.7.5. Travel Time for Separation or Retirement. Separate travel time is not granted. Member may depart permanent duty station on or after start date of Permissive temporary duty or terminal leave in accordance with the Joint Travel Regulations.

6.8. Leave.

6.8.1. Dates on Travel Vouchers. Use departure and arrival dates as shown on member's travel itinerary to compute allowable travel time, chargeable leave, and proceed time. Member's departure and arrival dates should coincide with departure and arrival dates to or from permanent duty station or local area, whichever applies or date member is available for duty.

6.8.1.1. The departure day from the permanent duty station, regardless of hour, is a day of travel or leave, unless out-processing (duty) was required to be performed that day.

6.8.1.2. For temporary duty en route, the departure day from the temporary duty station is a day of travel or leave, unless the member performed scheduled duties including out-processing (more than checking out of lodging) before departure.

6.8.1.3. The arrival day for duty at a station, regardless of the hour, is a duty day.

6.8.2. Time in Excess of Allowable Travel Time. Charge against member's leave account any time used by a member in excess of allowable travel time (unless otherwise provided for in travel orders or with written permission from authorized official) to comply with the Joint Travel Regulations.

6.8.3. A member who is not eligible for dependent travel at government expense but who has been authorized space-available transportation for the dependents to Continental United States must be charged leave while awaiting such transportation (T-1).

6.8.4. Graduation Leave for Academy Graduates. Refer to AFI 36-3003 paragraph 14.11.1 for guidance; considered non-chargeable leave.

6.8.5. Leave on Separation and Retirement. When member files final settlement voucher for separation and retirement travel, take the following action:

6.8.5.1. If the voucher shows that the member departed the final permanent duty station on or after Date of Separation or Retirement, no leave is chargeable.

6.8.5.2. If the settlement voucher itinerary shows that the member departed the permanent duty station before Date of Separation or Date of Retirement:

6.8.5.2.1. Determine if permissive temporary duty or terminal leave was charged. If the member departed prior to permissive temporary duty or terminal leave start date, travel-generated leave is chargeable for the excess days. If the member out-processed the duty day prior to start of permissive or terminal leave, allow this day as a day of duty.

6.9. Ports of Embarkation and Debarkation.

6.9.1. The authorized reporting time and date at a port of embarkation is one day prior to port call. If member arrives early and doesn't obtain a statement authorizing early arrival from personnel or the appropriate support agency, the actual departure day from the port of embarkation is the port call date and one day prior to port call is the authorized reporting time. Excess time is charged as leave. Use actual or constructed travel time between permanent duty station and port of embarkation or port of debarkation. For computation of permanent duty travel and leave, treat port of embarkation or port of debarkation as temporary duty en route (in terms of calculating and paying per diem).

6.9.2. Do not charge leave for the arrival day at port of debarkation even though member departs from the port the same day on leave.

6.10. Delay Involving Privately Owned Vehicles Port and Port of Embarkation or Port of Debarkation.

6.10.1. When non-duty day(s) (weekends and holidays) immediately precedes the port call date and immediately follows the day the privately owned vehicles was delivered for shipment, additional travel time is authorized for the interim non-duty day(s).

6.10.2. When non-duty day(s) immediately follows the arrival day at the port of debarkation and immediately precede the day the privately owned vehicles was picked up from the privately owned vehicles port, additional travel time is authorized for the interim non-duty day(s).

6.10.3. Monetary Allowance in lieu of Travel-PLUS is authorized for the member and dependents (if applicable) for the non-duty day(s) authorized as additional travel time. A commander's approval is not required when travel is accomplished according to [paragraph 6.10.1.](#) or [paragraph 6.10.2](#) of this manual.

6.11. Recruiters' Assistance Program (RAP). Members may be authorized to participate in this program for a period not-to-exceed 12 days per fiscal year. The days are charged as Permissive Leave.

6.12. Permissive Permanent Duty Travel. The arrival day at the new permanent duty station is a day of duty if made available by checking in with new unit or reporting for duty. All other excess time is charged as leave (see [paragraph 6.8](#)).

6.13. Proceed Time. Members authorized transportation of dependents and or shipment of household goods or Unaccompanied Baggage may be authorized four days of proceed time when being reassigned to or from an unaccompanied or dependent restricted tour. Proceed time is authorized only when members actually relocate their dependents and or household goods and or Unaccompanied Baggage in conjunction with the unaccompanied or dependent restricted tour. It is a four-day period of authorized absence not chargeable to leave or travel time. The time is meant to enable a member to attend to the administrative details involved in a permanent change of station move on behalf of their dependents. If proceed time is authorized by the approving official, charge the last four days that would have been charged as leave as proceed time. If this is impractical, due to reporting requirements, proceed time may be any four non-travel days between departure day from the old permanent duty station to arrival day at the new permanent duty station. Proceed time is not granted under the following conditions:

6.13.1. Incident to the member's first permanent change of station or,

6.13.2. Incident to separation, release from active duty, or retirement.

6.14. Per Diem Entitlement at Processing Station of Choice.

6.14.1. Applicable to members retiring or separating from Outside the Continental United States locations. Refer to AFI 36-3203, *Service Retirements*, for additional information.

6.14.2. Processing station of choice is an Air Force base in the United States with a Military Personnel Section and Financial Management Flight selected by the retiring or separating member as the base nearest or most directly en route to the member's projected Home of Selection or Home of Record (AFI 36-3203). The selected destination for household goods shipment should determine the appropriate Processing Station of Choice. Processing Station of Choice selected for high housing allowances or personal travel preferences are not authorized. **EXAMPLE:** Member is stationed at Ramstein AB, Germany and is retiring. Member selects Los Angeles AFB, CA as the Processing Station of Choice. However, the member's household goods government bill of lading states Biloxi, MS. The Processing Station of Choice should be Keesler AFB, MS.

6.14.3. The Processing Station of Choice is treated as a temporary duty location en route to the Home of Selection or Home of Record. A member is authorized per diem while at the Processing Station of Choice.

6.15. Use of More Than Two Privately Owned Vehicles for Permanent Change of Station, Separation or Retirement Travel. Please refer to Joint Travel Regulations paragraph 050203 for additional information. Use of more than two privately owned vehicles may be authorized or approved as advantageous in the order or by a statement from the order-issuing (approving official) for permanent change of station, separation or retirement travel. Only AFPC can authorize or approve items in [paragraph 6.15.7](#) If authorization is not stated in the order, the traveler is required to file the approval statement with the travel claim. Qualifying factors:

6.15.1. More than eight family members travel together by privately owned vehicle, including the member;

6.15.2. Because of age or physical condition, a dependent needs special accommodations in one vehicle and second and third vehicles are required for more than five other family members;

6.15.3. A member reports to a new duty station in advance of travel by dependents who delay travel for acceptable reasons (such as school term completion, property sale, settlement of personal business affairs, household goods transportation, non-availability of adequate housing at the new duty station) and more than four dependents travel by privately owned vehicle later;

6.15.4. More than four dependents travel unaccompanied by privately owned vehicle between authorized points other than those for the member's travel (such as travel to and or from a designated place without the member or to the new permanent duty station when the member has temporary duty en route);

6.15.5. More than four dependents travel unaccompanied to the new duty station in advance of the member's reporting date for acceptable reasons (such as to enroll children in school at the beginning of the term or secure housing);

6.15.6. More than six family members travel together by privately owned vehicle, including the member, over the Alaska-Canadian Highway (safety guidelines require extra spare tires, parts, tools, etc.); or

6.15.7. Special circumstances not included in [paras 6.15.1](#) through [6.15.6](#) must be authorized or approved by AFPC and or Secretarial Process (T-1). NOTE The purpose of reimbursing travelers Monetary Allowance in lieu of Travel-PLUS per diem is to move people not vehicles.

6.16. Permanent Duty Travel Involving Oceangoing Car Ferries. For examples of travel involving ocean-going ferries, see Fig 6.1. and Fig 6.2..

6.17. Threatened Member Travel. Vouchers for threatened Member travel will be sent to AFFSC by encrypted email and utilize the AF Form 32 to ensure the location of the traveler is not divulged (T-1). Procedures can be found on the Financial Services SharePoint under the Travel Pay/Travel/Travel Pay Policy _ Procedures folder. URL is: https://cs2.eis.af.mil/sites/11098/AF-FM-AFO/OO-FM-AF/OO-FM-AF-03/AFKN_Docs/Travel%20Pay/Travel%20Pay%20Policy%20and%20Procedures/Travel%20Pay%20Policy%20and%20Procedures/Threatened%20Traveler%20Voucher%20Process%202014%2004%2011.docx

Section 6B—Member Dependent Travel

6.18. General. Reimbursement for dependent travel is authorized only if travel has been performed with the intent to establish a bona fide permanent residence. The reasons listed below are not travel to a bona fide residence:

- 6.18.1. Presumption that a home would be selected,
- 6.18.2. Brief stays to conduct official business,
- 6.18.3. Establishment of legal residence, that is, registers to vote, obtains driver's license, etc., in a particular state unless travel is performed thereto, or
- 6.18.4. Trips involving short visits, to friends, or relatives, and vacations.

6.19. Dependency Determination. See also Joint Travel Regulations Appendix A.

6.19.1. General. Eligible dependents for travel allowance purposes are defined in, Joint Travel Regulations Appendix A. When a determination on a questionable relationship or dependency has been made, documentation is filed in the Financial Management Flight management file for future reference (see Air Force Manual 65-116, Volume 1). This data is required by administrative personnel to support the issuance of travel orders, and by Financial Management Flights in the settlement of travel claims.

6.19.2. Defense Finance and Accounting Service-IN Determinations. Dependency determinations are processed by DFAS-IN/JFLTBA on referrals and rebuttals submitted by the Financial Management Flight. DFAS-IN/JFLTBA will advise Financial Management Flights of approval or disapproval.

6.20. Monetary Allowance in Lieu of Transportation-PLUS Per Diem. See also Joint Travel Regulations paragraph(s) 050301 & 050203. The following procedures apply for dependents traveling by privately owned vehicle for the official distance of ordered travel.

6.20.1. Concurrent vs. Non-concurrent. Dependents are not traveling concurrently with the member if they travel separately from the member on different routes or at different times. See Fig 6.3. for computation example. **EXAMPLE:** Dependents depart three hours after the member departs in a separate privately owned vehicle. They meet at the same location later that day and complete the permanent duty travel concurrently. This does not constitute non-concurrent travel.

6.21. Travel and Transportation Involving Old and or New Non-Permanent Duty Station Location. Once a member has exercised the right to transportation of dependents to an alternate location, further transportation at government expense is not authorized incident to that permanent change of station even though the alternate location to which dependents travel is a shorter distance than travel between the old and new station.

6.22. Student Dependents. Joint Travel Regulations paragraph 050816. The first travel to the member's new permanent duty station must be accomplished on the member's permanent change of station order (T-1). **EXAMPLE:** Member is stationed at Hickam AFB, HI and receives orders to Kadena AFB, Japan. Student dependent departs Hickam prior to member's departure on a student dependent travel order in August and starts the fall college term. At Christmas, the dependent travels to Kadena. This travel must be accomplished on the member's permanent change of station order (T-1). Travel entitlement is limited to the ordered travel (Hickam to Kadena). The student dependent may be returned to school on student dependent travel orders.

Section 6C—Household Goods

6.23. General. See also Joint Travel Regulations Chapter 5 Part C. Air Force household goods shipment policy is in AFI 24-602 Volume 4. Included in this manual are procedures and approval authorities for extension of separation and retirement limitations.

6.24. Personally Procured Move for Transporting Personal Property. See also Joint Travel Regulations paragraph(s) 020204, 020210, 051307, & 051502C2. Payment of Monetary (Operating) Allowance.

6.24.1. General. The personally procured move program was initiated to provide members or next of kin of a deceased member an alternative method of moving household goods while offering a monetary incentive to save government funds. The following conditions apply:

6.24.1.1. The member must have an order authorizing movement of household goods (**T-1**).

6.24.1.2. The member or representative must be counseled by the transportation office prior to a personally procured move (**T-1**).

6.24.1.3. For transoceanic shipments under this program see AFI 24-602 Volume 4 or discuss with the transportation office.

6.24.1.4. Personally procured moves are strictly voluntary.

6.24.2. Impact on other permanent duty travel entitlements. When the member and or dependents ride to the destination in the rental vehicle or a privately owned vehicle, which is used for the personally procured move, they are authorized both the personally procured move allowances and monetary allowance in lieu of travel-PLUS per diem for the authorized privately owned vehicles (including rental vehicles). The rental vehicle or privately owned vehicle, used for the personally procured move, is one of the two authorized privately owned vehicles.

6.24.3. Payments. For documentation requirements and procedures, see [Chapter 9](#) of this manual. Joint Travel Regulations paragraph 051502C2 and AFI 24-602 Volume 4 for settlement documentation requirements.

6.24.4. Personally procured move Expenses Exceeding 95 Percent Limitation Actual Cost reimbursement. When a member incurs personally procured move expenses that exceed the 95 percent limit, reimbursement is payable for actual expenses not-to-exceed government constructed cost. Joint Travel Regulations paragraph 051502C2

6.25. Transportation Services Directly Procured by the Member with a Commercial Company, Actual Cost Reimbursement. See governing authority - Joint Travel Regulations paragraph 051502C2 and AFI 24-602 Volume 4. A member (or next of kin of a deceased member) may ship the member's household goods at personal expense and claim reimbursement for actual cost of shipment not-to-exceed the government constructed cost when the actual cost exceeds 95% of the Government Constructive Cost.

6.26. Services Not Reimbursable.

6.26.1. Services performed before receipt of orders. (Exception: In cases of emergency or of service exigency, when documented by member's commander). A statement or memo from the permanent change of station order-issuing official or designated representative must be used to substantiate reimbursement for a permanent change of station move the member claims to have been advised orders would be issued Joint Travel Regulations paragraph 051302 and AFI 24-602, Volume 4 (T-1).

6.26.2. Storage in transit after the first 90 days when conditions were not beyond control of the member or incident to transportation.

6.26.3. Storage incident to a temporary change of station other than as provided in the Joint Travel Regulations.

6.26.4. Commercial storage when government facilities are available. Member is responsible for ascertaining availability of government facilities.

Section 6D—Transportation of Privately Owned Vehicle

6.27. POV Transportation. See also Joint Travel Regulations paragraph 053001. Drop-off or pick-up of a privately owned vehicles (Vehicle Processing Center or port) concurrent with permanent change of station is defined as any privately owned vehicles transportation action performed entirely within a separate leg of permanent duty travel. All other privately owned vehicles transportation actions are considered non-concurrent.

6.27.1. Concurrent. See also Joint Travel Regulations paragraph 053001B6b.

6.27.2. Non-Concurrent. Members are authorized to transportation allowances, for transportation of a vehicle to or from a Vehicle Processing Center or port by any means (commercial or personally procured). For the purpose of receiving transportation allowances, there are no restrictions as to who may deliver or pick up the vehicle. **NOTE** Members are not authorized to government-procured transportation for this travel.

6.28. Processing Time. The member is due one day for privately owned vehicles processing at the Vehicle Processing Center or port in addition to the day at the aerial port of debarkation. Normally, per diem is not authorized. Monetary allowance in lieu of travel-PLUS is payable for the additional travel time when authorized delays occur as outlined in **paragraph 6.10.** of this manual.

6.29. Shipment of Privately Owned Vehicles Outside the Continental United States at Personal Expense. See also Joint Travel Regulations paragraph 053001.

6.30. Determination of Vehicle Port or Vehicle Processing Center. See also Joint Travel Regulations paragraph 053001 & AFI 24-602 Volume 4. The vehicle port or Vehicle Processing Center to which transportation entitlements are authorized is the port nearest the old or new duty station or a port or Vehicle Processing Center between the old and new duty station. Contact the servicing transportation office to determine the appropriate vehicle port or Vehicle Processing Center.

6.31. Restrictions. See also Joint Travel Regulations paragraph 053001. Travel and transportation allowances are authorized only in connection with the shipment of authorized vehicles. If more than one vehicle is shipped (one at government expense and one or more at personal expense), transportation allowances for delivery or pickup are only authorized for the vehicle shipped at government expense (DD Form 788, *Private Vehicle Shipping Document for Automobile* or the member's statement accompanied by a copy of the commercial firm's receipt).

Section 6E—Privately Owned Vehicles Storage when privately owned vehicles transportation is not authorized

6.32. Eligibility. Members may be authorized privately owned vehicles storage for reasons listed in Joint Travel Regulations paragraph 053201 per transportation office.

Figure 6.1. Example of Permanent Duty Travel via Oceangoing Ferry (Continental United States to Alaska).

Facts: (all amounts are examples only)

1. Travel of member, spouse and child under 12.
2. Owner-operator of one privately owned vehicle.
3. Single cost of lodging: Bellingham, WA \$75/Haines, AK \$105

<u>Location</u>	<u>M & IE</u>	<u>Lodging</u>	<u>Maximum allowable</u>
Bellingham, WA	\$46	\$77	\$123
Haines, AK	\$101	\$107	\$208

Mileage:

From Peterson AFB, CO to Bellingham, WA 1,487 miles
 From Haines, AK to Eielson AFB, AK 653 miles

Itinerary:

01 May	Dep	Peterson AFB, CO	PA		
06 May	Arr	Bellingham, WA		AD	\$75
07 May	Dep	Bellingham, WA	CV		
10 May	Arr	Haines, AK		AD	\$105
11 May	Dep	Haines, AK	PA		
13 Feb	Arr	Eielson AFB, AK		MC	

Computation:

Pay MALT from Peterson AFB, CO to Bellingham, WA for member and 2 dependents
 1,487 miles at .24 = \$356.88
 Pay MALT from Haines, AK to Eielson AFB, AK for member and 2 dependents
 653 miles at .24 = \$156.72

Cost of berth (stateroom) and passage on the ferry for member and dependents.

Berth (room) is \$535 and passage fee for ferry is \$882 = \$1,417

Per diem for member and dependents for allowable travel time from Peterson AFB to Bellingham, WA (Monetary Allowance in lieu of Travel (MALT)-PLUS Per Diem).

1-5 May Member \$123 X 5 days = \$615
 Dependent over age 12 is 75% of \$123 X 5 days = \$461.25
 Dependent under age 12 is 50% of \$123 X 5 days = \$307.50

Per diem for member and dependents for arrival day at port of embarkation (Bellingham rate).

6 May Member $\$35 + \$75 = \$121$

Dependent over age 12 is 75% of $\$121 = \90.75

Dependent under age 12 is 50% of $\$121 = \60.50

Per diem for member and dependents for travel time on the ferry (highest Continental United States meals & incidental expenses rate).

7-9 May Member is $\$71$ for 3 days = $\$213$

Dependent over age 12 is $\$71 \times 75\% = 53.25$ for 3 days = $\$159.75$

Dependent under age 12 is $\$71 \times 50\% = 35.50$ for 3 days = 106.50

Per diem for member and dependents for arrival day at the port of debarkation (Haines, AK rate).

10 May Member $\$77 + \$105 = \$182$

Dependent over age 12 $\$182 \times 75\% = \136.50

Dependent under age 12 $\$182 \times 50\% = \91

Per diem for member and dependents for allowable travel time (Haines, AK – Eielson AFB, AK).

11-12 May Member $\$123$ for 2 days = $\$246$

Dependent over age 12 $\$123 \times 75\% = 92.25 \times 2$ days = $\$184.50$

Dependent under age 12 $\$123 \times 50\% = 61.50 \times 2$ days = $\$123$

Cost of shipping private conveyance on the ferry.

Ferry Cost =\$ 797.00

TOTAL COST PAYABLE = \$5,825.85

Figure 6.2. Example of Non-concurrent Permanent Duty Travel for Dependents by Privately Owned Vehicle.

Facts:

1. Member permanent change of station from Peterson AFB, CO to Keesler AFB, MS.
2. Two POCs authorized and member claims owner-operator himself and dependents.
3. Spouse and dependent child under 12 travel in one privately owned vehicle.
4. Member is in other privately owned vehicle.
5. Defense Table of Official Distance is 1,322 miles.
6. Dependents depart old permanent duty station on 12 June
7. Dependents arrive at new permanent duty station on 14 June.
8. Member reported to Keesler AFB in May (member already filed their PCS voucher).

Computation:

Official distance is 1,322 miles payable at .24 cents per mile = \$317.28

Spouse traveling separate is authorized full rate, same as member

Spouse \$123 X 3 travel days = \$369

Dependent under age 12 is paid at 50%.

Dependent \$123 X 50% = \$61.50 X 3 travel days = \$184.50

TOTAL AUTHORIZED TO PAY \$ 870.78

Figure 6.3. Example of Non-concurrent Permanent Duty Travel for Dependents by Government-Procured Transportation.

Facts:

1. Government-Procured Transportation utilized from Peterson AFB, CO to Keesler AFB, MS
2. Depart 12 June from Peterson AFB.
3. Arrive 12 June at Keesler AFB.
4. Taxi used from and or to local carrier terminals--\$45 total taxi fares.
5. Spouse and one dependent child under 12 travel separately (non-concurrently) from member.
6. Baggage tips of \$6 (six bags).
7. Meals & incidental expenses rate for new permanent duty station is \$42.

Computation:

Spouse and dependent child due per diem for 12 June:

12 June Spouse $\$42 \times 75\% = \31.50

12 June Dependent under age 12 $\$31.50 \times 50\% = 15.75$

Taxi = \$45

Baggage tips = \$6

TOTAL AUTHORIZED TO PAY \$ 98.25

Figure 6.4. Example of Actual Commercial Costs for Member and Dependent Permanent Duty Travel.

Facts:

1. Member, spouse, six-year old child and 12-year old child permanent change of station from Peterson AFB, CO to Keesler AFB, MS.
2. Keesler AFB meals & incidental expenses rate is \$56.

Itinerary:

12 Jun	Dep	Peterson AFB, CO	CA	
12 Jun	Arr	Colorado Springs Airport		AD
12 Jun	Dep	Colorado Springs Airport	CP	
12 Jun	Arr	Chicago O'Hare Airport		LV
17 Jun	Dep	Chicago O'Hare Airport	CP	
17 Jun	Arr	Gulf Port Airport		AD
17 Jun	Dep	Gulf Port Airport	CA	
17 Jun	Arr	Keesler AFB, MS		MC

Actual Cost:

Commercial Air from TMC Peterson-Chicago-Keesler = \$880

Commercial Auto to terminal Colorado = \$25

Commercial Auto to base Keesler = \$35

Per diem based on 1 travel day authorized

Member \$56 X 75% = \$42

Spouse \$42 X 75% = \$31.50

Dependent over age 12 \$42 X 75% = \$31.50

Dependent under age 12 \$42 X 50% = \$21

TOTAL AUTHORIZED TO PAY \$1,066

Figure 6.5. Example of Privately Owned Vehicle Pickup Concurrent with Temporary Duty En Route Permanent Change of Station.

Facts:

1. Port Call: Ramstein AB, Germany 17 Jun
2. Report Date at Scott AFB, IL is 21 Jun, class graduation date is 18 Jul.
3. Pick up privately owned vehicle at Baltimore, Maryland.
4. Owner-Operator of privately owned vehicle, no other authorized traveler in privately owned vehicle.
5. Taxi cost from BWI to Vehicle Processing Center-Baltimore is \$50.
6. Baltimore to Scott AFB, IL is 832 miles.
7. Scott AFB to Offutt AFB is 455 miles.
8. No government dining facility available. Government Quarters utilized \$53.25 per night.
9. Lodging cost at Ramstein AB is \$53.25 and lodging cost at Baltimore is \$140

Per diem rates:

<u>Location</u>	<u>Max lodging</u>	<u>M & IE</u>	<u>Max daily</u>
Ramstein AB	\$212	\$127	\$339
Baltimore, MD	\$145	\$71	\$216
Scott AFB, IL	\$104	\$56	\$160

Itinerary:

16 Jun	Dep	Spangdahlem AB	GB	
16 Jun	Arr	Ramstein AB		AD
17 Jun	Dep	Ramstein AB	TP	
17 Jun	Arr	Baltimore Airport		AD
17 Jun	Dep	Baltimore Airport	CA	
17 Jun	Arr	Baltimore VPC		AD \$140
18 Jun	Dep	Baltimore VPC	PA	
20 Jun	Arr	Scott AFB, IL		TD \$1,491
19 Jul	Dep	Scott AFB, IL	PA	
20 Jul	Arr	Offutt AFB, NE		MC

Computation:

16 Jun	Per diem (Arrival day at port)	75% of 127 = \$95.25
17 Jun	Per diem (Port of Entry)	100% of 71.00 + 140.00 = \$211.00

18-20 Jun	MALT-PLUS (Baltimore to Scott AFB) 3 days @ 123.00	= \$ 369.00
21-30 Jun	Interim temporary duty days 10 days @ (\$56.00 + \$53.25)	= \$ 1,092.50
1-18 Jul	Interim temporary duty days 18 days @ (\$56.00 + \$53.25)	= \$ 1,966.50
19-20 Jul	MALT-PLUS (Scott AFB to Offutt AFB) 2 days @ 123.00	= \$ 246.00

Transportation:

Taxi Baltimore Airport to Baltimore VPC = \$50.00

Mileage Baltimore to Scott AFB 832 @ .24 = \$199.68

Scott AFB to Offutt AFB 455 @ .24 = \$109.20

TOTAL AUTHORIZED TO PAY \$ 4,339.13

Chapter 7

TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES

7.1. United States Air Force Academy Cadets. Administrative Turnback to a Later Class (Hardship). Refer to USAFAI 36-2007, *Application For And Administration Of Cadet Turnback Program*, paragraph 3.3.2 for travel of Turnback-cadets.

7.2. Travel Incident to Applicant Processing. See also Joint Travel Regulations paragraph 050702.

7.2.1. General. Members in these categories are furnished transportation and meal tickets by Military Entrance Processing Stations (MEPS). If available or provided transportation or meal tickets are not used, no reimbursement is authorized unless approved by the order-issuing official. If transportation and or meal tickets are not provided, member is authorized related temporary duty allowances.

7.2.2. Approval for Payment. The responsible Air Force Recruiting Squadron Commander certifies approval for payment of travel and or transportation allowances authorized in this paragraph in Item IV, DD Form 1351, *Travel Voucher* or, item 21a DD Form 1351-2, as applicable.

7.3. Reimbursement of Expenses Incurred in Performance of Official Recruiting Duty. See also Joint Travel Regulations paragraph 020605. Out-of-Pocket and Center-of-Influence recruiting expenses are reimbursable. Such reimbursement is for personnel assigned within the recruiting service who are actively engaged in recruiting Air Force members. *For Reserve recruiter expenses of an unusual nature, request for determinations should be referred to HQ AFRC/RS, 155 Richard Ray Boulevard, Robins AFB, GA 31098-1635.

7.4. Commuting (Local) Area Travel. See also Joint Travel Regulations paragraph 020210, 0206, 020603 & 032303.

7.4.1. No per diem or actual expense allowances are payable between the home or place from which the Reserve Component member is called to active duty and the permanent duty station in cases where the Reserve Component member commutes daily between home, or place from which call is to active duty, and the permanent duty station. Reserve Component members are authorized mileage reimbursement of one round trip for each consecutive tour outside of corporate limits.

7.4.2. Reserve Component members who are within the commuting area (but outside the corporate limits) but are precluded from commuting due to the nature of the duty are authorized reimbursement of occasional meals not-to-exceed the proportional meal rate and or quarters in accordance with Joint Travel Regulations paragraph 032303. **EXAMPLE:** Member ordered to active duty: 1-5 Sep will commute. On 2 Sep, ordered to work until project is completed. Worked: 0800 hrs, 2 Sep and required to remain overnight at duty location until 1300 hrs, 3 Sep. Authorized to claim reimbursement for evening meal, 2 Sep, and morning meal, 3 Sep. Reimbursement is limited to the actual cost of the meals not-to-exceed the proportional meal rate for the locality for each day involved. NOTE A reservist that is commuting would normally be required to procure a meal and is not authorized any reimbursement for that meal. (Normally lunch for day workers).

7.5. Reserve Component - Active Duty for Training. See also Joint Travel Regulations paragraph 030302, 032301

7.5.1. Per Diem Entitlements while at an Annual Tour Location (Active Duty with pay). No per diem is payable if both government quarters and mess are available. When the member presents an impracticability or adverse effects statement (AF Form 2282 or senior commander's certification) covering all or part of the training period, or if Air Force Manual 34-102 (<http://www.defensetravel.dod.mil/site/lodging.cfm>) shows government quarters and or meals as not available, per diem is authorized per Joint Travel Regulations Chapter 3. Since a training location is a permanent duty station for Reserve component members on Annual Training, they are not in a travel status while at the training location.

7.5.2. Multiple Annual Tour Locations. In the case of multiple annual tour locations, each location is not always a permanent duty station. The nature of the duty determines whether a location is considered a permanent duty station or temporary duty station. A temporary duty station can be reflected by either a separate temporary duty order (or flight authorization) or may be stated on the call to duty order by stating "with further temporary duty to...". The following scenarios are used for clarification:

7.5.2.1. A member called to active duty to perform an annual tour at the unit of assignment is not authorized per diem. Any travel away from the annual tour location is temporary duty and per diem is payable.

7.5.2.2. A member, called to the unit of assignment only for the purpose of obtaining onward transportation to the actual annual tour location, would have both locations reflected as an annual tour location (permanent duty station). Per diem would not be payable if government quarters and meals are available.

7.5.2.3. A member who travels from home (or place from which called to active duty) to one or more annual tour locations and then returns to home (or place from which called to active duty) without returning to the primary duty location has more than one permanent duty station. Each station would be an annual tour location and per diem would not be payable if government quarters and meals are available.

7.5.3. Travel within and adjacent to permanent duty station and temporary duty locations. See also Joint Travel Regulations paragraph 0206 & 020212 and Chapter 5 of this manual apply.

7.5.3.1. Duty at all Locations for Less than 140 Days. Members performing other than annual tours who perform duty at one or more locations and the time at each location is less than 140 days are authorized travel and transportation allowances the same as an active member on ordinary temporary duty.

7.5.3.2. Duty at any Location for 140 or More Days. Members performing a tour that prescribes duty at one location for 140 or more days are authorized permanent change of station allowances for travel. Dependent travel and household good shipments are authorized to and or from each location where duty is ordered for 140 or more days.

7.6. Inactive Duty Training. See also Joint Travel Regulations paragraph 032303.

7.6.1. At the Unit Headquarters or Member's Unit of Assignment. Reserve Component member is not authorized travel and transportation allowances for any inactive duty training at the city or town in which the unit headquarters or the unit of assignment is located. This includes travel between home and unit, attendance at weekly drills, or duty in lieu of weekly drills.

7.6.2. At a place other than Unit Headquarters or Unit of Assignment. A Reserve Component member directed to travel to a location other than the assigned unit or headquarters, authorized inactive duty training pay for one or more days, is authorized the temporary duty allowances prescribed in the Joint Travel Regulations paragraph 0323.

7.6.3. Inactive duty training performed before or after an active duty training. Reserve Component members may perform inactive duty training before or after an active duty tour without the loss of the original travel allowances for the active duty training. The travel voucher should reflect the exact itinerary. Constructed travel computation techniques are applicable, according to the provisions of Joint Travel Regulations paragraph 0323. Depending upon the constructed travel day, the member may or may not be authorized additional per diem.

7.7. Active Duty without Pay. See also Joint Travel Regulations paragraph 030303 & 030304.

7.7.1. Standby Reserve. There is no authorization for travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

7.7.2. Technicians (Dual Status). Per diem may be authorized by the Secretarial Process for dual status military technicians while on leave from technical employment and performing active duty without pay outside the Continental United States. Technicians deploying to a location designated Outside the Continental United States who exercise the 44-day leave option, are authorized temporary duty allowances prescribed in Joint Travel Regulations paragraph 030303.

7.7.3. Others. Except as provided by 7.8.2. below, other Reserve Component members who perform duty without pay may be authorized or approved occasional meals, quarters, and or the applicable mileage rate for travel to and from their duty stations, including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved. They are not authorized per diem or Actual Expense Allowance at the duty station (44 Comp. Gen. 615 (1965) or 46 Comp. Gen. 319 (1996))

7.8. Members of the Senior Reserve Officer Training Corps. See also Joint Travel Regulations paragraph 032402.

7.8.1. Definitions. Members of Senior Reserve Officer Training Corps in Advanced Training are non-scholarship cadets. All Senior Reserve Officer Training Corps members travel on Invitational Travel Authorizations.

7.8.2. Non-scholarship Cadets. Refer to Joint Travel Regulations paragraph 032402. Individuals are authorized mileage reimbursement (no per diem) minus any government transportation and meals cost if expensed in lieu of provided government transportation and meals. Whether the cadet is the owner-operator or passenger of the privately owned vehicle, they are authorized this allowance.

7.8.2.1. Transportation for Examination or to Observe. Senior Reserve Officer Training Corps-Advanced Training members or designated applicants may be furnished transportation and subsistence, or be paid mileage as prescribed in Joint Travel Regulations paragraph 032402 for travel to and from installations.

7.8.2.2. Transportation for Field Training. See also Joint Travel Regulations paragraph 032402. Senior Reserve Officer Training Corps-Advanced Training members or designated applicants are authorized transportation between home or Senior Reserve Officer Training Corps unit's location, as specified in the orders, and the authorized field training site.

7.8.3. Scholarship Cadets. See also 10 U.S.C. 2107; Joint Travel Regulations paragraph 032403 (scholarship – "Financial Assistance Program" cadets).

7.8.3.1. Travel to Accept Appointment. Financial Assistance Program cadets are authorized permanent change of station allowances. The allowances may not exceed those payable from the appointee's permanent residence, home, school, or duty station at the time travel begins to the educational institution. The owner-operator of a privately owned vehicle is authorized Monetary Allowance in lieu of Travel-PLUS Per Diem while the passengers of the privately owned vehicle are authorized per diem only.

7.9. Health Professions Scholarship Program Reservists. Health Professions Scholarship Program reservists are required to perform 45-day tours of duty. The location or medical facility where they perform this tour of duty normally has government quarters and meals available.

7.10. Service Charges for Quarters. See also Joint Travel Regulations paragraph 032303

7.10.1. Reserve Component members not authorized per diem or Actual Expense Allowance, who occupy transient government housing while performing active duty training or inactive duty training (with pay), may be reimbursed the lodging service charge (if charged) or be provided lodgings in kind.

7.11. Consecutive Overseas Tour Leave Travel or In-Place Consecutive Overseas Tour. See also Joint Travel Regulations paragraph 050812. Consecutive Overseas Tour leave travel must be authorized in the member's orders (T-1). Travel is authorized to the Home of Record or a place not-to-exceed the cost to the Home of Record. Exception: The Secretarial Process has authority to approve any place. In these instances, the Home of Record must be stated in the orders (T-1).

7.11.1. Travel Time for Consecutive Overseas Tour. Travel time for Consecutive Overseas Tour is computed the same as normal permanent duty travel in accordance with Joint Travel Regulations paragraph 050809. Each separate leg of the journey is computed independently with travel time allowed for each leg based on the mode(s) used.

7.11.2. Deferred Consecutive Overseas Tour. See AFI 36-2102, Attach. 6 and AFI 36-3003, Chapter. 14.

7.11.2.1. The Consecutive Overseas Tour leave travel entitlement is meant to be used between the losing and gaining permanent duty station. However, if due to service emergencies the member, who traverse continental United States to get to their new permanent duty station, cannot use the consecutive overseas tour leave travel entitlement en route, the losing commander can authorize a deferment. See [paragraph 7.11.2.4](#) for members who do not have to traverse the continental United States to get to the new permanent duty station. The deferment approval must be based on mission reasons, not the personal preference of the member (T-1). The losing commander is the only approval authority for Consecutive Overseas Tour leave travel deferment for members. This is not a rubber stamp program. The losing commander must evaluate, on a case-by-case basis, the need to defer the member's Consecutive Overseas Tour leave travel based solely on service exigencies (T-1). Examples of service exigencies include extreme manning shortages at the losing station, the need to avoid disruption of dependent school schedules if the member is required to rotate during the school term, or immediate reporting requirements at the new permanent duty station. When granting a Consecutive Overseas Tour leave deferment the losing commander must also consider the member's Report-No-Later-Than Date, Date Eligible for Return from Overseas, and whether mission reasons prevent the member from taking at least 11 days of leave en route (T-1). This does not preclude the losing commander from authorizing leave (regular, non-Consecutive Overseas Tour) en route during the permanent change of station. If the losing commander determines the member cannot be released for 11 days or more of leave en route and still allow the member to meet the Report-No-Later-Than Date, then a deferment of the Consecutive Overseas Tour leave travel entitlement may be justified. If the losing commander determines that a deferment is authorized, and the member wants to take leave (non-Consecutive Overseas Tour) en route, the losing commander must authorize the member leave (non-Consecutive Overseas Tour) en route (T-1). This determination is based on, but not limited to mission requirements, when the member can depart the old permanent duty station, and the report-no-later-than date at the new permanent duty station. The permanent change of station orders must reflect the authorization to defer the Consecutive Overseas Tour leave travel entitlement and the authorization (if applicable) to take leave (non-Consecutive Overseas Tour) en route (T-1). If the member can take 11 days or more en route, the Consecutive Overseas Tour leave travel entitlement has been used. NOTE The number of non-Consecutive Overseas Tour leave days the member can take en route is limited to 10 days. Members who had their Consecutive Overseas Tour leave travel entitlement deferred but exceeded the 10-day leave limitation may request a review of their circumstances. Members must submit a written request for review through their chain of command via their servicing Military Personnel Section up to HAF/A1PA (T-1). The reason for exceeding the 10-day leave limitation is to be based strictly on reasons beyond the member's control. Members must realize that if the exception to policy is granted any reimbursement for permanent duty travel consecutive overseas tour leave travel will be recouped by the government.

7.11.2.2. If a member is authorized to defer Consecutive Overseas Tour leave travel by the losing commander, the following statement must be included on the permanent change of station order, "Member and or dependents are authorized to defer their Consecutive Overseas Tour leave travel entitlement" **(T-1)**. If en route leave is granted, an additional statement must be included to read "Member is authorized to take not more than 10 days of leave en route in conjunction with the Consecutive Overseas Tour deferment" **(T-1)**. If a member exceeds the authorized en route leave days, the Consecutive Overseas Tour leave entitlement has been used. (AFI 36-3003, 7.3) NOTE The deferral of Consecutive Overseas Tour leave does not qualify or allow a member to carry more than 60 days of leave from one fiscal year to the next.

7.11.2.3. Members who traverse Continental United States on their way to new permanent duty stations are expected to use their Consecutive Overseas Tour leave travel entitlement en route. Members traverse the Continental United States if they pass across, over, or through the Continental United States. If the member is unable to use the Consecutive Overseas Tour leave travel entitlement en route due to mission reasons and the losing commander has granted a deferment of the Consecutive Overseas Tour leave travel entitlement, the deferment must be completed prior to the end of the new tour **(T-1)**. Examples: Members going permanent change of station from Ramstein AB, Germany to Osan AB, Korea; members going permanent change of station from Elmendorf AFB, AK to Ramstein AB, Germany; or members going permanent change of station from Southwest Asia to Misawa AB, JA would have to obtain their losing commanders approval in order to defer Consecutive Overseas Tour leave travel.

7.11.2.4. Members authorized Consecutive Overseas Tour leave travel entitlement who do not traverse the Continental United States to their new permanent duty station, do not have to obtain the losing commanders permission for Consecutive Overseas Tour leave travel deferment. Examples: Members going permanent change of station from Ramstein AB, Germany to Lakenheath AB, UK and members going permanent change of station from Eielson AFB, AK to Elmendorf AFB, AK would not have to obtain their losing commanders approval for deferment. NOTE If a member is unable to complete Consecutive Overseas Tour leave travel before the end of the new tour because of duty in conjunction with a contingency operation, the member and eligible dependent(s) may defer travel until not more than one year after the contingency operation duty ends. See also Joint Travel Regulations paragraph 050812.

7.11.2.5. Limitations on Reimbursement:

7.11.2.5.1. Members and command-sponsored dependents who qualify for the onsecutive overseas tour travel and transportation allowances are paid from the member's old permanent duty station to the member's Home of Record to the member's new permanent duty station, or in the case of deferment, from the member's new permanent duty station to the member's Home of Record and return to the member's new permanent duty station. Authorized travelers can travel to any other location; however, reimbursement is limited to the round trip cost to the member's Home of Record. In-Place Consecutive Overseas Tour travel and transportation allowances are paid from member's current permanent duty station to the member's Home of Record and return. Tours and cruise packages are not authorized for reimbursement in connection with Consecutive Overseas Tour or In-Place Consecutive

Overseas Tour leave travel. All travelers must contact their local transportation office or Travel Management Company to make travel arrangements and receive information on travel restrictions for transoceanic travel (T-1). Failure to contact the transportation office or Travel Management Company may result in non-reimbursement of self-procured travel.

7.11.2.5.2. Members and command-sponsored dependents in Alaska authorized Consecutive Overseas Tour or In-Place Consecutive Overseas Tour are limited to reimbursement for Government-Procured air travel. Members can file a waiver request to allow travel by privately owned vehicle versus government air travel. Members must submit a written justification to the local Military Personnel Section for approval by HQ PACAF/A1 (T-1).

7.12. Extended Hospitalization Resulting in Permanent Change of Station. An attendant for a member is authorized applicable travel allowance during the time spent at the medical facility. If it is determined to assign the patient to the hospital as a permanent change of station, the attendant's entitlement to lodging plus actual expenses will end at 2400 hours on the day the patient has been notified of the reassignment.

7.13. Funded Rest and Recuperation (“R&R”) Leave Transportation. Per parent directive - Joint Travel Regulations paragraph 0405. Issuance of transportation must be supported by a special order (T-1). Include in the order:

- 7.13.1. Statement that special 15-day leave and space-required transportation to and from Rest & Recuperation destination is authorized.
- 7.13.2. Fund citation (unit Operations & Maintenance funds).
- 7.13.3. Customer identification code (“CIC”) for AMC airlift.
- 7.13.4. Dates travel are to begin and end.

7.14. Disciplinary Travel. Per parent directive - Joint Travel Regulations paragraph 030706, 030707, 030708. Members traveling incident to disciplinary action are not authorized per diem. Transportation for the purpose of court-martial or non-judicial punishment proceedings, including consulting with defense counsel is authorized.

7.15. Transportation of Remains of Deceased Members and Deceased Dependents. Joint Travel Regulations paragraph 0320. See AFI 34-501, *Mortuary Affairs Program*, Chapter 5 and AFI 24-602 Volume 1, Chapter 3 for further guidance.

7.16. Travel under Permissive Temporary Duty Authorizations. Policy and guidance governing travel under Permissive temporary duty authorizations are covered in AFI 36-3003.

7.17. Reserve Component Members Traveling to Medical Appointments. Reserve Component members not on active military orders may be placed on Invitational Travel Authorizations when directed by appropriate military medical authority to receive an examination or evaluation by military medical or dental facilities to meet military requirements. Invitational Travel Authorizations may also be issued to those Reserve Component members receiving military medical or dental care at military treatment facilities for the purpose of medical or dental appointments.

Chapter 8

PREPAYMENT AND NON-DEFENSE TRAVEL SYSTEM PAY RECORD ACCESSIBILITY (PRA) AUDIT PROCEDURES (DOES NOT APPLY TO DEFENSE TRAVEL SYSTEM VOUCHERS)

8.1. Statutory Authority and Limitations.

8.1.1. The General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies, Fiscal Procedures, Title 7, Chapter 7, paragraph 7.4e, and App iii, prescribe the authority and liabilities of statistical sampling used in prepayment examination. In summary, the public laws on statistical sampling provide that Financial Management Flights and their certifying officers, acting in good faith, will not be held liable with respect to any certification or payment on a voucher which is not subject to examination because of the prescribed sampling procedures, provided that such officer and the Defense Finance and Accounting Service have diligently pursued collection action to recover illegal, improper, or incorrect payments as prescribed by the Comptroller General.

8.1.2. Maximum Dollar Limits. The head of each agency may approve the use of statistical sampling for prepayment examination of disbursement vouchers for amounts not in excess of \$2,500 per voucher.

8.1.3. Travel Voucher Certification. For Financial Services and or paying offices where 100 percent audit is not performed, Certifying Officials will use the Reserve Travel System internal sampling feature. Reserve Travel System parameters must be set at a minimum of 10 percent audit for all travel claims processed (T-1). All travel claims over \$2,500 require audit (T-1).

8.2. Areas Approved.

8.2.1. Statistical sampling must be used for all travel settlement vouchers with a total entitlement of \$2,500 or less, and must be computed by someone other than a trainee (T-1).

8.2.2. HQ AFIMSC, MAJCOM directors of accounting and finance, or comptrollers may determine a limit less than \$2,500 per voucher.

8.3. Implementation. It is mandatory for Financial Management Flights to use these sampling procedures. HQ AFIMSC and or MAJCOMs (as applicable) should monitor implementation of these procedures; however, Financial Services and or paying offices must keep all documentation as prescribed by [paragraph 8.5.2.4.](#) in this manual (T-1).

8.4. Pre-Payment Sampling and Review of Settled Travel Claims.

8.4.1. A pre-payment examination (audit) is required to ensure that travel vouchers contain the necessary substantiation and documentation for lawful and proper payment. Perform these audits on all travel vouchers \$2,500 and over, and on a statistical sampling of vouchers less than \$2,500. Areas to examine are: **(T-1)**

8.4.1.1. Payment is permitted by law and applicable instructions.

8.4.1.2. Required administrative authorizations and approvals for payment are obtained.

8.4.1.3. Request for payment is supported by basic documents.

8.4.1.4. Name and address of payee, as verified by database, is correct.

8.4.1.5. Manual calculations are correct or appropriate and correct data is put into automated computation systems.

8.4.1.6. All transactions are properly charged to the correct appropriation.

8.4.1.7. Appropriations are available at the time to support disbursement. (Indicated by appropriate signatures on orders.)

8.4.1.8. Special certificates or receipts are attached to the voucher, as required.

8.4.1.9. Duplicate payments are prevented through proper manual or automated edits and checks. See Fig 8.1.

8.4.2. In preparing to select claims for random audit, estimate the number of claims expected to be processed for the current month. Use past data, such as an average of the past three months, to make this estimate. The estimate is needed to determine the sample size and sample selection criteria. Use only claims under \$2,500 for this estimate, as only claims under \$2,500 may be randomly audited. All claims \$2,500 and over (excluding transportation costs) must be audited. (T-1)

8.4.3. If the estimated total number of claims subject to sampling is less than 50, then review all claims (T-1). For example, if the estimated number of temporary duty claims is 2,000, the sample size will be about 95. The sampling interval would be 21 in this example. A random start from 1 to 21 is selected. Every 21st claim would be selected for audit until the entire population (2,000) was exhausted and the total sample (95) achieved. The actual sample size will probably vary from the estimate. The sampling interval remains the same during the month. At the beginning of the next month a different sampling interval may be used, based on a revised estimate of the population size.

8.4.4. The Directorate for Finance and Accounting Systems Transition tests the automated systems to ensure their sampling procedures correspond to the procedures approved by Defense Finance and Accounting Service.

8.4.4.1. If another automated travel system (other than Reserve Travel System) is used, ensure the system's random selection procedure gives each voucher under \$2,500 an equal chance of selection for audit. Ensure to use the method in [paragraph 8.4.3](#) of this manual when estimating the population and determining the sample size. If this is the case, use the automated auditing capability of the system to select the vouchers to be audited (T-1).

8.4.4.2. If the systems do not meet the above criteria, use the manual method until the systems are enhanced to meet Defense Finance and Accounting Service guidelines (T-1). If using a system other than Reserve Travel System, and do not know if that system meets the above criteria, contact the systems component for information.

8.4.5. Automated systems currently flag vouchers for auditing and release the block to the lead clerk or travel supervisor for audit. The lead clerk or travel supervisor continues to perform this function. However, the auditor will use the checklist at the end of this section when reviewing the travel claims selected for audit. If a claim contains a discrepancy not listed on the checklist, list it as a miscellaneous error, either temporary duty (Category 15) or permanent change of station (Category 14), and specify the reason for error on a separate sheet. These checklists are part of the mandatory reporting procedures, when released by SAF/FMF (T-1).

8.4.6. The checklists referred to in [paragraph 8.4.5](#) of this manual follows. It provides a list of items that should be reviewed for monthly population sizes greater 7,000, the sampling interval is about equal to the population size divided by 100. For example, if the number of temporary duty vouchers processed each month is approximately 7,500, then the sampling interval is 75, the sampling frequency is 1/75 and the total number of temporary duty vouchers selected for audit is about 100.

8.4.7. Defense Finance and Accounting Service has no responsibility in monitoring Air Force travel computation pre-payment audit and reporting requirements.

8.5. Documentation Requirements.

8.5.1. Vouchers examined must carry evidence of the examination (T-1). When a voucher has an "audited by" block and that voucher is examined under these procedures, the "audited by" block must be initialed, otherwise this block is left blank (T-1). When a voucher requires certification, such as OF 1164, the word "audited" is included above the signature; otherwise a signature only is required (T-1).

8.5.2. Monthly summary reports, supported by worksheets, are prepared for review and analysis by the Financial Management Flight. The Financial Management Flight uses these reports to determine whether to continue the prepayment audit procedures, or whether to limit the procedures to certain technicians, or specific types of payments, and whether corrective action to minimize errors is appropriate and adequate (T-1).

8.5.2.1. Audit log worksheets may consist of copies of voucher logs, spreadsheet forms, or computer-generated products.

8.5.2.2. Whatever method is used, the audit log must be in original order of receipt of vouchers for processing (T-1). It must include all vouchers, not just the settlement vouchers or those within the dollar limit set by the Financial Management Flight and or Field Site and or paying office for prepayment audit sampling (T-1). This ensures the documentation supports the sample plan and shows which vouchers were excluded from the sampling and why (such as - advance payment, disbursements over \$2,500, or vouchers processed by trainees). The following minimum data are required:

8.5.2.2.1. Voucher identification of each voucher examined. Employee last name and SSAN should be used as a minimum, since the voucher is audited prior to assigning a voucher number for payment (T-1).

8.5.2.2.2. Total dollars disbursed for the month. This allows the Financial Management Flights and or Field Sites to project the total impact of discrepancies (errors) on their total account.

8.5.2.2.3. Identification of computation technician (T-1).

8.5.2.2.4. Dollar value of each error (T-1).

8.5.2.2.5. Type or cause of each error noted on examined vouchers (T-1).

8.5.2.3. Summary report (at a minimum) will include (See Fig 8.2.):

8.5.2.3.1. Total number of payment vouchers for the month (T-1).

8.5.2.3.2. Total dollars disbursed for the month (T-1).

8.5.2.3.3. Total number of payment vouchers audited (T-1).

8.5.2.3.4. Total number of errors found on audited vouchers (T-1).

8.5.2.3.5. Total dollar voucher of errors found (T-1).

8.5.2.3.6. The most common types, causes, and sources of errors (such as mathematical, or failure to allow a reimbursement, etc.) (T-1).

8.5.2.3.7. Types of corrective action taken to reduce errors, and sources of errors, to a minimum. Types of corrective action should be summarized by types of payments: Member permanent change of station, dependent permanent change of station, vicinity travel, one location temporary duty, many locations temporary duty, and any other categories of travel that would be helpful in documenting improvements over time, which result from the corrective action (T-1).

8.5.2.3.8. Report observations. These can be either positive or negative trends, changes in volume, etc (T-1).

8.5.2.3.9. Report the following to appropriate management level: training needs, equipment or other resource problems, and processing or systems improvements needed (T-1).

8.5.2.4. Summary reports, with attachments pertaining to this voucher examination, should be readily available for examination by auditors from DoD, GAO, Air Force Inspectors, and other appropriate officials. Documentation must be maintained for 6 years 3 months (T-1).

8.6. Financial Management Flight (Non-Defense Travel System) Pay Record Accessibility-audit. Travel Pay Record Accessibility-audits are to be performed in accordance with AFI 65-202, *Administration of a Base Financial Management Quality Assurance Program*. All travel vouchers submitted for Financial Management military and civilian personnel will be Pay Record Accessibility Audited (T-1). Travel vouchers for on-station military and civilian relatives of those FM personnel with input access to Reserve Travel System will also be audited. Relatives are considered those people connected by blood or marriage, including common law. See section 15.19.5. of this manual for Defense Travel System related procedures.

8.6.1. For Financial Management personnel processing vouchers through Reserve Travel System, the Pay Record Accessibility-audit must be completed and the document must be signed by the Financial Management Flight, deputy, or person designated in writing as Pay Record Accessibility Auditor, prior to transmission to the AFFSC (T-1). Documents are flagged during barcode generation in FM Workflow. Select the radio button for "PRA Audited by FSO". This action will result in assignment of Pay Record Accessibility Audit indicator of "FSO". At a minimum, the Financial Management Flight will validate the personal data, itinerary, leave, per diem type, applicable receipts, and special authorizations on the travel claim (T-1).

8.6.2. All personnel (for example, AFFSC personnel) with input access to Reserve Travel System will be flagged for Pay Record Accessibility-audit. Documents are flagged during barcode generation in Financial Management WorkFlow. Select the radio button for "PRA Audit Required". (T-1) This will result in assignment of Pay Record Accessibility-audit indicator of "CPC". The Pay Record Accessibility Auditor will validate the items listed in the paragraph above and compare the travel claim to the Reserve Travel System Voucher Summary (T-1).

8.6.3. The Pay Record Accessibility Auditor will annotate any findings on a voucher log and that document will be maintained for 6 years 3 months (T-1).

Figure 8.1. Example of a Summary Report.

Monthly Summary Report June 20XX	
A. Total number of payments	847
B. Total dollars disbursed	\$183,742.98
C. Total number of vouchers audited	234
D. Total number of errors on audited vouchers	16
E. Total dollar value of errors found	378.44
F. Common errors:	
- Not deducting government meals (3)	
- Mathematical errors (11)	
- Missing rental car authorization (2)	
G. Corrective action taken:	
- Had training on use of calculators	
- Reviewed with technicians when and when not to deduct for government meals	
H. Observations	
- Number of errors is reduced from last month	
- Total voucher count is up from last month	
- A1C Dunn should complete training during July	

Figure 8.2. Pre-Payment Audit Checklist.

Pre-payment phase of the travel voucher audit for both permanent duty travel and temporary duty claims. The purpose of this checklist is to ensure that the voucher has been properly completed and that all supporting documents and or statements are attached. Copies of Pre-payment checklist for various travel vouchers can be found on the AFFSC SharePoint site at: <https://cs3.eis.af.mil/sites/OO-FM-MJ-59/AFFSC/default.aspx>
Checklists are always being updated, review the above link to view most recent version.

Chapter 9

PROCESSING TRAVEL VOUCHERS

Section 9A—Military Travel

9.1. General. The Privacy Act of 1974 affects all travel claims. Each form that solicits personal data contains a Privacy Act statement, either incorporated in the body of the form or in a separate statement accompanying each form. This manual requires collecting and maintaining records subject to the Privacy Act of 1974. Privacy Act system notice number A0037-1 MTMC, Defense Travel System, applies. Upon completion of travel, the traveler furnishes a complete statement of all travel performed according to the travel order. Final settlement vouchers, including no-pay vouchers, must contain a complete itinerary for the entire travel period including round-trip temporary duty away from a temporary duty point and all leave periods used (T-1).

9.1.1. The Financial Services and or paying office is not required to process and or pay incomplete, improperly prepared, or doubtful claims. The finance office and or paying office will compute and pay all travel reimbursements allowable and proper on a travel voucher, to prevent returning a voucher simply for improper and or unauthorized claims as a portion of the voucher (T-1). AF Form 828, *Incomplete Travel Claim or Notice* (or computer-generated substitute may be used) to return incomplete travel claims (for example, incomplete itinerary or no signature) when not caught during initial review upon turn-in from traveler. The Customer Support area establishes internal controls and necessary procedures to ensure receipt of required, complete information.

9.2. Forms. These forms are authorized for paying travel allowances to travelers:

9.2.1. DD Form 1351, *Travel Voucher*.

9.2.2. DD Form 1351-2, *Travel Voucher or Subvoucher*.

9.2.3. DD Form 1351-2C, *Travel Voucher or Subvoucher (Continuation Sheet)*.

9.2.4. DD Form 1351-3, *Statement of Actual Expenses*.

9.2.5. DD Form 1351-6, *Multiple Payments List*.

9.2.6. OF 1164, *Claim for Reimbursement for Expenditures on Official Business*.

9.2.7. AF Form 938, *Request and Authorization for Active Duty Training/Active Duty Tour*.

9.3. Use of the Forms. These permit a choice between one payment on one form or multiple payments on two or more forms. Use of other forms or deviation from these is not authorized:

9.3.1. DD Form 1351. Use to pay travel advances, supplemental payments, or as the coversheet to multiple payments.

9.3.2. DD Form 1351-2. Use to pay completed travel for military, civilians, and dependents, if applicable.

9.3.2.1. Use DD Form 1351-2 as a consolidated statement of travel for a number of persons with identical itineraries (show the individual settlements on DD Form 1351-6), for dependents' travel and Dislocation Allowance, or for submitting claims for reimbursement for mobile home used as a residence transport. This form can also be used to substantiate a supplemental payment when a corrected itinerary is necessary and only when the capability to file a Defense Travel System Scheduled Partial Payment or supplemental via eFinance is not possible.

9.3.3. DD Form 1351-2C. Use this form as a continuation sheet for DD Form 1351-2.

9.3.4. DD Form 1351-3. Use this form to claim actual subsistence expenses for travel and temporary duty performed under an actual expense basis.

9.3.5. DD Form 1351-6. Use this form to make multiple payments for travel and temporary duty performed under like conditions and circumstances. Not for use when paying civilian permanent duty travel advances.

9.3.6. OF 1164. Travel claims appropriate for an OF 1164 shall be submitted via Defense Travel System as a "Local Voucher" (T-1). The authorization for reimbursement of expenses incurred within and around a temporary duty station are normally included in the order and or claimed in item 18 of the DD Form 1351-2. If reimbursement for expenses is approved after travel, include on the travel voucher and approval (via signature) by the approving official to justify reimbursement (T-1). A Memorandum, signed by the approving official, may be included with the travel voucher as appropriate when authorized expenses are approved after travel is completed and indicate a different accounting classification than on original authorization-orders.

9.4. Voucher Preparation. Travelers complete all vouchers, schedules, claims, and attached statements using non-erasable ink or electronic form programs (T-1). Make voucher entries as specifically directed. A voucher must be submitted any time travel is performed incident to a travel order regardless of monetary allowances accruing (T-1). All Reserve Component members who performed duty in a commute status not within the corporate limits, and were not in per diem status, may submit their AF Form 938 with completed privately owned vehicles statement for claims of mileage only in place of a DD Form 1351-2 (T-1). **EXCEPTION:** Individuals who travel on unfunded Emergency Leave orders are not required to file a voucher.

9.5. DD Form 1351.

9.5.1. Block 3-Payment for. Check appropriate block for item of entitlement being paid (items a. through h.). If entitlement being paid is not listed, enter entitlement in items i. or j (T-1).

9.5.2. Block 5-Individual Payment. Enter traveler identification data in items a. through e. The entitlement(s) and amount(s) being advanced must be identified in item f. Amount of allowance either requested or computed will be entered in item f (T-1).

9.5.3. Block 8-Remarks. Enter an explanation of how entitlement was computed, if required. When paying supplemental payments or advances for separation or retirement travel refer to [Chapter 9](#) (various paragraphs), and [Chapter 10](#) of this document for additional requirements (T-1).

9.6. DD Form 1351-2. Used in the settlement of permanent duty travel and temporary duty claims for all travelers. Unless otherwise specified, travelers must furnish the following information in their travel claims: **(T-1)**

9.6.1. Itinerary:

9.6.1.1. Duty status statement.

9.6.1.1.1. Temporary duty. Annotate words "duty," "non-duty," or "N/A" (not available for duty) as applicable as the first and last entry, and on the departure day from the temporary duty point (T-1). This entry will suffice as member's certification as to whether member did (duty) or did not (N/A) perform duty for the majority of the day on the departure and or arrival day from or to the permanent duty station or perform duties on the departure day from temporary duty point. "Non-duty" means member's regularly scheduled non-duty day.

9.6.1.1.2. Permanent Change of Station. For departure day annotate "out-processing" only if out-processing was actually performed on departure day from old permanent duty station. If temporary duty en route is involved, reflect a duty status statement for the departure day from the temporary duty point (T-1). Determine allowable travel time, leave, or proceed time charges (do not use estimated travel time as shown on the travel orders) (T-1). **NOTE** For Air Command and Staff College or Air War College students, have the member certify the departure date, since these students normally out-process en masse a week prior to graduation (T-1).

9.6.1.2. Date travel begins.

9.6.1.3. Date of arrival and departure at each of these places:

9.6.1.3.1. Place(s) of temporary duty.

9.6.1.3.2. Place(s) at which transportation mode changes.

9.6.1.3.3. Place(s) of delay en route incident to the transportation mode. Do not list routine connecting stops in Continental United States except for ground locations at 2400 hours and arrivals or departures at port of embarkation or port of debarkation (T-1). When travel is performed by privately owned vehicle, it is necessary to list all overnight stops for temporary duty travel (T-1).

9.6.1.3.4. Place(s) where leave is taken. If leave is taken while temporary duty with a subsequent return to the same temporary duty location, points of travel must be shown (T-1). Military traveling permanent change of station entirely by privately owned vehicle need not show leave locations in the itinerary.

9.6.1.3.5. Place of receipt of cancellation, modification, or revocation of orders.

9.6.1.3.6. From temporary duty point to permanent duty station or home for personal reasons.

9.6.1.3.7. Vehicle processing ports or Vehicle Processing Centers for the pickup or delivery of a privately owned vehicles when shipment of privately owned vehicles is authorized for a permanent change of station.

- 9.6.1.3.8. For permanent change of station-Show date when arriving for duty at the new permanent duty station (T-1).
- 9.6.1.4. For temporary duty-Show date when returning to duty location or residence (T-1).
- 9.6.1.5. Members of the Reserve components, performing active duty training, whose orders reflect "will commute," only need to show departure from home and arrival at duty station and arrival at home on the last day of duty to be paid one round trip for the entire period (T-1). Members whose orders reflect "will not commute," and who voluntarily commute are authorized mileage according to Joint Travel Regulations paragraph 030302 & 032301. The voucher must show the first and last day of duty and contain the statement "commute daily (date) through (date)." (T-1)
- 9.6.1.6. Travel during temporary duty while on pass, during weekends, holidays, and off-duty days, when duty is not required need not be shown on the itinerary since this travel does not affect the per diem computation unless the member returns to the home and or permanent duty station.
- 9.6.2. Transportation Modes. Traveler will list each transportation mode used (T-1). This includes all government transportation and all transportation modes between points of delay en route chargeable as leave. In listing the modes, use a combination of two letters to form a descriptive symbol (T-1). The reverse of applicable forms shows the authorized letters. The first letter shows how transportation was obtained; the second letter shows the actual transportation mode used. Travelers must check owner-operator or passenger block (DD Form 1351-2, block 16), as appropriate, when traveling by privately owned vehicle (T-1). Owner-operator category includes the person primarily responsible for payment of operating expenses (T-1).
- 9.6.3. Cost of Lodgings.
- 9.6.3.1. Annotate lodging cost(s) in Block 15 e. or 18, if applicable (T-1).
- 9.6.3.2. An itemized receipt is required for all lodging regardless of amount in accordance with Department of Defense Financial Management Regulation Volume 9 and Department of Defense Instruction 5154.31, Volume 3.
- 9.6.3.2.1. An administrative statement on the orders or on the settlement voucher is required to support the non-availability of government quarters (T-1). See Joint Travel Regulations paragraph 020303 for Quarters availability requirements. **NOTE** paper non-availability statement is not required per Joint Travel Regulations paragraph 020303.

9.6.4. Missing or Lost or Destroyed Receipts. Most lodging establishments have electronic records and will provide a copy of the original lodging receipt. If a lodging receipt is lost or destroyed, and the lodging establishment cannot provide a copy, the traveler must provide a statement showing dates, places, and amounts (T-1). The AFFSC-developed “Certification of Missing or Lost Receipt” document is the preferred method for substantiating such receipts when they cannot be reproduced or recovered. This document can be found on the Virtual Finance webpage: (<https://www.my.af.mil/gcss-af/USAF/AFP40/d/sA1FBF31D23D21F6B0123ED377B730575/Files/Checklists%20-%20AFFSC/AFFSC%20Lost%20Receipt%20Certification%20-%20Fillable.pdf>). and the AFAFO Financial Services SharePoint under the Travel Pay/Travel folder: (https://cs2.eis.af.mil/sites/11098/AF-FM-AFO/OO-FM-AF/OO-FM-AF-03/AFKN_Docs/Travel%20Pay/Travel%20Pay%20Policy%20and%20Procedures/CERTIFICATION%20OF%20MISSING%20OR%20LOST%20RECEIPT%2020140602.docx)

9.6.5. Deductible Meals. Show number and date(s) deductible meals (per Joint Travel Regulations paragraph 010206) were used in block 19 (T-1).

9.6.6. Other Considerations:

9.6.6.1. Advances and or Prior Payments. Show all advances and or prior payments in block 9. Traveler will list amount, date paid, voucher number, and disbursing station number (if known) (T-1).

9.6.6.2. Temporary Duty to a Medical Facility for Observation and Treatment. Traveler will supply an administrative statement of date and time of admission and discharge is required when traveler is an inpatient for any part of the temporary duty (T-1).

9.6.6.3. Travelers claim terminal mileage (distance) in block 15f or 18 (T-1).

9.7. DD Form 1351-2C. This form is used only as a continuation of DD Form 1351-2. Preparation is the same as DD Form 1351-2.

9.8. DD Form 1351-3. When using this for travelers claiming actual expense reimbursement, the traveler prepares the claim as follows:

9.8.1. Date. Enter each calendar day the traveler is authorized actual expense reimbursement (T-1).

9.8.2. Lodging. (See [paragraph 9.6.3](#) of this manual.).

9.8.3. Meals. The traveler claims the actual amount incurred (plus tip, if applicable) for each appropriate meal (T-1). If a free, deductible meal, or meal provided within a registration fee is used, annotate the meal block(s) accordingly. **NOTE** Meals provided in a government dining facility are not deductible meals.

9.8.4. Local Transportation. The traveler may claim transportation costs not specifically authorized or approved for the travel performed (T-1).

9.8.5. Other. Complete as detailed in note 4 of the DD Form 1351-3.

9.8.6. Signature and Date. The traveler must sign and date the DD Form 1351-3 to authenticate the claim (T-1).

9.8.7. Actual Expense Allowance Claims. When Actual Expense Allowance is authorized or approved it must be computed for the entire period at that location. But, Actual Expense Allowance is not computed for partial days. See parent directive - Joint Travel Regulations paragraph 020307 & 020315. The orders-issuing official is required to sign all DD Forms 1351-3 involving claims for days of departure and return to the permanent duty station (T-1).

9.9. DD Form 1351-6. When using this form to consolidate either advance payments or final settlement, prepare as follows:

9.9.1. Page. Traveler or Financial Management Flight will number pages in sequence (T-1).

9.9.2. Organization and Station. Traveler or Financial Management Flight will identify the organization preparing the list (T-1).

9.9.3. Date of Payment. Traveler or Financial Management Flight will enter brief block date, from covering DD Form 1351 or DD Form 1351-2 (T-1).

9.9.4. Payee Identification. Traveler will enter name, SSAN, Travel order number, and traveler's signature (T-1).

9.9.5. On the line immediately following the last payee named Financial Management Flight will enter "End of listing". Do not pay anyone whose name appears after this entry (T-1).

9.9.5.1. Total. Financial Management Flight will enter total amount of payments shown on preceding lines for the individual page. If further pages are used, the last page must show the grand total for all pages under the column headed, amount paid, and the subtotal for the individual page under the column headed "Itinerary Designation." **(T-1) NOTE** Do not use this form when paying civilian permanent change of station entitlement advance(s). Use a DD Form 1351 so that each entitlement for which an advance is paid can be identified for proper entry into the accounting system for record of obligation and or advance.

9.9.6. When used as a final settlement voucher, the traveler will use a DD Form 1351-2 for the itinerary (T-1).

9.10. OF 1164 (*Travelers will use Defense Travel System where available for all travel-related claims): (T-1)

9.10.1. The claimant enters on the OF 1164 all information needed by the line and column designations (T-1). Claimant also:

9.10.1.1. Enter the transportation mode used in column D (T-1).

9.10.1.2. If a privately owned vehicle was used, show the distance between points traveled on official business from odometer readings (which can be documented as determined by local policy but at a minimum should be listed on a spreadsheet if multiple trips). See parent directive - Joint Travel Regulations paragraph 020603. When like trips between the same points are made on a repeated basis, one entry on the OF 1164 showing the distance between these points suffices. Enter as a statement on the OF 1164 "Repeated number of trips performed." When distance is not readily available from actual odometer readings, use the Defense Table of Distances to establish distances and document specific mileage in some fashion as mentioned above (T-1).

9.10.2. Submit OF 1164 to the Financial Management Flight.

9.10.3. When OF 1164 is prepared as a supporting document to a settlement voucher, prepare with same distribution required for DD Form 1351-2. Enter the total amount claimed on OF 1164 in the appropriate column in block 18 of DD Form 1351-2 with a notation, "See OF 1164 attached." (T-1)

9.10.4. The claimant dates and signs the OF 1164 in Block 10 (T-1). Show administrative approvals required for entitlement by signature in the approving official's block, of either the commander or designee or the order-issuing approving official (T-1). As an optional requirement in cases where the administrative approval signature element is not legible, return the form to the claimant for a typed signature element. Resource Advisors are required to enter the fund cite and initial the OF 1164 when used as a voucher without supporting orders (T-1).

9.11. Travel Itinerary Statement. Upon completion of travel, the traveler furnishes a complete statement of all travel performed according to the travel order. Ensure the travel itinerary accurately shows all travel conditions having a bearing on travel time, leave, and proceed time (T-1). The traveler's statement is the basis for a claim to travel allowances. As used here, "claim" means the traveler's right to travel allowances as authorized by law and instructions. When the traveler has signed and presented the statement, it becomes an official, integral part of the claim. As such, it is subject to Article 107, UCMJ and 18 U.S.C. 1001 (false official statements); Article 132, UCMJ, 18 U.S.C. 287 (frauds against the government), and 28 U.S.C. 2514 (forfeiture of fraudulent claims). By signing the original form, the claimant authenticates the statement regardless of who prepares it.

9.12. Statement Use. Financial Management Flights and Paying Offices will examine the travel statement carefully. Compare the information and reconcile with the terms of the travel order and all other available statements or copies of vouchers of prior travel payments. Check the travel time between points shown on the statement against the transportation mode shown. Use the analysis of the statement of travel and supporting documents for: (T-1)

9.12.1. Computation of Travel Allowances. Financial Management Flights and Paying Offices will: (T-1)

9.12.1.1. Determine propriety of the claim.

9.12.1.2. Compute amounts of travel allowances authorized.

9.12.2. Financial Management Flights and Paying Offices will adjust total amount authorized as due by the amount of prior payments and, (T-1)

9.12.2.1. Reject the claim (within 7 days of possession) or process the claim for payment.

9.12.3. Computation of Travel Time and Leave. Financial Management Flights and Paying Offices will follow procedures and instructions in [Chapter 5](#), and [Chapter 6](#) of this manual. If orders erroneously show leave period at permanent duty station before or after temporary duty, coordinate with military pay and the member to ensure proper leave charged. Leave at permanent duty station is properly charged on AF Form 988 (via LeaveWeb) for members. For civilian travelers, the employee's supervisor and or timekeeper determines chargeable leave and ensures adjustment on pay record system, as applicable.

9.13. Attachments and Statements Affecting Computation. The following attachments are to be used as applicable: (T-1)

9.13.1. Flying Training Mission. Flight crews engaged in scheduled air transport operations or training for such duties, support their claim with either a certified Flight Authorization, or by certification of the aircraft commander in Block 21A of DD Form 1351-2 (T-1).

9.13.2. Statement of Actual Expenses. Joint Travel Regulations paragraph 020307, prescribes the use of a statement of actual expenses to support reimbursement on an Actual Expense Allowance basis. Travelers should itemize their expenses on a daily basis using DD Form 1351-3. The original of the statement is attached to the original DD Form 1351-2 when the claim is submitted (T-1).

9.13.3. Non-availability of a Directed Transportation Mode:

9.13.3.1. General. If orders direct travel by a specific transportation mode, but that mode is not available, a non-availability statement (on the orders or via separate memo) is needed to support payment of Monetary Allowance in lieu of Travel or reimbursement of actual transportation cost. The transportation office at the location from which the member departs must issue the statement (AFI 24-602 Volume 1) (T-1). Show on the statement the capacity in which the officer signs and the base or organization for which the officer is acting. If a directed mode is not available at departure time, an amendment to the travel order (by the approving official) must be published to delete this requirement if the non-availability statement cannot be obtained (T-1).

9.13.3.2. Military Air Directed.

9.13.3.2.1. If military air is directed but not available and government-issued tickets are furnished, the non-availability statement is not required.

9.13.3.2.2. A non-availability statement is not required when a separate journey (leg of travel) commences from other than a military installation.

9.13.4. Use of Commercial Rental Vehicles. Joint Travel Regulations paragraph 020209 discusses mandatory use of an available Travel Management Company and requirement to utilize a Defense Travel Management Office-contracted rental car company. When the traveler is authorized and uses a commercial rental vehicle, the following items should be attached to the claim:

9.13.4.1. A receipt from the rental agency itemizing all charges, unless the charges are under \$75.

9.13.4.2. If a mileage charge is included, and the traveler used the vehicle partly for personal use, a statement by the traveler is required showing the number of personal miles driven (T-1).

9.13.4.3. Collision Damage to Rental Vehicles.

9.13.4.3.1. Travelers will submit claims for reimbursement of government travel charge card charges (or personal funds, where allowed) paid for the repair of damages to a rental vehicle to their servicing Financial Management Flight. Documentation to support the claim is outlined in Department of Defense Financial Management Regulation Volume 9 040604 and AFI 51-502, *Personnel and Carrier Recovery Claims*, Chapter 2. Prior to submission to the Financial Management Flight, the traveler must forward the claim to the local legal office (T-1). The legal office determines whether the damage occurred while in the performance of official duty (business). If damage occurred while the traveler was performing official duty (business), then reimbursement of the full amount claimed, not-to-exceed the deductible amount contained in the rental agreement, is authorized. If the damage occurred while on other than official duty (business), then reimbursement is not authorized. The Financial Management Flight is responsible for final verification of the claim prior to submission to the AFFSC for computation and payment (T-1).

9.13.4.3.2. Claims received by the Financial Management Flight from a rental car agency or the traveler (when government travel charge card has not been charged and or no personal funds have been paid) must have already been forwarded to the local legal office for approval (T-1). The legal office determines whether the damage occurred while in the performance of official duty (business) or if willful and wanton negligence on the part of the traveler was involved. If damage occurred while performing official duty (business), direct payment for the full amount of the claim not-to-exceed the deductible amount contained in the rental agreement is authorized to the rental car agency (via a vendor payment). If the damage occurred on other than official duty (business), direct payment to the rental car agency (via vendor payment) in the full amount of the damage is authorized; however, the amount paid by the government must be collected from the traveler determined responsible (68 Comp. Gen. 309, B-232352, March 7, 1989). The Financial Management Flight is responsible for processing the claim and for pursuing immediate collection action against the responsible traveler, when necessary (T-1).

9.13.4.3.3. If a third party is liable (including the traveler's private insurer), the local Legal Office may assert a claim under the provisions of AFI 51-502, *Personnel and Carrier Recovery Claims*. Travelers are required to sign a statement that they are aware that any reimbursement for the rental vehicle repair cost received from the rental agency, private insurance, or responsible third party is the property of the Air Force (T-1). The reimbursement must be remitted to the Financial Management Flight unless the traveler paid the repair cost to the rental car agency with personal funds or charged their government travel charge card and was not reimbursed by the Air Force (T-1).

9.13.5. Registration and Education (Training) Fees. Refer to AFI 65-601, Volume 1.

9.13.5.1. Registration (not training) Fees. The authorization or approval for payment of registration fees is a function of the orders-issuing official. Registration (not training) fees, which are authorized or approved as a requirement at federally and non-federally sponsored meetings, are reimbursable as a travel-related expense (if not paid for by other means earlier – i.e., Government Purchase Card.)

9.13.5.1.1. Supporting Documentation.

9.13.5.1.1.1. Receipts are required for lodging and all individual expense amounts of \$75 or more. **(T-0)** See also Joint Travel Regulations paragraph 010301. Per Department of Defense Financial Management Regulation Volume 9, to be considered a valid receipt it must show the company name, date services were provided, unit price of item and or service, amount "paid" and "amount due" of \$0.00 or evidence of payment. **(T-0)**

9.13.5.1.1.2. An itemized receipt or administrative statement indicating meals and lodging included in the registration (not training) fee when the orders do not include this information. The receipt or statement (or suitable complete substitute) must indicate which meals were included, number of nights lodging, and the cost per night (T-1).

9.13.5.2. Education and Training Fees (as defined in [Attachment 1](#) of this manual). These charges are not travel claims, and therefore shall be paid via the unit Government Purchase Card after routing of the SF 182 has occurred and is complete and proper (T-1). In rare cases where payments have been made by individual travelers (following the "Miscellaneous Pay Guide") these can be reimbursed via an OF 1164 with an attached (properly filled out and approved) SF 182 and SF 1199A, *Direct Deposit Enrollment* submitted thru the unit Resource Advisor to the Financial Management Flight who will forward to the Defense Finance and Accounting Service Vendor Pay section for payment to the traveler (T-1). Unit funds will be cited on the (manual – NOT Defense Travel System) OF 1164 (*A travel EEIC is not appropriate for payment.)

9.13.6. AF Form 2282. Used to claim missed meals, when government meals are available and directed, to justify any legitimate missed meals during the temporary duty period.

9.13.7. Authorized Excess (Accompanied) Baggage. If stated on the order, the traveler must attach the receipt to the travel settlement voucher DD Form 1351-2 (T-1).

9.14. Signature.

9.14.1. Claimant's Signatures. Claimant signs and dates the form used to claim travel allowances. Dependents who travel non-concurrently due to evacuation orders are the claimant on their voucher and therefore must put personal information in the top of the DD Form 1351-2, and apply their signature (T-1). Sponsors are not the claimants of evacuation claims (unless the only dependent(s) is(are) minor child(ren). If DD Form 1351-6 is used, instructions in this chapter apply. If claimant is physically unable to sign:

9.14.1.1. Enter an X mark, in parentheses, between the claimant's given name (or names) and surname. One disinterested person, whose signature and address are entered immediately after the claimant's name, must witness it (T-1).

9.14.1.2. If physically unable to sign (due to incapacitation) by mark, the claimant may authorize another person to sign. It must be done in the presence of the claimant and a witness. Certificates are executed by the person who wrote the signature and by the witness. These must state that the signature was made at the request of and in the presence of the claimant and a witness (T-1).

9.14.1.3. A court-approved guardian can be authorized to sign the travel claim on behalf of a physically or mentally incapable claimant (T-1).

9.14.2. Blanket or Repeat Travel Order Settlement Vouchers. The approving official (prior to payment) must review (sign) settlement vouchers that have used blanket and or repeat travel orders as the authority for travel (T-1). The approving official's review can also be accomplished using separate letters that specifically address the trip being claimed. These letters must be attached to the original settlement voucher (T-1). Validation of approving official signature using signature cards, etc. is not required. HQ AFIMSC (or reserve component MAJCOM) may approve waivers to this requirement for General Officers, wing commanders, commanders of geographically separated units, and other designated travelers occupying similar positions, as warranted by circumstances (T-1).

9.14.3. Delegated Authority for Signing Administrative Statements. The term designee, as used in this manual, generally means a person authorized to sign documents or correspondence. The designee signs for the person who has basic responsibility. ("For the Commander," "For the Transportation Officer," etc.). This places the designee in a position of responsibility for the facts stated over the signature (see Defense Finance and Accounting Service Manual 7010.1-R).

9.14.4. Use of Power of Attorney. Use of a specific power of attorney is acceptable (so long as it allows for such authority to handle business affairs or the like) and must be included with the claim (T-1). Use of a general power of attorney is not acceptable.

9.14.5. Special Instructions. Except for advances, and if individual DD Forms 1351-2 are signed, the signature of each individual must be obtained on DD Form 1351-6 whether payment is made by check, electronic funds transfer, cash, or if no pay is due (T-1). This signature attests to the certificate at the top of the multiple travel payments list. For advances, the payee's signature is required only as a receipt for cash payment (T-1).

9.14.6. Other Authorized Signatures. The following individuals are authorized to sign a travel claim for a deceased traveler: (T-1)

9.14.6.1. Legal representative, the executor, administrator, or personal representative.

9.14.6.2. Surviving spouse (widow or widower).

9.14.6.3. Summary courts officer.

9.15. Number and Distribution of Copies. The forms listed in [paragraph 9.2](#) require distribution:

9.15.1. Original. Send the original voucher and supporting documents such as AF Form 2282, OF 1164, etc., plus lodging and miscellaneous receipts to the AFFSC (if not processed in Defense Travel System) (T-1). Also include a properly completed Direct Deposit Form (FMS Form 2231, *Fast Start Direct Deposit Form* or SF 1199A) as needed. Since a traveler can have a record in different Reserve Travel System servers, it is critical to obtain a new direct deposit form on any initial voucher filed with the local Financial Management Flight not in the same MAJCOM as the last permanent duty station (T-1).

9.15.2. Retained Copy. Copies of the voucher and supporting documents plus airfare, Military Transportation Authorities, and Travel Warrants will be available in the Financial Management WorkFlow system via the Financial Management Flight.

9.15.3. Payee's Copy. The Financial Management Flight must furnish the payee a legible copy of the appropriate form as prescribed below: (T-1)

9.15.3.1. DD Form 1351 for a single advance payment.

9.15.3.2. DD Forms 1351-2 (and 2c, if used) and OF 1164 if those forms are used.

9.15.3.3. DD Form 1351-6, if requested by the traveler.

9.15.4. Accountable Station's Copy. If the travel order involves funds of another station, the Financial Management Flight must forward a copy of that voucher to the servicing Field Site to support the For-Others transactions even if no funds are chargeable to the appropriation (T-1). Attach a copy of the orders (both sides) and all documentation relative to transportation by government-issued ticket or Military Transportation Authority. Copies of vouchers or supporting documents are not required for classification codes (see Air Force Manual 65-604) with the following exceptions: Budget projects or subprojects 5769.OZ or 5869.OZ. Send vouchers and supporting documents citing these projects or subprojects to Defense Finance and Accounting Service-IN (T-1).

9.15.5. Copy for Customer Support Area. Financial Management Flight will send a legible copy of a member's settlement voucher to the Customer Support office. Field duty periods need to be annotated on the copy (T-1).

9.16. Debt Collection. The Financial Management Flight and or paying office initiates collection action on sums due from (in-service) personnel as a result of travel (T-1). These include an erroneous payment, a delinquent advance, or a balance due from the overpayment of an advance. For erroneous payments resulting from settlement payments, the provisions of 5 U.S.C. 5705 apply for employees and provisions of 37 U.S.C. 1007 apply for members.

9.16.1. Cash Collections. The Financial Management Flight process cash collections using DD Form 1131, *Cash Collection Voucher* (T-1).

9.16.2. Involuntary Collections.

9.16.2.1. Follow-up must be accomplished by the Financial Management Flight or paying office in accordance with **Chapter 10** of this manual to attempt cash collection (thus initiating due process as required) (T-1).

9.16.2.2. If follow-up efforts fail, a DD Form 139, *Pay Adjustment Authorization*, is prepared for processing by the appropriate payroll office (T-1).

9.16.3. For individuals not on local Air Force payroll system, follow procedures in this chapter and **Chapter 10** of this manual.

9.16.4. Collecting Outstanding Debts from Travel Voucher. Financial Management Flight must provide any outstanding debts on all retirement and separation vouchers for collecting from any entitlement on the final voucher thereby eliminating (if possible), or reducing the debt amount (T-1).

9.17. Adjusting or Collecting Travel Payments--Purpose and Scope. See DFAS Manual 7010.3-M, *Procedures for Travel Accounting Operations*.

9.18. Control Logs. Financial Management Flight must maintain control logs for all travel payments and collections (T-1).

9.18.1. Voucher Control Log. These logs list each voucher in numerical sequence beginning with "1" at the start of each new fiscal year, with a "T" prefix for disbursement vouchers and a "CT" prefix for collections. All numbers must be accounted for (T-1). Voucher numbers not being used must be voided (T-1). The voucher control logs are submitted to the disbursing function in the Financial Management Flight daily (T-1). Receipt of vouchers by the Disbursing Officer or Cashier is verified by signing the control logs (T-1).

9.18.2. Leave Document Control Log. Account for travel-generated leaves on AF Form 1486, *Unit Leave Control Log*, or the "Leave Audit" report if using LeaveWeb (T-1). Information the Financial Management Flight must include on the AF Form 1486 is: **(T-1)**

9.18.2.1. Assign a leave authorization number beginning with "1" at the start of each new fiscal year.

9.18.2.2. Date of voucher payment.

9.18.2.3. The member's name.

9.18.2.4. The member's SSAN.

9.18.2.5. The chargeable leave dates.

9.18.2.6. Date leave processed on the Daily Register of Transactions. Follow up with Customer Support on any leave authorization numbers that have been used but do not appear on a daily register of transactions within seven calendar days after the number was issued (T-1). A copy of the daily register of transactions must be obtained to verify processing of all travel-generated leaves (T-1). **NOTE** Cross-reference the applicable disbursement voucher number.

9.19. Multiple Accounting Classifications and Travel Involving Two Fiscal Years. Travel involving multiple accounting classifications normally occurs on an order(s) with funds of different organizations used to pay for the travel, or when an order directs travel across two fiscal years. Travel and related transportation expenses are recorded against the accounting classification in accordance with the guidance below. (Defense Travel System 'Allocation of Expenses' will be utilized to segregate accounting classification expenses – by nature of expense or fiscal year as appropriate.)

9.19.1. Per Diem. Financial Management Flight or paying office will charge per diem lodging and meals and incidentals expense to the accounting classification and fiscal year applicable to each day (T-1).

9.19.2. Reimbursable Expenses. Financial Management Flight or paying office will charge reimbursable expenses (other than transportation expenses) to the accounting classification and fiscal year current at the time the expense is incurred by the traveler. Expenses that are incurred over a period of time, such as rental vehicles, are averaged over the period of time and charged on a daily basis to the accounting classification and fiscal year applicable to each day (T-1).

9.19.3. Transportation Expenses (privately owned vehicle). This applies to Monetary Allowance in lieu of Travel. In determining the accounting classification and fiscal year to charge, the Financial Management Flight or paying office will divide the travel portion of the temporary duty into legs: permanent duty station to temporary duty station; between temporary duty stations; and temporary duty station to permanent duty station. Charge the accounting classification applicable when a particular leg begins. If leave is authorized, charge the accounting classification current on the first day of allowable travel for the leg (T-1).

9.19.4. Travel Involving Two Fiscal Years. Financial Management Analysis (FMA) will: (T-1)

9.19.4.1. Post (obligate) that portion of an order representing a valid obligation of current year funds where travel starts in one fiscal year and is completed in the next fiscal year.

9.19.4.2. Post any advance in the current fiscal year, including the portion of the advance that applies to travel extending into the next fiscal year.

9.19.4.3. After fiscal year-end closeout, establish an obligation for the amount expected to be earned in the new fiscal year. Do not adjust the advance payment.

9.19.4.4. The Air Force paying office adjusts the portion of the advance paid at the time of settlement as follows: (T-1)

9.19.4.4.1. Subtract the advance from the entitlements earned against the accounting classification the advance was originally paid out of. **EXAMPLE:** Advance paid in fiscal year 18: \$600, Total entitlement earned in fiscal year 18: \$400, Total entitlement earned in fiscal year 19: \$210, Amount due traveler: \$10

9.19.4.5. FMA will ensure the net adjustments processed in the internal records agree with adjustments made in the accounting classification (T-1).

9.19.4.6. Line item accounting on for-others and centrally managed account settlement or supplemental travel vouchers is necessary to allow accountable stations to record expenses against the proper accounting classification and financial data elements. Under the voucherless travel system, vouchers are not forwarded to the accountable station; therefore, it is critical for the Air Force paying office to process the entitlement expenses to the proper accounting classification and financial data elements.

9.20. Refusal of Amount Due. When the traveler refuses to accept all or part of a settlement amount, the Financial Management Flight or paying office will process the voucher as prescribed below: (T-1)

9.20.1. If the traveler offers the refused amount as a gift to the Air Force, the Financial Management Flight or paying office will collect the gift into receipt account 571299, *Gifts to the United States Not Otherwise Classified* (AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*).

9.20.1.1. The traveler signs for the total amount due.

9.20.1.2. Prepare DD Form 1131 with the normal entries. In addition, an offer and acceptance of the gift (statements-see next two pars) is entered on the DD Form 1131.

9.20.1.3. Unconditional Offer of Gift. "I (name) do hereby voluntarily and unconditionally, give, transfer and convey \$(amount), free and clear of all encumbrances, to the Secretary of the Air Force (or designee), acting on behalf of the United States of America, to have and to hold absolutely, the same forever, hereby relinquishing for myself, my executors, administrators, heirs and assigns all ownership, rights, interest and possession therein. Signature: _____ Date: _____."

9.20.1.4. Gift Acceptance. "Dear (name), I received your offer of gift dated (date) by which you transferred \$(amount) to the United States as a gift. By authority of the Secretary of the Air Force, I accept with pleasure your gift of \$(amount) pursuant to Title 10 U.S.C. § 2601. Thank you for your kindness and generosity. Sincerely yours, (Authorized Signature)."

9.20.1.5. Give the traveler completed copies of the disbursement (non-Defense Travel System only) and collection voucher(s).

9.20.1.6. Ensure that the disbursing voucher and collection voucher is properly cross-referenced. (If in Defense Travel System, embed these documents in the vouchers 'substantiating documents'.)

9.20.1.6.1. On the disbursement voucher, enter: "Traveler donated \$ (amount) and it is collected on collection voucher (number), dated, Automated Disbursing System Number."

9.20.1.6.2. On the collection voucher enter: "See disbursement voucher (number) dated (date) Automated Disbursing System Number for payment collection computation." (T-1)

9.20.2. If traveler declines to offer the refused amount as a gift to the Air Force the Financial Management Flight or paying office will: (T-1)

9.20.2.1. Enter the amount accepted in the "Amount Paid" block of the travel voucher.

9.20.2.2. Annotate the voucher with the statement "Traveler Refuses the Total Amount Due of \$(amount) and accepts only \$(amount)."

9.20.2.3. Retain a balance of the established unliquidated obligation equal to the entitlement amount refused by the traveler. This is necessary in case the traveler later requests the remainder of the entitlement (54 Comp. Gen. 393 (1974) and 26 Comp. Gen. 956 (1947)). This balance is retained as a valid obligation for 6 years, 3 months (statute of limitations) after the date travel was performed. Retain a copy of the signed statement declining the entitlement with the Accrued Expenditure Unpaid (AEU) supporting documents (embed in the Defense Travel System voucher for any Defense Travel System-related document) (T-1).

9.21. Promotional Gratuities. See AFI 51-601 for guidance on promotional gratuities and how they are to be handled.

9.22. Travel Payments Control. The Financial Management Flight or paying office will ensure each voucher for a travel payment must cite the last (previous) voucher paid under the same travel authority (T-1). Settlement vouchers supported by blanket or repeated travel orders need only cite previous vouchers paid in conjunction with the particular trip being claimed, if applicable.

9.22.1. Servicing temporary duty station or temporary duty en Route:

9.22.1.1. Give the traveler a copy of any applicable (related) voucher(s) settled during the interim period to attach to the settlement voucher at permanent duty station (T-1).

9.22.2. New Servicing Financial Management Flight or paying office (if travel is permanent change of station): **(T-1)**

9.22.2.1. Use the Central Travel History Record (CTHR) to verify any previous payments made to the traveler, if applicable. Use documents borrowed from traveler, if necessary, to verify entitlements in settling the travel allowances. Attach all source documents to the traveler's permanent duty travel settlement voucher.

9.23. Processing.

9.23.1. Travel Time and Leave Computation. The clerk computing the travel settlement claim determines allowable travel time and leave periods.

9.23.2. Funded Emergency Leave. Leave period is charged by the servicing Financial Management Flight or paying office in the following manner: **(T-1)**

9.23.2.1. Travel authorized from Continental United States to overseas and return.

9.23.2.2. Travel authorized from overseas to Continental United States and return. The member is in a duty status through the arrival day at the Continental United States Aerial port of debarkation and from the arrival day at the continental United States aerial port of embarkation for return through the arrival day at the permanent duty station. Leave is charged from the day after arrival at the continental United States aerial port of debarkation through the day before arrival at the continental United States aerial port of embarkation for return.

9.23.2.3. Travel authorized between overseas areas. The member is in a duty status through the arrival day at the overseas aerial port of debarkation in the leave area and from the arrival day at the overseas aerial port of embarkation in the leave area for return through the arrival day at the permanent duty station. Leave will be charged from the day after arrival at the overseas aerial port of debarkation in the leave area through the day before arrival at the overseas aerial port of embarkation in the leave area for return.

9.24. Summer Temporary Duty Programs. Contact the USAFA Financial Management Flight, before making any per diem payments to USAFA cadets during summer temporary duty programs (T-1).

9.25. Individual Mobilization Augmentee Reservists. Reservists assigned to PAScode 96XXXXXX and S8XXXXXX must request travel payments from Headquarters, Individual Reservist Readiness and Integration Organization, Individual Reserve Travel, Buckley AFB, Colorado (T-1).

9.26. Retirement or Separation. Final payments for member and dependent travel may be paid prior to the effective date of member's separation or retirement; however, to avoid possible overpayments dependent vouchers cannot be settled prior to settlement of member's voucher. If dependent vouchers are received prior to the member's voucher, return voucher to the member for resubmission with the member's settlement voucher (or maintain the dependent voucher(s) in a suspense file) (T-1). All retirement or separation vouchers are processed by the losing Financial Management Flight (T-1).

9.26.1. If traveler has an indebtedness at separation or retirement, see DFAS Manual 7010.3-M to handle accordingly.

9.26.2. Retiree Selects Overseas Home of Selection. When a retiring or retired member selects a home in an overseas location, which is not the member's Home of Record or point from which the member was initially called or ordered to active duty, the member's reimbursement is limited to the cost to the government had the member selected a home at a specified place in the Continental United States per Joint Travel Regulations paragraph 051003.

9.26.2.1. The limitation for travel and transportation reimbursement and the shipment of household goods costs are based on the same Continental United States location. The point, which is most advantageous for travel purposes, is not always the point most advantageous for the shipment of household goods. Follow these steps:

9.26.2.1.1. At the retirement briefing, Military Personnel Section should advise members who elect to retire in an overseas location to contact their local Financial Management Flight for assistance and counseling on determining and documenting the Continental United States point on which their travel and transportation entitlement is to be based.

9.26.2.1.2. The Financial Management Flight will counsel the member on allowances according to Joint Travel Regulations paragraph 051003. The member should be advised that travel is not required to the specified Continental United States point, only designate it to be used for travel and transportation (including household goods) cost comparisons. Financial Management Flight should pick the further point from the permanent duty station and explain the travel and transportation allowances to that point (T-1).

9.26.2.1.3. The retiree should then be referred to the servicing transportation office for additional counseling (regarding transportation of goods or property). The transportation office determines the point most advantageous for the shipment of household goods. The transportation office provides the member with the estimated cost for the shipment of household goods to the overseas Home of Selection, the point mentioned above and the point selected by the Financial Management Flight using the member's estimated weight of household goods. The retiree should then be sent back to the Financial Management Flight.

9.26.2.1.4. The Financial Management Flight will determine the member's estimated travel allowances to the point selected as most advantageous for shipment of household goods. The retiree must select a Continental United States point that is most advantageous when considering both the household goods shipment and travel entitlements. This point must be documented and then used by the transportation office and Financial Management Flight for allowance purposes (T-1).

Section 9B—Dependent Travel

9.27. Members must substantiate claims for reimbursement for travel of dependents in these specific cases: (T-1)

9.27.1. Permanent Change of Station Travel Orders. Members must support claims for reimbursement with a copy of the permanent change of station order for each claim (voucher) (T-1). If dependents travel from a location other than member's last station, a copy of the preceding permanent change of station orders also must be furnished (T-1). When a permanent change of station order is amended, rescinded, or revoked after dependents commence travel, a copy of the change of orders must be furnished, and a statement showing date and place notice was received (T-1).

9.27.2. Assignment to Unaccompanied Tour. Upon assignment to an unaccompanied tour where dependents are not permitted to accompany member, claims for reimbursement must be provided by the claimant, supported with: **(T-1)**

9.27.2.1. A copy of dependent travel orders, if issued.

9.27.2.2. If dependents performed transoceanic travel at personal expense, a receipt must be provided with the claim showing the kind of transportation, the cost, and the points between which the transportation was used. The traveler must obtain a statement from the origin-transportation office stating government-procured transportation was not available, if appropriate. A U.S. flag air carrier must be used; if not available, a statement to this effect is required from the transportation office. Per parent directive - Joint Travel Regulations paragraph 020206 & Table 2 and table 3 **(T-1)**.

9.27.3. Assignment from Unaccompanied Tour to Accompanied Tour. When a member is relieved from an unaccompanied tour and is assigned to an accompanied tour or when the restriction against dependents' travel is removed, claims for reimbursement submitted by the member must also be supported with: **(T-1)**

9.27.3.1. Copy of dependents' orders to rejoin the member, if issued.

9.27.3.2. If dependents performed transoceanic travel at personal expense, information is required as shown in [paragraph 9.27.2.2](#) above.

9.28. Dependent Travel for Home Basing and Follow-on Assignments. If the member's order restricts travel of dependents to the home-basing or follow-on location and transportation is performed and claimed to a different location, permanent duty travel allowances are payable according to Joint Travel Regulations Chapter 5 Part A. When such payments are made the servicing Financial Management Flight must report the violation of the home-basing or follow-on agreement to the local Military Personnel Section for possible change in assignment action (including cancellation) of follow-on agreement (due to violation) (T-1).

Section 9C—Dislocation Allowance

9.29. Members Substantiate Dislocation Allowance.

9.29.1. Members without Dependents (E4 and below <3 yrs). Claimants will support the claim with copies of a statement from the commander, or designee, at the new duty station that the member was not assigned permanent government quarters at that station (T-1).

9.29.2. Members without Dependents (E4 and above >3 yrs). A statement by the member, on the face of the claim or by separate attachment, is permitted in lieu of the document required in 9.29.1 above. This statement must include the words that permanent government quarters (privatized housing is not government quarters) were not assigned (T-1).

9.29.3. Members married to another military member with no other dependents (regardless of rank or number of years of service). A statement by the member, on the face of the claim or by separate attachment, is permitted in lieu of the document required in 9.29.1 above. This statement must include the words that permanent government quarters (privatized housing is not government quarters) were not assigned (T-1). NOTE A member with dependents who does not relocate the dependents is considered a member without dependents for Dislocation Allowance and must substantiate claim as indicated above (T-1).

9.29.4. Promotions after permanent change of station Order Issuance. Members promoted after permanent change of station orders issuance but on or before the effective date of orders, are authorized Dislocation Allowance based on the higher grade. An example of valid evidence is: Promotion orders or a print from the Master Military Pay Account showing military pay grade. This proof must be attached to the claim by the claimant or Financial Management Flight for substantiation (T-1).

9.29.5. Members with Dependents. Claimants will show all eligible dependents in Block 12 of the DD 1351-2 upon submission (T-1).

9.30. Unique Processing Requirements.

9.30.1. Reference to Secretarial Finding. When a member performs more than one permanent change of station in the same fiscal year in which a Secretarial determination is required for payment of Dislocation Allowance the travel order must cite the letter or message of approval from the SecAF (requirement of Dislocation Allowance in same fiscal year, per Joint Travel Regulations paragraph 050104 & 050501 and AFI 36-2110 paragraph 2.51) (T-1). When not cited in the travel order, the Financial Management Flight will include a copy of the letter or message of approval before Dislocation Allowance is paid (T-1). Authority from AFPC/DPAPP must be cited on the payment voucher (T-1). SecAF approval for more than one permanent change of station in a fiscal year is not required in time of national emergency, war, school tours (140 or more days), or hospital permanent change of station.

9.30.2. Old and new permanent duty station in proximity to each other or reassigned between activities at the same permanent duty station. The claimant will support the claim with copies of: (T-1)

9.30.2.1. The official personnel action document directing the reassignment, to include AF Form 2096, *Classification/On-the-Job Training Action*, or

9.30.2.2. A special order, to include a composed order, and or

9.30.2.3. A properly approved household goods movement notice. **NOTE** The Dislocation Allowance paid under this section is charged to accounting classification 57(Fiscal Year)3500 32(Fiscal Year) 5761.0*(officer) or 5861.0*(enlisted) 525725. “*” is the applicable subproject shred (F for with-dependents and S for without-dependents). The accounting classification must be annotated on the household goods movement notice by the Transportation office (T-1).

9.30.3. Partial Dislocation Allowance. Payments are made based on the information on the DD Form 1351-2. The member must include both old and new addresses on the DD Form 1351-2. Additional required documentation is the AF Form 150, *Drayage/Storage Authorization-Government Quarters* (or suitable substitute by the Housing Office), authorizing the move as for the government’s convenience, and proof that the move has been completed. For personally procured moves, the proof is in the form of a DD Form 1351-2 (signed by member and reviewer), AF Form 150 (or suitable substitute by Housing Office) or DD Form 2278, *Application for Do it Yourself Move and Counseling Checklist* (signed by the transportation office) (T-1). All payments are made after the move has been completed, and all required documentation is supplied by the claimant.

Section 9D—Shipment and Storage of Privately Owned Vehicle

9.31. Claims Procedure and Authority for Shipment of Privately Owned Vehicles. The claimant will supply the permanent change of station order and DD Form 788, as required to support payments for travel to and from the vehicle port or Vehicle Processing Center. In a case where a member performs permanent duty travel and has a commercial shipping firm process the vehicle for transport to and from the vehicle port or Vehicle Processing Center at government expense, a DD Form 788 is normally not in the member’s possession at the time the claim is processed for payment. The DD Form 788 or a statement from the member accompanied by a copy of the commercial form (provided by the shipping company) to support the payment is acceptable in this instance (T-1). **NOTE** A temporary duty order is not required when a trip separate from permanent duty travel is performed. The permanent change of station order is the authority. Joint Travel Regulations paragraph 053001, authorizes reimbursement for shipment of a privately owned vehicles at personal expense but only in exceptional cases. Such claims require an SF 1113, *Public Voucher for Transportation Charges*, and a SF 1113a, *Public Voucher for Transportation Charges (Memorandum Copy)*. The claimant will support the voucher with the member's permanent change of station orders, statement from the government representative who furnished the erroneous advice resulting in the member shipping privately owned vehicles at personal expense (51 Comp Gen. 838 (1972)), and transportation office’s statement concerning constructed-government cost, and receipt for costs incurred (T-1).

9.32. Claims Procedures and Authority for Storage of Privately Owned Vehicles. Joint Travel Regulations paragraph 032904 & 032905, authorizes reimbursement for storage of a privately owned vehicles when privately owned vehicles transportation is not authorized, or allows for storage in connection with contingency operation temporary duty. For storage in conjunction with a temporary duty (to include contingency operations), Commander must approve storage and transportation office must authorize self-procuring storage per Joint Travel Regulations paragraph 053201, 050701, & 053201 and AFI 24-602 Volume 4. The member must provide a copy of the orders and a copy of the paid storage receipt attached to the travel voucher. Privately owned vehicles storage payments are made after the fact, on a monthly basis not-to-exceed government-constructed cost.

Section 9E—Household Goods

9.33. Reimbursement for Personally Procured Transportation of Household Goods, Actual Cost Reimbursement. Joint Travel Regulations paragraph 051403, 0515, 051501, 051502, & 051503.

9.33.1. Claims for Shipment of household goods at personal expense. Claims will be submitted by the claimant for shipment or storage of household goods and baggage to the servicing Financial Management Flight. For storage in conjunction with a temporary duty to include contingency operations, Commander must approve storage and transportation office must authorize self-procuring storage per Joint Travel Regulations paragraph 020502 & 020503. If the claim is proper and contains applicable documents listed in [paragraph 9.33.2](#) below, the Financial Management Flight forwards it to the AFFSC (or paying office) to make payment which in turn sends a copy of the payment voucher and attachments to Defense Finance and Accounting Service-IN Transportation Division (T-1). That office determines if any excess costs are involved and forwards it to the Air Force Excess Cost Adjudication Function (ECAAF), Joint Personal Property Shipping Office (JPPSO)-San Antonio for collection action (T-1).

9.33.2. Supporting documents required from the claimant to accompany claims for shipment of household goods: **(T-1)**

9.33.2.1. Statement from the transportation office on the constructed cost of shipment, accessorial services, or storage by government bill of lading, that charges claimed are reasonable, and if applicable, that the member was instructed to personally arrange shipment.

9.33.2.2. Properly executed DD Form 1351-2 to include the member's certification: "I certify that this shipment (including drayage, storage, packing, and crating) consisted of household goods and personal effects. These items belonged to me and were used by me (or my dependent(s)) before my transfer effective date (TED). They were not intended directly or indirectly for any other person or persons, or for sale. The following shipments were previously made at government expense under the identical travel order supporting the claim. (If no previous shipments, show 'none'.) I further certify that the declared Professional Books, Papers, & Equipment belong to me and are necessary in the performance of my official duties."

9.33.2.3. Financial Management Flight will verify that members submitting the household goods claims have not applied for a personally procured move. Financial Management Flight must request the claimant submit a signed and dated letter stating that he or she did not request shipment under the personally procured move program. The Financial Management Flight must verify this fact with a phone call (message if necessary) to the claimant's losing transportation office, when in doubt. An annotation on DD Form 1351-2 indicating verified by, date verified, person(s) contacted, and place contacted is required to support the reimbursement for the personally procured shipment claim (T-1).

9.33.2.4. A copy of all applicable orders.

9.33.2.5. Receipted bills signed by the company's authorized agent.

9.33.2.6. Copy of time extension certificate, power of attorney, or written authorization.

9.33.2.7. A claimant's statement showing necessity for any storage over 90 days. This is a personal statement. Non-availability of government storage is not an acceptable explanation.

9.33.3. Special requirements to be provided by the claimant in addition to those in section 9.33.2 above: **(T-1)**

9.33.3.1. Itemize packing charges to show size, type, and number of containers used, with charge for each.

9.33.3.2. Receipts for packing, crating, drayage, unpacking, and uncrating must be itemized. Support with a statement by transportation office for the area on availability of government facilities. Show costs if transportation office had performed or procured the services. (This is not required for accessorial services itemized on a Government Bill of Lading for line-haul van shipment.)

9.33.3.3. When claim is for temporary commercial storage, the claimant will attach: **(T-1)**

9.33.3.3.1. A copy of the Government Bill of Lading or other shipping document showing performance of shipment.

9.33.3.3.2. Statement by the transportation office, or representative, nearest the point of storage showing: **(T-1)**

9.33.3.3.2.1. If government storage was available. Also, whether household goods could have been stored unpacked and uncrated if the initial move was by van. If shipment was by ordinarily freight, show whether facilities for packed and crated household goods were available.

9.33.3.3.2.2. If conditions existed beyond control of the owner to preclude withdrawal from storage in the first 90 days.

9.33.3.3.2.3. Itemized cost had services been performed or procured by the government.

9.33.3.4. When a conveyance (or operator of a conveyance) is rented or hired, the claimant will include: **(T-1)**

9.33.3.4.1. Copy of the rental or hiring agreement.

- 9.33.3.4.2. Certified weight tickets if an approved household goods carrier makes move. If member is unable to obtain certified weight tickets see AFI 24-602, Volume 4.
- 9.33.3.5. When Government Bill of Lading or contract has made shipment and claim is for charges not assumed by the government, the claimant will furnish a copy of the shipping document (T-1).
- 9.33.3.6. When shipment is incident to reenlistment, the claimant will attach a copy of the separation orders from prior enlistment (T-1).
- 9.33.3.7. When shipment is incident to retirement, the claimant will attach a copy of the voucher paying personal travel to home of selection (T-1).
- 9.33.3.8. Cash (or collect) on delivery charges must be provided by the claimant as itemized for services performed by company making the charge (T-1).

9.34. Accessorial Services.

- 9.34.1. If a member or owner incurs expenses for storage, drayage, packing, crating, uncrating, or unpacking, and requests reimbursement, the member should file a claim with the nearest Financial Management Flight. Financial Management Flight checks to assure that: **(T-1)**
- 9.34.1.1. Claimant completes and signs a SF 1034, *Public Voucher for Services Other than Personal*, to include certification of the claimant in this form: "I hereby claim reimbursement for accessorial charges in the amount of _____. I certify that the household goods and personal effects belonged to me and were used by me (or my dependent(s)) before the effective date of change of station orders. They were not intended directly or indirectly for any other person or persons, or for sale. These accessorial charges were previously made at government expense under identical travel orders supporting this claim." (If no accessorial charges were previously made, show none.) "I further certify that the declared "PBP&E" (Professional Books, Papers, and Equipment) belong to me and are necessary for my official duties." **(T-1)**
- 9.34.2. Transportation office will furnish a statement of constructed-cost had the government arranged for the provided services (T-1).
- 9.34.3. Receipted bills signed by an authorized agent of the company providing service will be furnished by the claimant (T-1).

9.35. Personally Procured Move for Moving Personal Property, Payment of Monetary Allowance. Per parent directive - Joint Travel Regulations paragraph 051403, 0515, 051501, 051502, & 051503.

- 9.35.1. Financial Management Flight Responsibility: **(T-1)**
- 9.35.1.1. Processes claims for advance operating allowances.
- 9.35.1.2. Processes collection action of advance for operating allowances when notified that such action is appropriate.
- 9.35.1.3. Provides copies of the certification of expense forms to the transportation office for use as a handout during personally procured move counseling.
- 9.35.2. Payment Procedures - Advances:

9.35.2.1. Members may obtain advance personally procured move operating allowances to help defray expenses. Transportation officers may authorize an advance, limited to 60 percent of the estimated Government Bill of Lading or local contract cost. **NOTE** This is equivalent to 95 percent of the personally procured move entitlement. The transportation office inserts the following information in the remarks section of DD Form 2278 (or suitable substitute by Transportation system): "Operating allowance in the amount of \$_____ is authorized." If the member is either not authorized or does not choose to receive an advance payment, the transportation office so states in the remarks section of the DD Form 2278 (or suitable substitute by Transportation system) (T-1).

9.35.2.2. The transportation office directs the member to the Financial Management Flight to request the advance payment (T-1).

9.35.2.3. The Financial Management Flight will annotate the remarks block of the DD Form 2278 (or suitable substitute by Transportation system) with the voucher number, Disbursing Station Symbol Number, and date. Ensure member is in possession of Certification of Expense form and counsel the member to turn it in with the settlement claim (T-1).

9.35.2.4. The Financial Management Flight or paying office will use funds cited on the travel order for all payments. For 57*3500 appropriation charges, subproject *Y must be recorded on all funding documents except for projects 5720, 5820, 573X, 5742, 5769, 5869, and 5882. (See AFMAN 65-604.) (T-1)

9.35.2.5. The paying office will record payment in the appropriate accounting system as applicable (T-1).

9.35.2.6. For Army, Navy and Marine Corps members, personally procured move operating allowance documentation is processed according to the appropriate Service instruction. Department of Defense Financial Management Regulation Volume 9 060302 provides addresses for each Service as to where to send the sister-service claims. Incentive payments are paid to members of other Services by their own Service; these payments are not paid by the Air Force (except when 57*3400 funds are paying for the move otherwise). (T-0)

9.35.3. Payment Procedures - Settlements.

9.35.3.1. Final payment for permanent change of station related personally procured move moves are processed and processed by the Financial Management Flights or payment office. Payment vouchers will be supported by as required by Financial Management Flight verification: (T-1)

9.35.3.1.1. DD Form 2278 (or suitable substitute by Transportation system), transportation office-constructed government bill of lading (or suitable substitute by transportation system) or local contract cost, and member's certification.

9.35.3.1.2. Certified scale weight tickets (gross and empty) or constructed weight statement. When the conveyance and the contents both qualify as household goods (e.g., boat and boat trailer) a gross weight certificate only is acceptable (as determined by the transportation office).

9.35.3.1.3. Member certification of expenses (or suitable substitute by Transportation system), including signature.

9.35.3.1.4. Copy of the travel order. AF Form 150 (or suitable substitute by Housing Office), is used in place of an order for local moves and cites 57*3400 O&M Funds.

9.35.3.1.5. Properly filled out and claimant-signed DD Form 1351-2.

9.35.3.2. Record payments in the appropriate accounting system.

9.35.4. Income Tax.

9.35.4.1. Federal income tax is withheld from the financial incentive (profit) portion (excess of allowance over certified expenses) earned by personally procured move participants. The paying office enters federal income tax withholding (FITW) deduction at the current Internal Revenue Service rate in the payment computation payment block of the payment voucher as appropriate. **(T-0)** See Defense Finance and Accounting Service Manual 7077.2-M, Section 30 for further guidance.

Section 9F—Mobile Home Allowance

9.36. Claims. The DD Form 1351-2 is used by the claimant to claim mobile home allowance. **(T-0)**

9.37. Substantiating Documents. The member's travel order supporting the voucher must contain authority to move a mobile home. In the case of personally procured transportation of a mobile home, a statement of authorization issued by a transportation office is required. Include the information prescribed below.

9.37.1. Information Necessary for Computations. The claimant will complete the DD Form 1351-2, Block 15 to show the starting point and destination within Continental United States or Alaska (T-1).

9.37.2. Dependent Travel Authorization. When a mobile home is transported to or from a designated place pursuant to Joint Travel Regulations paragraph 051301, 051403, 051801, & 052002, the claim submitted by the claimant must be supported with a copy of the orders authorizing the dependents' travel to the member's permanent duty station (T-1).

9.37.3. Where a claim involved movement of a mobile home by personally procured commercial transportation, the original voucher must be supported with the original or legible copy of the commercial transporter's bill. The bill must be completely itemized to avoid the settlement of unauthorized costs. Where the voucher includes settlement of an advance of mobile home allowance, and the transporter is the same one submitting the estimate on which the advance was based, the claimant provides the DD Form 1351-2 the transportation agent's (company's) statement, with a copy of the DD Form 1351 received from the Financial Management Flight who paid the advance. The claimant uses either a paid or unpaid bill to support the claim for mobile home allowance (T-1).

Chapter 10

ADVANCES

10.1. Department of Defense Standard Travel Advance Policy. See also Department of Defense Financial Management Regulation, Volume 9. It is departmental policy that travel advances are not authorized unless the traveler has not been issued a government travel charge card or an exception is granted by the Commander. The government travel charge card will be used by all DoD personnel for expenses incurred during temporary duty and or permanent duty travel. Travelers, who have a government travel charge card, requiring cash will use their individual billed account travel charge card to withdraw cash from an ATM or bank. Personnel who do not have a government travel charge card should obtain advances through electronic funds transfer or advance via the Defense Travel System or the finance office via the Air Force Financial Services Center (unless the base is responsible for processing their own payments). All non-Defense Travel System advances are to be made by AFFSC (unless the base is responsible for processing their own payments). Financial Management Flight is only authorized to pay advances on an emergency basis and must report them to HQ AFIMSC who send the report monthly to AFFSC per the SAF/FMFC (AFAFO) "Emergency Travel Advance Payment" procedures (T-1).

10.2. Payment requests. Financial Management Flights (or paying offices) will use DD Forms 1351 and 1351-6 to process advance payments for travel allowances (T-1). The DD Form 1351 is the only form that can be used for separation or retirement travel and civilian permanent duty travel allowances.

10.3. Unique Requirements.

10.3.1. Separation or Retirement. A member who is separating or retiring can be paid an electronic funds transfer advance incidental to separation/retirement no more than 10 workdays prior to the member and/or dependent(s) actual travel dates. This payment is to be done by the paying office no more than 10 workdays prior to the member and or dependent(s) scheduled travel dates (T-1). Retirees and their dependents may be advanced one hundred percent of the amount computed under [paragraph 10.5.2](#) of this publication, by the paying office (T-1). For separation travel, the member may be advanced by the paying office Monetary Allowance in lieu of Travel or transportation cost for personal travel only, and seventy five percent of the applicable Monetary Allowance in lieu of Travel or transportation cost for the dependents (T-1). Per diem advance is not authorized for separatees that have served less than ninety percent of their initial prescribed period of service. **(T-0)** For members separating with less than ninety percent prescribed service of their initial enlistment, see Joint Travel Regulations paragraph 050402 for advances and Joint Travel Regulations paragraph 051002 & 051002 for allowances. For members separating under other than honorable conditions, see Joint Travel Regulations paragraph 051002 & 051005 as applicable.

10.3.1.1. If the retiree selects an overseas Home of Selection the retiree must complete a letter to the Financial Management Flight and transportation office. This letter documents the member's selection of the Continental United States point on which their travel and transportation entitlement will be based. This completed letter will be provided by the traveler (T-1). The original should be held at the transportation office and two copies by the traveler, one will be filed with the member's advance (if applicable) and another will be filed with the settlement voucher (T-1).

10.3.1.2. Separatees must indicate in section V of DD Form 1351 the city and state of their intended destination (T-1).

10.3.2. Group advances. The following procedure may be used for advance travel payments for groups on a processing line. When the traveler requests an advance, annotate copies of the travel orders with the daily voucher number assigned for advances. Also, write the amount of the advance and the appropriate accounting classification on each travel order, if more than one is present. Give a copy of the order to the cashier who will enter the payment data on a DD Form 1351-6. The Financial Management Flight balances with the cashier and prepares a DD Form 1351 as the coversheet (T-1).

10.3.3. Civilian Employee Permanent Duty Travel. Employees are to maximize use of the government travel charge card for permanent duty travel. If an employee does not have a government travel charge card an advance via electronic funds transfer may be processed by the losing Financial Management Flight. Advances covering employee permanent change of station moves are to be made in incremental amounts to meet reimbursable expenses as they are expected to occur. Each allowance being advanced must be identified on the payment voucher by the Financial Management Flight along with the dollar amount paid. The following entitlement codes are used by the paying office to record the payment into the accounting system, at the accountable station, and may be used in lieu of the entitlement name to identify the allowance being advanced on the payment voucher:

10.3.3.1. EM - Employee Travel

10.3.3.2. DP - Dependent Travel

10.3.3.3. HH - House-hunting Trip

10.3.3.4. TQ - Temporary Quarters Subsistence Expense

10.3.3.5. HG - Household Goods Shipment and or Storage (not on Government Bill of Lading)

10.3.3.6. MH - Mobile Home Movement (not on Government Bill of Lading)

10.3.3.7. Advances for any other permanent change of station allowances are not authorized. To prevent possible overpayments when the settlement is processed, advances computed by the Financial Management Flight for Temporary Quarters Subsistence Expense Allowance or household goods Shipment and or Storage must be reduced by twenty eight percent to offset any potential tax liability (T-1).

10.3.4. Military Member Permanent Duty Travel. Members are to maximize use of the government travel charge card for all permanent duty travel. See above, when members are traveling on other than Fund Code 32 funds the Financial Management Flight will need to utilize the following codes:

10.3.4.1. PM - Member Travel

10.3.4.2. PD – Dependent Travel

10.3.4.3. PE – Temporary Lodging Expense

10.3.4.4. PH – Mobile Home Move

10.3.4.5. PL – Dislocation Allowance

10.3.4.6. PV – Privately owned vehicles drop-off and pick-up (at port or Vehicle Processing Center)

10.3.4.7. PY – Personally Procured Move

10.4. Payment of Advance Travel Allowances. As prescribed in parent guidance - Joint Travel Regulations paragraph 010204.

10.4.1. General. When a request for advance is submitted by the traveler to the Financial Management Flight, advise the traveler that any debt resulting from the receipt of the advance is subject to travel settlement and or payroll deduction. The travel advance payment cannot exceed the estimated cost of the official travel. All temporary duty advances should be processed by the traveler's home station Financial Management Flight (except in cases of emergency, then an en route Financial Management Flight can assist and process) (T-1).

10.4.2. Mobile Home Allowance. See also Joint Travel Regulations paragraph 010204, 020605, 030201, 031401, 032402, 033005, 033202, 033402. If the member is unable to use the government travel charge card for shipment of the mobile home, the member can request an electronic funds transfer advance thru the servicing Financial Management Flight. The member's request for an advance must be supported by a written statement from the Transportation Office showing the points between which the shipment is authorized based on the member's Permanent Change of Station orders and the cost to ship the member's entire Household Goods allowance at government expense between the same points (T-1). Procedures covering advance payment of this allowance for employees are in Joint Travel Regulations paragraph 5656 and for members are in Joint Travel Regulations paragraph 052301.

10.4.3. Dependent Travel. See also Joint Travel Regulations paragraph 050406, 050407, 050409, 050803, 051103, 051201, 051204. An electronic funds transfer advance of dependent permanent duty travel allowances is authorized and payable to the member upon request. The servicing Financial Management Flight only pays this advance when the dependents will relocate from the old permanent duty station (T-1). When the movement of dependents is delayed, the member must submit the request for an electronic funds transfer advance of permanent duty travel allowances from the new permanent duty station servicing Financial Management Flight (T-1). An advance request for dependent(s) of a deceased member may be processed by any Air Force installation (T-1). The processing Financial Management Flight sends the voucher information by message within two days of payment to the deceased member's final servicing Financial Management Flight (T-1).

10.4.4. Return of Absentees, Stragglers, Deserters or Other Members without Funds. See also Joint Travel Regulations paragraph 7665. A Financial Management Flight may advance funds requested to an absentee, straggler, deserter or other member without funds (T-1). The funds may equal cost of meal tickets and or government procured transportation necessary for travel to the new duty station or place directed by competent authority, if not provided. The Financial Management Flight advises the member's commander of the amount advanced and the accounting classification from which funds were advanced by providing a copy of the voucher (T-1). This advance is entered by the Financial Management Flight on the member's master military pay account (MMPA) (T-1). When government procured transportation and or meal tickets are issued, take cost charge action prescribed in DFAS Manual 7010.3-M. (T-0)

10.4.5. Officer Training School Advance Payments. The losing permanent duty station must not pay a member an advance beyond Officer Training School (T-1). The member may elect to receive an advance after graduation from Officer Training School from the Maxwell Financial Management Flight (T-1). The Maxwell Financial Management Flight will inform the member to submit all copies of orders from the last permanent duty station to Maxwell AFB and from Maxwell AFB to their new permanent duty station to include any temporary duty en route when they settle their travel voucher at the next permanent duty station to account for the entire period (T-1).

10.4.6. Personally Procured Move. The government travel charge card should be used to procure supplies and services associated with personally procured household goods shipments, mobile home moves, and personally procured moves. **(T-0)** The use of the government travel charge card to obtain cash advances is authorized for personally procured move mobile home moves and personally procured moves. **(T-0)** personally procured moves must be approved by the transportation office in advance of the move for it to be payable. **(T-0)** Strongly encourage members to obtain an estimate of the costs (from the transportation office) they expect to be reimbursed (entitled) by the government before utilizing the government travel charge card for personally procured household goods shipments, mobile home moves, or personally procured moves. This will assist in keeping charge amounts at or below the settlement amount to avoid residual balances due by the member.

10.4.7. Partial Settlement Vouchers for Temporary Duties over 45 days - **Chapter 15** of this document discusses Defense Travel System interim (mandatory scheduled partial payments) instructions. In accordance with SAF/FM memo dated Sep 25, 2013, partial settlement vouchers via eFinance will be the avenue for any non-Defense Travel System temporary duty claims in which the member wants interim vouchers (T-1). Partial Settlement Vouchers require receipts submitted by the traveler for any expense claimed over \$75, mandatory receipts (i.e., lodging, and or airline, if claimed for that period), and a copy of the travel orders (T-1). Partial Settlement Vouchers should be submitted by the traveler via eFinance (where available) or filed on a DD Form 1351-2 via email or mail if eFinance access is not available (T-1). **NOTE** Accrual payments (those for unspecified amounts without receipts) are not appropriate as of June 2013, in accordance with SAF/FM memo.

10.5. How to Compute Advances.

10.5.1. Temporary Duty.

10.5.1.1. Government Travel Charge Cardholder (See Glossary). A cardholder is not authorized an advance cash or check or electronic funds transfer payment from a Financial Management Flight or agent office, except in unique (and justified) circumstances (T-1). Exception: A Financial Management Flight or agent is authorized to make an advance payment for authorized out-of-pocket expenses when the order states the cardholder is not able to use a government travel charge card for authorized expenses.

10.5.1.2. Other travelers. The paying office will limit the travel advance to 80 percent of all authorized out-of-pocket expenses the traveler expects to incur during travel, plus up to 100 percent of authorized conference (not training) registration fees, when applicable (T-1).

10.5.1.3. Travel by privately owned vehicle for the traveler's convenience. Follow the procedures in [paragraph 5.3](#) of this manual to compute the transportation allowances. See [paragraph 10.5.1.1](#) or [paragraph 10.5.1.2](#) for advance payment limitation.

10.5.2. Permanent Change of Station (permanent duty travel).

10.5.2.1. Members. Members who do not have a government travel charge card are authorized 100 percent of authorized permanent change of station allowances by the paying office. If the member is to perform a temporary duty en route, the paying office will compute the temporary duty advance portion (stationary days) as prescribed by [paragraph 10.5.1.2](#) above (all members are categorized as "other travelers" for temporary duty en route purposes) (T-1).

10.5.2.1.1. Temporary Lodging Expense Advance. See also Joint Travel Regulations paragraph 050602. Travelers who do not have a government travel charge card are authorized 100 percent of authorized expenses by the paying office (T-1). When a request for advance is submitted by the traveler the Financial Management Flight must advise the traveler that any debt resulting from the receipt of the advance is subject to travel settlement offset and or payroll deduction (T-1).

10.5.2.2. Employees. See [paragraph 10.3.3](#) above, Joint Travel Regulations paragraph 054207, 0543, 0545, 0547, 052301, 054007 & Chapter 5, part B, and Department of Defense Financial Management Regulation Volume 9. Also, see [paragraph 10.5.2.1](#) for advance payment limitation for permanent duty travel and temporary duty en route stationary days.

10.6. Funds Chargeable. The Financial Management Flight or paying office charges travel advances to the funds certified as available and cited in the travel orders. When funds for two fiscal years are cited on the orders, charge advances to the fiscal year current at the time of payment, regardless of when actual travel commences. (T-1)

10.7. Time of Payment. Except when otherwise provided in the order, local conditions determine when payment should be made. Normally, the advance should not be paid more than three workdays before the traveler departs the permanent duty station on official temporary duty travel and ten workdays before departing on permanent duty travel (T-1). For personnel at duty locations not having a local payment office, the advance may be paid earlier as required by mail or transportation schedules (T-1).

10.8. Distribution.

10.8.1. General. Basic distribution requirements are covered in [Chapter 9](#) of this manual.

10.8.2. Advance Mobile Home Allowance for Commercial Movement:

10.8.2.1. The transportation office provides a written certification to the traveler showing the authorized shipping points based on member's permanent change of station order and what it would have cost the government to ship the member's maximum authorized weight allowance of household goods between such points. This will be provided to the Financial Management Flight when an advance is requested by the traveler (T-1).

10.8.2.2. The Financial Management Flight will attach copies of the commercial transporter's estimate of cost and transportation office's certification to the voucher (T-1).

10.9. Recording Permanent Duty Travel Advances Properly.

10.9.1. Permanent duty travel advance payments to military members (Fund Code 32 only) are charged to subproject "OX" regardless of the allowances being advanced (T-1).

10.9.2. Permanent duty travel advance payments are charged by the paying office to the applicable element of expense code "EEIC" or "Proj or Subproject and entitlement code" (See [paragraph 10.3.3](#) and [paragraph 10.4.4](#) in this manual) based on member (open allotment) or employee (T-1).

10.9.3. All Withholding Tax Allowance payments are processed by the paying office as an advance payment using an entitlement code of "WT". When the Relocation Income Tax Allowance payment is made in year two, all advances coded "WT" are taken into consideration (Withholding Tax Allowance is partial payment of Relocation Income Tax Allowance and must be accounted for in the computation) (T-1).

10.10. Follow-up. For accounting follow-up procedures on all advances, see DFAS Manual 7010.3-M.

Chapter 11

CIVILIAN TRAVEL SETTLEMENTS

Section 11A—Employee

11.1. General. Employees are required to furnish a complete statement of travel to the Financial Management Flight upon completion (T-1). Chapter 9 of this manual provides a list of applicable forms, which can be used to submit a statement of travel (claim). These forms are prepared according to Chapter 9 with the following exceptions:

11.1.1. Employees do not need to include a duty statement on the departure day from the permanent duty station or residence (T-1).

11.1.2. If the employee delays departure from temporary duty location on other than non-duty days, the departure day will be the date the employee was last available for duty (T-1).

11.1.3. Employees need not include a duty statement on the arrival day back at the permanent duty station or residence (T-1).

11.2. Travel from Temporary Duty station during Downtime. Employees on temporary duty may find themselves in the situation where training or duty is interrupted. An example of this status is during the Christmas-New Year holiday season (when training typically halts for a set period).

11.2.1. Employees remaining at the temporary duty location not taking leave continue with temporary duty allowances. (T-0)

11.2.2. Employees voluntarily returning to the permanent duty station receive allowances according to Joint Travel Regulations paragraph 020302, 020311, 020312, 020315, 032902, 0333, & 033401. Leave should be charged for all normal duty days not worked while in the vicinity of the permanent duty station. Days worked, and appropriate leave is recorded in the time and attendance system for the employee (T-1). **NOTE** Performing permanent duty station related duties while at the permanent duty station terminates the travel status and completes the order the employee was on. (T-0)

11.3. Attachments and Statements. The certificates and statements discussed in Chapter 9 of this document apply to claims submitted by employees with the following exceptions:

11.3.1. Requirement to use government quarters and government dining facility:

11.3.1.1. Pursuant to the requirement to exercise prudence when incurring expenses, an employee should check for government quarters availability if ordered to temporary duty to an installation, unless at an Integrated Lodging Pilot Program location (per Joint Travel Regulations paragraph 020303). (T-0) If the employee chooses not to utilize available government quarters, cost of commercial lodgings used Not-to-exceed the max locality rate is appropriate, unless at an Integrated Lodging Pilot Program location (per Joint Travel Regulations paragraph 020301 & 020303).

11.3.1.2. Employees are not required to use available government dining facilities at the temporary duty location. Unless a specific rate of per diem is authorized when these facilities are available, per diem may only be reduced if meals were "used" as distinguished from simply "available." (T-0) **NOTE** A meal consumed in a dining facility is not considered a deductible meal for an employee, unless in field conditions.

11.3.2. Non-availability of an Authorized Transportation Mode:

11.3.2.1. Military Air Required. When military air is required in an employee's orders, a statement of non-availability is required to substantiate reimbursement for travel by an alternate mode (T-1).

11.3.2.2. Other Specific Modes Authorized. If an employee is authorized to travel by a specific mode (other than military air) and uses an alternate mode, the employee is reimbursed for the actual mode used according to the Joint Travel Regulations paragraph 020206, 020208, 020209, 020210.

11.3.2.3. Non-availability Certificate for a government Vehicle. When travel is required by government vehicle and the permanent duty station cannot provide the vehicle, the permanent duty station transportation office issues a statement of non-availability for round trip temporary duty. This statement is to be included with the voucher submission for proper payment of appropriate transportation mode (T-1).

11.4. Processing. Employee vouchers are processed the same as for members as contained in Chapter 9 of this manual (except some entitlements are a little different). In addition, leave will not be charged on the voucher but must be reflected in the Automated Time and Attendance Personnel System (or appropriate pay system) (T-1).

11.5. Number and Distribution of Voucher Copies. The applicable forms the employee submits as their statement of travel to the Financial Management Flight the same as members (see [Chapter 9](#) of this manual).

Section 11B—Employee Permanent Duty Travel

11.6. General. Employees must submit all claims or final statements of travel to their servicing Financial Management Flight. Final settlement vouchers must contain a complete itinerary for the entire period of travel. (see [Chapter 9](#) of this manual) (T-1). Questions on civilian entitlements should be directed to the employee's Civilian Personnel Section.

11.7. Forms and Their Use.

11.7.1. DD Form 1351-2. The basic form must be used by employees to claim allowances for their personal travel, shipment of household goods, temporary storage, miscellaneous expense allowance, home marketing incentive payment, subsistence expense, and transportation of dependents (T-1).

11.7.2. DD Form 1351-2C. Must be used by the employee in conjunction with the DD Form 1351-2 when space on the basic form is inadequate because of extended itineraries or additional items of reimbursable expense, listings of transportation documents, certificates, or statements as required (T-1).

11.7.3. DD Form 1705, *Reimbursement for Real Estate Sale and or Purchase Closing Cost Expenses*. Must be used by the employee when appropriate for such claims (T-1).

11.8. Preparation.

11.8.1. Employee permanent duty travel claims are to be completed in the same fashion as for members as explained in **Chapter 9** of this manual (T-1).

11.9. Attachments and Statements.

11.9.1. General. The attachments and statements required to support an employee's claim are contained in **paragraph 9.13** of this manual. In addition, the below listed requirements apply:

11.9.1.1. Use of government quarters and government dining facility. The traveler's statement as to use of government quarters (along with lodging receipt) and government dining facility substantiates proper reimbursement (entitlement).

11.9.2. Exception by the travel approving official to the daily minimum driving distance. The travel approving or directing official may grant exception to the provisions of Joint Travel Regulations paragraph 020302, when travel between the old and new duty station is delayed for reasons clearly beyond the traveler's control. This exception submitted with the claim by the traveler supplements the statement by the traveler on the voucher explaining the circumstances, which necessitated the en route delay (T-1).

11.10. Processing. The paying office will compute allowances for employee permanent duty travel as required in the Joint Travel Regulations. Distribute all vouchers according to Chapter 9 of this document (T-1).

11.11. Dependent Travel.

11.11.1. Form and Its Use. Employees will use DD Form 1351-2 to claim permanent duty travel transportation allowances for their dependents (T-1).

11.11.2. Preparation:

11.11.2.1. Claims for concurrent employee dependent travel are to be completed in the same manner as for military dependent travel (See **Chapter 9** of this manual) (T-1).

11.11.2.2. Claims for non-concurrent travel require a separate DD Form 1351-2 from the claimant. The DD Form 1351-2 must include the same information as required for employee permanent duty travel to include all attachments and statements necessitated by the circumstances of travel (T-1).

11.11.3. Attachments and Statements:

11.11.3.1. Concurrent Travel. No unique additional attachments or statements are required for submission of these claims (T-1).

11.11.3.2. Non-concurrent Travel. Dependent's claims for traveling separately require the same support documentation as the employee's claim (T-1).

11.11.4. Processing:

11.11.4.1. Computation:

11.11.4.1.1. Concurrent Travel. Paying offices will compute allowances for dependent permanent duty travel as required in Joint Travel Regulations Chapter 5 (T-1).

11.11.4.1.2. Non-concurrent Travel. Paying offices will compute entitlements for the dependent's permanent duty travel as for the employee, had the employee traveled with the dependents per Joint Travel Regulations Chapter 5 and 5590 (T-1).

11.12. Household Goods.

11.12.1. Claims. Employees file claims for the movement and or storage of household goods on DD Form 1351-2 to the servicing transportation office, prepared in accordance with **Chapter 9** of this manual. In addition, Financial Management Flights will ensure "household goods Movement and or Storage" is annotated in Block 2 (T-1).

11.12.2. Attachments provided by the claimant with the claim.

11.12.2.1. Movement by Commercial Carrier:

11.12.2.1.1. Carrier's original bill of lading, certified copy, or a statement from the commercial carrier as to the origin and destination points (T-1).

11.12.2.1.2. Official weight certificate. **NOTE** In the absence of the weight certificate, a statement must be from the commercial carrier, of constructed weight based upon seven pounds per cubic foot of properly loaded cargo space. This must be certified by the transportation office to be considered legitimate and thus proper for payment (T-1).

11.12.2.2. Movement by Other-Than-Commercial Carrier:

11.12.2.2.1. Official weight certification (T-1).

11.12.2.2.2. Date when employee commenced movement of household goods (T-1).

11.12.3. Overseas Shipment at Personal Expense When a Government Bill of Lading or Purchase Order Is Available. If the services rendered include, in addition to transportation, other services such as packing, crating, drayage, unpacking and temporary storage, an itemization of the charge for each service is required to be submitted by the claimant (T-1).

11.12.4. Temporary Service. If itemized expenses for storage, packing, and hauling are not included in the shipping carrier's bill of lading, separate receipts are attached to the voucher by the claimant.

11.13. Commuted Rate Method. Joint Travel Regulations paragraph 054305 and AFI 24-602, Vol 4 are used by the paying office and transportation office to determine reimbursement under the commuted rate method. **NOTE** Continental United States to Continental United States moves only.

11.14. Temporary Storage. Joint Travel Regulations paragraph 5634. The paying office will compute allowance to temporary storage and related expenses according to Joint Travel Regulations Chapter 5 Part B. The paying office will reimburse actual expenses not-to-exceed computed entitlement (T-1).

11.15. Privately Owned Vehicles Shipment. See AFI 24-602, Vol 4. Shipment of a privately owned vehicle to and from an Outside the Continental United States area must be by government ship unless the transportation office specifically authorizes other means in writing (T-1).

11.15.1. Claims. Reimbursement of allowances associated with the shipment, pick-up or delivery of privately owned vehicles will be submitted on DD Form 1351-2 by the claimant. The claimant will prepare the claim according to guidance in **Chapter 9** of this manual. However, in Block 2 the Financial Management Flight will indicate travel to or from the port unless previously included in the employee claim for personal travel, otherwise write "privately owned vehicle shipment" in large letters. The traveler is required to sign (T-1).

11.15.2. Attachments: **(T-1)**

11.15.2.1. Commercial carriers bill of lading.

11.15.2.2. Receipts for related expenses.

11.15.2.3. Transportation office authorization of commercial shipment if not included in orders.

11.15.3. Processing. Paying offices will compute allowances as prescribed in Joint Travel Regulations Chapter 5 Part B (T-1).

11.15.4. Transportation in conjunction with shipment of privately owned vehicles. See also parent directive - Joint Travel Regulations Chapter 5 Part B. The permanent change of station order and DD Form 788 is required to be submitted by the claimant to support the payment for travel to and from the port or Vehicle Processing Center (T-1).

11.16. Miscellaneous Expense Allowance.

11.16.1. An advance is not authorized (T-1).

11.16.2. Miscellaneous Expense Allowance is claimed by the claimant on DD Form 1351-2, prepared according to **Chapter 9** of this manual. However, in block 2 the Financial Management Flight will write "Miscellaneous Expense Allowance" (T-1).

11.16.3. Processing. The paying office will compute the allowance according to Joint Travel Regulations Chapter 5 Part B Section 10.

11.17. Subsistence Expense. See also Joint Travel Regulations Chapter 5 Part B (Table 3 & 5772).

11.17.1. Temporary Quarters Subsistence Expense – Actual Expense. See also Joint Travel Regulations Chapter 5 Part B9c. See Air Force Manual 36-606, *Civilian Career Field Management and Development*, 2.22.1.6. and 2.22.3.2. for additional Air Force guidance.

11.17.1.1. An advance (for non-government travel charge cardholders) may be processed by the servicing Financial Management Flight to pay the estimate charge card expenses for up to 30 days. **(T-1)**

11.17.1.2. DD Form 1614. *Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel*, item 14, authorizes the number of days initially granted for Temporary Quarters Subsistence Expense by the approving official. Up to 60 days may be authorized. Days spent on an authorized House-Hunting trip must be subtracted from the total days of Temporary Quarters Subsistence Expense authorized and reduces the high Temporary Quarters Subsistence Expense rate days. No reimbursement is made for any period more than (or prior to) the period authorized unless an additional period has been authorized by an amended DD Form 1614. Approval authority rests with the commander who has the authority to fill positions per Joint Travel Regulations Appendix I. Questions regarding approval of Temporary Quarters Subsistence Expense - Actual Expense (location, duration, eligibility, etc.) shall be routed through the Civilian Personnel Section.

11.17.1.3. Effects of temporary duty Hospitalization. See parent directive - Joint Travel Regulations paragraph 054206. A dependent who remains in temporary quarters while an employee performs temporary duty and is hospitalized are authorized the full, unaccompanied rate of Temporary Quarters Subsistence Expense during the temporary duty-hospitalization period (up to the authorized Temporary Quarters Subsistence Expense day total).

11.17.1.4. Reimbursements. See also parent directive - Joint Travel Regulations paragraph 054206, 054307. The Financial Management Flight will carefully review claims for reimbursement as required by Joint Travel Regulations. Receipts are required, for any claim for a single meal \$75 or over, and to substantiate claims when costs appear to be excessive as determined by the approving official (T-1).

11.17.1.5. Home Prepared Meal Costs. See also parent directive - Joint Travel Regulations paragraph 054206, 054307. The employee can claim grocery costs for at-home meals when in a Temporary Quarters Subsistence Expense status. The paying office will divide the total grocery cost by the number of days at-home meals were consumed. The daily-proration of groceries is authorized as long as the cost of the groceries consumed is reasonable (T-1).

11.17.1.6. Form. Temporary Quarters Subsistence Expense is claimed by the claimant on DD Form 1351-2, prepared according to [Chapter 9](#) of this manual. DD Form 2912, *Claim for Temporary Quarters Expense (TQSE)*, is used by the claimant to document Temporary Quarters Subsistence Expense expenses and must be included in the claim packet (T-1).

11.17.1.7. Attachments:

11.17.1.7.1. Receipts are required for quarters cost paid (showing location, dates, and by whom occupied) and for any other single expense (as in one meal) of \$75 or more showing the date incurred. To be considered a valid receipt it must show the company name, date services were provided, unit price of item and or service, amount "paid" and "amount due" of \$0.00 or evidence of payment (T-1).

11.17.1.7.2. Statement. The claimant will use DD Form 2912 to show the cost of each meal by date. If travel and occupancy of temporary quarters for subsistence expense purposes occur on the same day, the claimant will show the arrival date and or departure date from the temporary quarters location. The date that occupancy of permanent quarters begins, or the date that household goods are moved into quarters must be shown on the claim so the paying office can process them appropriately (T-1).

11.17.1.7.3. Meal Preparation in Temporary Quarters. The proportionate cost for groceries consumed, on a daily basis, is allowable. If part of the daily meals consumed are prepared in the quarters and others are consumed in commercial facilities, this will be clearly shown in the claim by showing the number of home meals and the number of commercial meals consumed each day (T-1).

11.17.1.7.4. Temporary Duty during Temporary Quarters Subsistence Expense Period. If a temporary duty was performed during a Temporary Quarters Subsistence Expense entitlement period attach a copy of the temporary duty settlement voucher (T-1).

11.17.2. Temporary Quarters Subsistence Expense – Lump Sum. See also parent directive - Joint Travel Regulations Chapter 5 Part B9b. Temporary Quarters Subsistence Expense – Lump Sum is paid by the paying office without the requirements of receipts for specified number of days at the gaining permanent duty station locality rate (T-1).

11.17.3. Processing. The paying office will compute entitlement according to Joint Travel Regulations paragraph 054208 (T-1).

11.18. Reimbursement for Transportation Costs. Refer to Joint Travel Regulations paragraph 010201, 010205, 020206.

11.18.1. All official transportation requirements must be met using an available Defense Travel Management Office-contracted Travel Management Company or a General Services Administration-contracted Travel Management Company (where a Defense Travel Management Office-contracted Travel Management Company is not available). **(T-0)** When a Travel Management Company is available, reimbursement of personally procured transportation will be according to Joint Travel Regulations paragraph 020207. **(T-0)** When this applies, the contract fares (when available for ordered travel) are used by the paying office for limitation of payment. **(T-0)**

11.18.2. When a Travel Management Company is not available, payment will be according to Joint Travel Regulations paragraph 020207 for an employee personally procuring commercial transportation who is not assigned permanent duty on a military installation. Contract fares will not be used for limiting payment under these conditions. **(T-0)**

11.19. Real Estate Expense Limitation. Refer to Joint Travel Regulations paragraph 054504, 054505, 054506.

11.20. Real Estate Reimbursement. Joint Travel Regulations Chapter 5 Part B Section 14. The official responsible for reviewing the employee's real estate claim (Judge Advocate, etc.) will determine whether or not a particular item is reimbursable (T-1). Questions regarding the determinations should be made by the responsible official or the employee through the Civilian Personnel Section (T-1).

11.21. Real Estate Transactions and Unexpired Lease Transaction. Joint Travel Regulations paragraph 053607 & 054507 and Department of Defense Financial Management Regulation Volume 9 061001.

11.21.1. Real Estate and Unexpired Lease expenses are claimed by the claimant on DD Form 1351-2, prepared according to **Chapter 9** of this manual. In block 2, the Financial Management Flight will write "Claim for Real Estate Unexpired Lease" (T-1).

11.21.2. Attachments:

11.21.2.1. Real Estate:

11.21.2.1.1. Approved DD Form 1705 (T-1).

11.21.2.1.2. Sale of residence documentation:

11.21.2.1.2.1. Sales agreement (T-1).

11.21.2.1.2.2. Property settlement document.

11.21.2.1.2.3. Mortgage document (if a prepayment fee is claimed the document must include terms of payment) (T-1).

11.21.2.1.2.4. Paid invoices or receipts for bills paid (T-1).

11.21.2.1.3. Purchase of residence documentation:

11.21.2.1.3.1. Purchase agreement (T-1).

11.21.2.1.3.2. Property settlement document (T-1).

11.21.2.1.3.3. Loan closing statement (T-1).

11.21.2.1.3.4. Paid invoices or receipts for bills paid (T-1).

11.21.2.1.3.5. Property agreement document (T-1).

11.21.2.1.3.6. Disclosure statement on finance charges when provided by lending institutions in compliance with Public Law 90-321, *Truth in Lending Act* (T-1).

11.21.2.1.4. A copy of all related travel orders (T-1).

11.21.2.1.5. Unexpired Lease.

11.21.2.1.5.1. Receipts for authorized expenses (T-1).

11.21.3. Processing. The paying office will compute according to Joint Travel Regulations Chapter 5 and Department of Defense Financial Management Regulation Volume 9 (T-1).

11.22. Relocation Services Contract. Joint Travel Regulations Chapter 5 Section B15. AFPC/FMAC administers the relocation services contract (Department of Defense National Relocation Program) for all eligible employees except those in the Air Reserve Technician (ART) Officer career field; AFRC/A1C administers Department of Defense National Relocation Program for ART Officer positions. It is a program used in lieu of the direct reimbursement method of compensating employees for selling their home upon a permanent change of station. The official reviewing the real estate claim of an employee who was authorized the relocation services contract (but did not accept the appraised value offer) must disallow dual benefits, e.g., reimbursement for appraisal fees and termite inspection (T-1).

11.23. Relocation Income Tax Allowance. Joint Travel Regulations Chapter 5 section B16 and Department of Defense Financial Management Regulation Volume 9 0612.

11.23.1. General. Public Law 98-151 authorizes Relocation Income Tax Allowance. Its purpose is to reimburse certain employees essentially all of the additional Federal, State, and local income taxes incurred by the employee as the result of certain local travel and transportation expenses and relocation allowances which are furnished in kind, or for which reimbursement or an allowance is provided by the government. The Relocation Income Tax Allowance entitlement is a two-year, two-process calculation:

11.23.2. Withholding Tax Allowance. The Withholding Tax Allowance is an estimated partial payment of the final Relocation Income Tax Allowance payment designed to cover federal income tax withheld from the permanent change of station moving expense reimbursement. It is intended to provide an immediate offset to the tax withheld on the payment and is also subject to tax withholding. As a result, a Withholding Tax Allowance payment allows the employee to receive the same reimbursement had the withholding not been required. Department of Defense Financial Management Regulation Volume 9 indicates an employee must agree in writing to repay any excess Withholding Tax Allowance amount paid in year one. **(T-0)** The agreement is documented in the claim packet via the Withholding Tax Allowance certification sheet (T-1). The statement is "I agree to repay any excess amount of Withholding Tax Allowance paid to me in year one and submit the required certified tax information. I understand failure to comply with this requirement will preclude payment of Withholding Tax Allowance. I also understand that the entire Withholding Tax Allowance is an excess payment if the Relocation Income Tax Allowance claim is not submitted within 120 days." **NOTE** Year one - the calendar year in which the relocation expenses and resultant taxes are reimbursed to the employee. The dollar value of the reimbursement will be included on the employee's W-2 as additional income (T-1).

11.23.3. Relocation Income Tax Allowance. This payment is made by the paying office in the calendar year following the calendar year in which the Withholding Tax Allowance is paid. Relocation Income Tax Allowance is calculated by the paying office using the employee's gross compensation, tax filing status, and marginal tax rates. It reconciles the Withholding Tax Allowance payments (if requested, and paid) with the employee's personal tax liability. The employee must file a claim for Relocation Income Tax Allowance; it is not automatic. If an employee does not file for the Relocation Income Tax Allowance in year two, the employee is liable for the additional Federal Income Tax incurred as a result of the additional income (Department of Defense Financial Management Regulation Volume 9). The Relocation Income Tax Allowance does not cover any moving expense for which the Internal Revenue Service allows an exclusion. In some instances when an employee files the final Relocation Income Tax Allowance claim in the second year, he or she will be in a lesser tax bracket because of lower earned income. If the Relocation Income Tax Allowance calculation results in a negative amount the paying office will not adjust prior year or current year income (T-1). The employee is obligated to repay the amount as a debt due the government. The paying office will conduct the debt procedures according to Collection Procedures, per Department of Defense Financial Management Regulation Volume 9 (T-1). A negative W-2 (if applicable) is not issued by the paying office (T-1). The Financial Management Flight will advise the employee to consult with their tax advisor for Internal Revenue Service procedures in handling repayments of debts Internal Revenue Service (T-1).

11.23.4. Tax Withholding. Both the Withholding Tax Allowance and Relocation Income Tax Allowance are subject to federal income tax withholding (FITW), Federal Income Contribution Act (FICA), and Medicare. State and local (if applicable) tax withholding rates must be considered in the Relocation Income Tax Allowance computation. However, neither is to be withheld from the payment to the employee by the paying office (T-1).

11.23.5. Funding. Relocation Income Tax Allowance is a permanent duty travel settlement adjustment; therefore, normal prior year funding procedures apply. That is, the reimbursable expenses of an employee must be charged by the paying office against the appropriation current when valid travel orders are issued. The organization responsible for the original funding of the move has the responsibility to secure adequate funds for the adjustment vouchers (65 Comp. Gen. 45 (1984)) (T-1).

11.23.6. Requirements.

11.23.6.1. The Financial Management Flight will develop a file on each employee eligible for Withholding Tax Allowance and or Relocation Income Tax Allowance (T-1).

11.23.6.2. The Civilian Personnel Office will notify the employee of the entitlement by providing a copy of AF Form 3541, *Relocation Income Tax Allowance Employee Information Handout*; a copy of AF Form 3544, *Taxable Reimbursement Worksheet*; permanent change of station allowances; the Withholding Tax Allowance sheet; and the Relocation Income Tax Allowance Certification (T-1).

11.23.6.3. The paying office will compute and process claims by referring to Joint Travel Regulations paragraph 5730B; the AFFSC has a locally developed and maintained Relocation Income Tax Allowance worksheet for use (T-1).

11.23.6.4. The Financial Management Flight will advise the employee that the Relocation Income Tax Allowance payment will be reported to the Internal Revenue Service in current year as taxable income (T-1).

11.23.6.5. Refer to Department of Defense Financial Management Regulation Volume 9 for appropriate tax tables and detailed instructions. The Base Staff Judge Advocate will be consulted if local tax rates are questionable. When state and local taxes are computed, either manually or automatically, add them back to the entitlement due the employee. When using the automated voucher computation insert the current year ceiling to avoid "FICA withholding". This figure is subject to annual changes (T-1).

11.23.7. Covered Taxable Reimbursements. Expenses actually paid or incurred and not allowable as a moving expense deduction by the Relocation Income Tax Allowance per Department of Defense Financial Management Regulation Volume 9 shall be excluded from the calculation (T-1).

11.23.8. Tax Rates. The Joint Travel Regulations and or General Services Administration provides annual revisions of the Federal marginal tax rates and the state marginal tax rates for use in the Relocation Income Tax Allowance calculation. Local tax rates must be provided and certified by the employee for their locality (T-1). The Base Judge Advocate should be contacted regarding questionable local tax rates (T-1). The Joint Travel Regulations provides detailed instructions for calculating the combined marginal tax rates.

11.24. Earned Income. Amounts paid as reimbursement to or allowances paid on behalf of each employee for travel expenses (excluding Renewal Agreement Travel) must be included by the paying office in gross income and included on TD Forms W-2 regardless if the allowance is taxable or non-taxable (T-1). For example, per diem and mileage are included with real estate, miscellaneous expense, house hunting, and temporary quarters subsistence. Amounts paid for Transportation of Motor Vehicle, transportation paid to a third party such as government procured shipments, and Non-Temporary Storage will be included in earned income (Public Law 115-97, effective 1 January 2018 suspended exemption of certain permanent duty expenses from earned income). Refer to Department of Defense Financial Management Regulation Volume 9 when reimbursements span more than one year. **NOTE** Earned income includes spousal earned income if employee is filing a joint return with the IRS. If the employee excludes the spousal income this does not preclude a Relocation Income Tax Allowance payment to the employee, but may reduce the employee's entitlement (T-1).

11.25. Federal Income Tax Withholding (FITW).

11.25.1. The procedures for paying offices to withhold these are as follows:

11.25.1.1. Collect federal income tax withholding at the current percent of the taxable amount due on the travel voucher (T-1). **NOTE** The current percentage and Gross Limitation can be obtained from the Internal Revenue Service Publication 15, Circular E.

11.25.1.2. Collect Social Security at the current percent of the taxable amount due on the travel voucher, if a FERS (Federal Employees Retirement System) plan employee, subject to the current Gross Limitation. CSRS (Civil Service Retirement System) plan employees are not subject to Social Security deductions (T-1).

11.25.1.3. Collect Medicare at the current percent of the taxable amount due on the travel voucher (T-1).

11.25.1.4. Collect Employer Contribution, Agency Matching, equal to the amount collected of Social Security and Medicare. Charge EEIC 421SS for the same amount (T-1).

11.25.1.5. Credit these amounts collected to 57F3875.0010 (followed by Automated Disbursing System Number of the paying Financial Management Flight) (T-1).

11.25.1.6. Forward file of civilian permanent change of station paid claims to the servicing DFAS Site for issuance of TD Form W-2 (T-1).

11.25.2. Items Taxable. Under the Treasury Fiscal Requirements Manual, part III, 4080.10, the following allowances paid to employees are not subject to taxation when processed at the paying office:

11.25.2.1. Outside Continental United States Non-temporary Storage and POV Shipment. **(T-0)**

11.25.3. Air Force Employees Paid by Army, Navy, or Marine Corps. Army, Navy, and Marine Corps disbursing officers making payments to Air Force employees issue TD Form W-2 thru their channels, and account for the funds directly with the Internal Revenue Service.

Table 11.1. Table for Relocation Income Tax Allowance for Employees.

EXPENSE (ALLOWANCE)	ADVANCE (1) AUTHORIZED	WITH HOLDING TAX ALLOWANCE(2) PAYABLE	EXPENSE TAX DEDUCTIBLE	WITHHOLD (3) FEDERAL TAX	INCLUDE AS INCOME ON W-2	INCLUDE ON WORKSHEET	INCLUDE IN RELOCATION INCOME TAX ALLOWANCE COMPUTATION	REMARKS
1. En route travel (old-new permanent duty station)	YES	YES	YES-LIMITED (4)	YES	YES	YES	NO	Limited deduction (Internal Revenue Service Pub 521)
2. Household goods shipment (includes temporary storage)	Yes, if not on Government Bill of Lading	NO	YES-FULLY (4)	NO	YES	YES	NO	Temporary storage limited to first 30 days in Continental United States
a. Temporary Storage 1 st 30 days	YES	NO	YES-FULLY (4)	NO	YES	YES	NO	
b. Over 30 days	YES	NO	NO	YES (2)	YES	YES	YES (5)	

EXPENSE (ALLOWANCE)	ADVANCE (1) AUTHORIZED	WITH HOLDING TAX ALLOWANCE (2) PAYABLE	EXPENSE TAX DEDUCTIBLE	WITHHOLD (3) FEDERAL TAX	INCLUDE AS INCOME ON W-2	INCLUDE ON WORKSHEET	INCLUDE IN RELOCATION INCOME TAX ALLOWANCE COMPUTATION	REMARKS
3. Mobile Home (in lieu of household goods)	YES, if not on Government Bill of Lading	NO	YES-FULLY	NO	YES	YES	NO	
4. House-hunting	YES	YES	NO	YES (2)	YES	YES	YES (5)	
5. Temporary Quarters	YES	YES	NO	YES (2)	YES	YES	YES (5)	
6. Real Estate	NO	YES	NO	YES (2)	YES	YES	YES (5)	
7. Miscellaneous Expense	NO	YES	NO	YES(2)	YES	YES	YES (5)	
8. Home Marketing Incentive Payment	NO	NO	NO	YES (2)	YES	YES	YES (5)	

EXPENSE (ALLOWANCE)	ADVANCE (1) AUTHORIZED	WITHHOLDING TAX ALLOWANCE (2) PAYABLE	EXPENSE TAX DEDUCTIBLE	WITHHOLD (3) FEDERAL TAX	INCLUDE AS INCOME ON W-2	INCLUDE ON WORKSHEET	INCLUDE IN RELOCATION INCOME TAX ALLOWANCE COMPUTATION	REMARKS
9. Relocation Services								Currently handled by HQ USAF/DPP

NOTES:

1. Withholding Tax Allowance is not paid on advance payment. Relocation Income Tax Allowance payments are not paid in advance; expenses must be incurred and claimed.
2. Withholding Tax Allowances payable on settlement claims (vouchers) on reimbursed expenses which are not tax deductible.
3. Dollar limit on tax deduction: The expenses of moving household goods and traveling to the new home are not limited to any amount. However, the combined total of all other moving expenses may not be more than \$3,000 in the Continental United States or \$6,000 Outside the Continental States.
4. Include Relocation Income Tax Allowance computation to the extent it is not tax deductible.

Figure 11.1. Relocation Income Tax Allowance Certification Letter.

Relocation Income Tax Allowance Certification		
This certification must be attached to DD Form 1351-2 to support Allowance Claim		
Name _____		
Reporting Date _____		
Duty Phone _____		
I certify that the following information, which is to be used in calculating the Relocation Income Tax Allowance to which I am authorized, has been (or will be) shown on the income tax returns filed (or to be filed) by me (or by my spouse and me) with the applicable Federal, State, and local tax authorities for tax year _____.		
Gross compensation as shown on Form(s) W-2 (including Form W-2 for relocation) and or net earnings (or loss) from self-employment income shown on Schedule SE (line 1 plus line 2).		
The W-2s or SEs copies are attached to the claim upon submission.		
	Forms W-2	Schedule SE
Employee (Wages)	\$ _____	\$ _____
(Relocation)	\$ _____	\$ _____
Spouse (*If filing joint return)	\$ _____	\$ _____
Total	\$ _____	
Filing Status: _____		
State Name _____, (if any, in which you incurred State Income Tax liability on relocation reimbursements at the new job location in tax year shown above. Instructions dealing with taxes by two states (Department of Defense Financial Management Regulation Volume 9).		
Locality Name _____ (If any, in which you incurred local income tax liability on relocation reimbursements at the new job location in tax year shown above).		
The above information is true and accurate to the best of my knowledge but I (we) agree to notify the Financial Management Flight of any changes to the above (i.e., from amended tax returns, tax audit, etc.) so that appropriate adjustment to the Relocation Income Tax Allowance		

can be made. The required supporting documents are attached. Additional documentation will be furnished if requested.

PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS OR BOTH (18 U.S. Code 287).

Employee's Signature _____ Date _____

Spouse's Signature (if joint return) _____ Date _____

Chapter 12

TRAVEL UNDER UNUSUAL CIRCUMSTANCES

12.1. Emergency Evacuation Allowances. In accordance with Joint Travel Regulations Chapter 6. See also, “FSO CONUS EVAC GUIDE” for information on authorizations and claims.

12.1.1. Military Dependent Payments. An evacuated dependent (or representative designated by the member (sponsor) on a DD Form 1337, *Authorization/Designation for Emergency Pay and Allowances*) may be paid evacuation allowance(s). Payment made en route to the safe haven or designated location is posted to the DD Form 1337. See Air Force Manual 65-116, Volume 1, for procedures pertaining to DD Form 1337. Claims for evacuated dependents who travel to a designated place are handled by the closest Financial Management Flight servicing the designated location, where practical. To process payments, the claimant furnishes the paying Financial Management Flight the following information: **(T-1)**

12.1.1.1. Sponsor’s name and social security account number (SSAN).

12.1.1.2. Name of designated dependent or representative to receive payment.

12.1.1.3. Names and ages of dependents and their relationship to sponsor.

12.1.1.4. Dependent’s mailing address at the designated place.

12.1.1.5. A copy of the evacuation order, certification roster, and related documents can be obtained by the Financial Management Flight from the home station servicing Financial Management Flight (when available), or from the HQ AFIMSC or MAJCOM as applicable.

12.1.1.6. Date transportation to the designated place was accomplished, furnished, or made available. When this information (documentation) is received, the handling (interim, near designated location) Financial Management Flight coordinates with the dependents to fill out the necessary documentation for the interim claim(s).

12.1.2. Dependents who travel to a temporary (safe haven) location under Joint Travel Regulations Chapter 6 will have their claims processed by the home station servicing-finance office so long as it is operational, interim claims are processed by the Financial Management Flight servicing the safe haven area (T-1).

12.1.3. Instructions for preparation of vouchers are in **Chapter 9** of this manual.

12.1.4. Dislocation Allowance. An advance payment of Dislocation Allowance is allowable if necessary when evacuation of command-sponsored dependents is to a designated place. The payment is made to the dependent (or representative designated by the member) on the evacuation order. The amount payable is prescribed in Joint Travel Regulations paragraph 060105, 020206, & 060206. The home station servicing-Financial Management Flight processes the documentation for payment (T-1).

12.2. Dependent Movement Incident to Evacuation. Any member who is on duty at a station designated by Secretariat-level designation as being within a zone from which dependents were evacuated for military reasons must support his or her claim for dependent(s) travel with:

12.2.1. A copy of evacuation orders and certification roster.

12.2.2. Statement as to where dependents were located on date area was originally ordered evacuated.

12.2.3. If the dependents were moved to a designated place in the US from Outside the Continental US, state the port of entry in the US.

12.2.4. If married overseas, place and date of marriage.

12.2.5. If dependents personally procure transoceanic travel to Continental US, see Joint Travel Regulations Chapter 6.

12.2.6. The DD Form 1351-2 should be signed by the claimant (the adult dependent if the sponsor did not travel concurrently, for example) (T-1).

12.3. Employee and Dependent Payments. Employees and their dependents are authorized to evacuation travel allowances under the Joint Travel Regulations. These allowances are handled by the home station servicing-Financial Management Flight, so long as it is operational. If not operational the Financial Management Flight servicing the safe haven area will support the evacuees for interim claims. When the United States is designated as a safe haven, interim payment may be handled by any Financial Management Flight. Payments must be supported by the appropriate form or by an acceptable certification per Department of Defense Financial Management Regulation Volume 8 Chapter 3. The Financial Management Flight must obtain a copy of the evacuation order for substantiation of the claim. This can be supplied by the traveler if they have it, otherwise this is to be requested from the HQ AFIMSC or related MAJCOM (as appropriate). (T-1)

12.4. Travel to and from Officer Training School.

12.4.1. Civilian Accession to Officer Training School. The Maxwell Financial Management Flight processes these members into the Air Force upon arrival at Officer Training School. The Maxwell Financial Management Flight submits the transfer-out transaction using the graduation date as the departure date upon completion of Officer Training School. The member's voucher will cover departure time from Maxwell through arrival at first permanent duty station (T-1).

12.4.2. Enlisted Member to Officer Training School. When an enlisted member is ordered to Officer Training School, the status at Officer Training School is temporary duty en route. Exception is if the member will attend follow-on training at Maxwell which, when combined with Officer Training School, will exceed 20 weeks, or if the new permanent duty station will be Maxwell. Upon arrival at Officer Training School, members (not in the exception above as TDY en route over 20 weeks, or Maxwell as next PDS) will submit a no-pay-due travel voucher (T-1). The Maxwell Financial Management Flight uses this voucher to transfer ("gain") the member in and settle member's leave account; this must be done before commissioning. Upon completion of Officer Training School, the Maxwell Financial Management Flight submits the transfer-out transaction using the graduation date as the departure date (T-1). Upon arrival at the permanent duty station, the member's voucher is prepared from departure time from the old permanent duty station before Officer Training School, through arrival time at the new permanent duty station (T-1). The member is entitled to per diem as an enlisted member while attending Officer Training School as temporary duty en route, and as an officer following commissioning and at temporary duty stations en route following Officer Training School. The gaining Financial Management Flight paying office computes the member's entitlement

from the old permanent duty station through Officer Training School and any other Temporary Duties en route to the new permanent duty station and processes payment (T-1). The transfer-in (“gain”) transaction for Defense Joint Military Pay System covers the period beginning with departure from Maxwell through arrival at the new permanent duty station (T-1).

12.5. Vicinity Travel (also called “in and around mileage”).

12.5.1. Claim Preparation by the claimant: (T-1)

12.5.1.1. In and around permanent duty station. Claims for vicinity travel within or near the permanent duty station are reimbursed via Defense Travel System “local voucher” where available, or in very rare cases a manual OF 1164 (T-1).

12.5.1.2. In and around temporary duty locations. Commanders, or their designated representatives, may authorize (in advance) or approve (after the fact) reimbursement of transportation expenses covered in this section. Authority to perform such travel must be classified as a special authorization under AFI 65-103, *Temporary Duty Orders*. The authorization for reimbursement of expenses incurred within and around a temporary duty station is normally included in the basic travel order and claim made on DD Form 1351-2. If reimbursement for such expenses is approved after the travel has been performed, amend the Defense Travel System voucher to include such mileage as a non-mileage expense. If Defense Travel System was not used for a temporary duty order use the Defense Travel System “local voucher” (where available), or an OF 1164 (where Defense Travel System is unavailable) to show such approval and process for payment with all appropriate documentation. **NOTE** approving officials may not approve their own vouchers for payment (T-1).

12.5.2. Claim Submission by claimant: (T-1)

12.5.2.1. Transportation at or around permanent duty station. Submit claims no later than five workdays after the end of the month in which the transportation is accomplished (T-1).

12.5.2.2. Transportation at temporary duty Station. Submit claims for reimbursement for transportation within and around temporary duty station on the Defense Travel System travel voucher or include in item 5 of DD Form 1351-2 (where Defense Travel System is unavailable), as applicable. Submit claims involving transportation within and around a temporary duty station no later than five workdays after completion of travel (T-1).

12.5.2.3. When the final settlement voucher has already been processed, the Defense Travel System travel voucher should be amended to reflect this claim (where Defense Travel System is available). If Defense Travel System is unavailable, an OF 1164 may be used as the payment voucher in its own right, but should be embedded to the Defense Travel System voucher (if applicable) for audit trail. Cross-reference to the settlement voucher (Defense Travel System or not) must be included on the OF 1164 (or Defense Travel System “local voucher”) when submitted for payment for proper audit trail (T-1).

12.6. Recruiting Duty.

12.6.1. Claims. Joint Travel Regulations paragraph 020605.

12.6.1.1. General. Member entitled to reimbursement of authorized expenses (i.e., Out-of-Pocket expenses, Center of Influence submits the claim via Defense Travel System

‘local voucher’. The claimant will submit a Defense Travel System ‘local voucher’ no later than five workdays after the last day of the month to claim reimbursement of authorized expenditures incurred during the month that just ended (except during September when end of fiscal year closeout operations require earlier filing). Split disbursement for claims are mandatory as the charges should be on the government travel charge card (if a cardholder) (T-1).

12.6.1.2. Defense Travel System ‘local voucher’ Supporting Documents (see [Chapter 9](#) of this manual). The claimant will ensure the Defense Travel System ‘local voucher’ reflects:

12.6.1.2.1. Date on which expense was incurred, description of item, purpose, recipient (applicant, influencer or Center of Influence group), and amount. (T-1)

12.6.1.2.2. Supporting Documents – Embed in the Defense Travel System document receipts to justify any claimed expense. To be considered a valid receipt it must show the company name, date services were provided, unit price of item and or service, amount "paid" and "amount due" of \$0.00 and or evidence of payment and applicant(s) or influencer(s) name as applicable (T-1).

12.6.2. Approval Procedures. Squadron commanders, group commanders, and the director or deputy director of Recruiting Operations AETC/RSO, Randolph AFB TX 78150, have authority for administrative approval of reimbursement vouchers for personnel assigned at their respective level. Approving officials will: (T-1)

12.6.2.1. Review Defense Travel System ‘local voucher’ for completeness, reasonableness of items claimed, and accuracy. Disapprove any expense items not reimbursable or items for which reimbursement is otherwise proper under provisions of other instructions (i.e., entertainment).

12.6.2.2. Accounting Classification in Defense Travel System will reflect element of expense investment code “EEIC” 59254.

12.6.2.3. Date and sign voucher in space designated for approving official.

12.6.2.4. When squadron commander is the claimant, the recruiting group commander must approve the voucher.

12.6.3. Reimbursable Expense Itemization. Expenses must be stated in enough detail to satisfy the requirements, to fully support entitlement. Example: Show date, type of expense, names, number of, type of applicants (i.e., non-prior-service (NPS), nurse or doctor, Delayed Entry Personnel (DEP), influencer), and amount. For Center-of-Influence events, cross-reference of assigned Center-of-Influence number and or inclusion of Center-of-Influence approval packet is required. All claims must be tied to applicants or influencers to be considered a valid expense and be annotated as such on the claim (T-1).

12.7. Witness Payments.

12.7.1. Preparation. Witnesses use DD Form 1351 (in the rare case that orders are not in Defense Travel System) to request an advance of per diem, transportation, and reimbursable expenses. Advances for non-DoD civilian witnesses may be requested and certified in Defense Travel System typically (or manually on the DD Form 1351) by the Staff Judge Advocate who has administrative responsibility for the proceeding. DD Form 1351-2 is used to settle these

travel claims. Instructions for preparation of DD Forms 1351 and 1351-2 are in **Chapter 9** of this manual (T-1).

12.7.2. Attachments. Members and DoD employees perform witness travel using Defense Travel System (or DD Form 1610 in the very rare instance Defense Travel System is not available). Orders are to be included with the claim by the claimant. Non-DoD personnel are requested from Judge Advocate office to perform witness travel using DD Form 453-1, *Travel Order* (to be embedded in the Defense Travel System Order ‘Substantiating Records’, when Defense Travel System is used). When required to submit manually, copies of each document are required to support claim (T-1).

12.7.2.1. When witness fees, professional advice, or services are rendered by an expert, payment for fees is accomplished using SF 1034. The Staff Judge Advocate (or legal office representative) Approving and Certifying Official certifies the amount to be paid and submits the voucher in Defense Travel System for processing or to the base finance office via transmittal for processing. A copy of the order convening the court or commission and a copy of the summons, subpoena, letter, or other document requiring the individual's attendance in the case must be embedded in Defense Travel System Order ‘Substantiating Record’, or (if manual) be attached to the SF 1034 along with all relevant receipts when submitted to the finance office for processing (T-1).

12.8. Reserve Component Members.

12.8.1. Preparation. Reserve component members use a manual DD Form 1351-2, to claim travel allowances (when their travel is not in Defense Travel System). Generally, the DD Form 1351-2 is prepared according to instructions in **Chapter 9** in this manual. However, members performing active duty training who commute daily only need to show departure from home and arrival at duty station on the first day and departure from the duty station and arrival at home on the last day. The voucher must contain the statement "commuted daily (date) through (date)" by the claimant. **Exceptions:** Reserve Components members, whose active duty training travel orders specify “Will commute-corporate limit travel”, are not required to file a voucher. All Air Force Reserve members who perform duty in a “will-commute” status, not within the corporate limits, and were not in per diem status, may submit their AF Form 938 with completed privately owned vehicles statement for claims for mileage only in place of a DD Form 1351-2 (T-1).

12.9. Emergency Leave. See also Joint Travel Regulations paragraph 040201 & 0403.

12.9.1. Preparation. Members traveling in emergency leave status to or from overseas must submit a travel claim on DD Form 1351-2 (T-1).

12.9.2. Attachments. Supporting documents required to be submitted by the claimant for overseas emergency leave travel:

12.9.2.1. Travel order-AF Form 972, *Request and Authorization for Emergency Leave Travel*.

12.9.2.2. Military Transportation Authorization (if used), or

12.9.2.3. Government-Procured (issued) Transportation (T-1).

12.10. Travel Claims of Dependents of Deceased Members or Members Officially Reported in a Casualty Status. See also - AFI 36-3002, *Casualty Services* and Joint Travel Regulations paragraph 032001, 032001, 032003, & 032005 and Department of Defense Financial Management Regulation Volume 9 080506C. Claims for dependent travel performed under the provisions of 37 U.S.C. 476(f) or 484 must be supported by DD Form 1300, *Report of Casualty* (T-1).

12.10.1. If a claim is for travel to a member's home of record as shown on DD Form 1300, no further documentation is required.

12.10.2. If a claim is for travel to the official residence of a blood or affined relative, a statement to that effect showing the name and relationship of the person to whose residence travel was performed must be furnished (T-1).

12.10.3. If a claim is for travel to a place other than those described in 12.10.1. and 12.10.2. above, evidence of approval by the servicing MAJCOM is required (T-1).

12.11. Travel Under Classified Orders.

12.11.1. General. If classification of a temporary duty order is necessary, the special order must be classified, marked, and handled according to DoDD 5200.1-R, *Department of Defense Information Security Program* and AFI 16-1404, *Air Force Information Security Program*. Classified orders should only be distributed to persons who have the proper clearance and that require a copy of the order. If an unclassified extract from a classified order furnishes enough information, it may be used by the claimant to support the payment voucher. This permits filing an unclassified travel voucher and does not require completion of AF Form 32, *Certificate for Travel under Classified Orders*. In this case, the Financial Management Flight will process the claim in the normal manner (T-1).

12.11.2. Declassification. Classified orders that contain an automatic downgrading statement can be downgraded without asking the originating or other authority. If this statement is not included on the order and the need for classification no longer exists, a written request for cancellation or change under DoDD 5200.1-R and AFI 16-1404 must be sent to the originating or higher authority. (T-0)

12.11.3. Supporting Evidence Required. The AF Form 32 must be completed, signed and attached to the travel claim. AF Form 32 supports the voucher in place of classified orders and the itinerary or other papers (including any receipts) that contain names or locations of cities, stations, or ships (T-1). The following information is required to process a classified travel claim:

12.11.3.1. Temporary Duty location:

12.11.3.1.1. If temporary duty location is classified and the Financial Management Flight has knowledge of the location, indicate in the itinerary of the travel claim the location by showing site 1, site 2, and so forth. The Financial Management Flight must list the per diem rate for the classified location (T-1).

12.11.3.1.2. If the temporary duty location is classified and the Financial Management Flight does not have knowledge of the location or the traveler insists on not showing the location, process the travel claim using AF Form 32.

12.11.3.2. Availability of government dining facility and quarters.

12.11.3.3. Whether or not field duty existed. Period of field duty (dates unclassified), if applicable.

12.11.3.4. Period of exercise (dates unclassified), if applicable.

12.11.3.5. Unclassified extract of the order or AF Form 32 if the order is classified (T-1).

12.11.4. Information Not to Be Shown on Voucher. To eliminate the need for the Financial Management Flight to classify vouchers covering travel performed under classified orders, vouchers will not: **(T-1)**

12.11.4.1. Show names or locations of ships or stations (instead, show classified location #1, classified location #2, etc.).

12.11.4.2. Have classified orders included.

12.11.5. Distribution of AF Form 32. The original AF Form 32 must be attached to the original DD Form 1351-2. AF Form 32 supports the voucher in place of classified orders, itinerary, and supporting documentation that contains classified information. Copies of classified orders with the related classified itineraries must be stored according to DoDD 5200.1-R and AFI 16-1404. If a classified order is declassified, copies of the order and itineraries must be attached to the accounting voucher copy that is maintained in the Financial Management Flight (T-1).

12.11.6. Citation to Classified Orders. All travel vouchers must contain a complete citation to classified orders involved, with the exception of names or locations of cities, stations, or ships. For example: Special Order TE-1256 HQ USAF, 18 Jul 2018 (T-1).

12.11.7. Vouchers Covering Reimbursement for Dependent Transportation. To claim reimbursement, the claimant (with help from the servicing Financial Management Flight) must: **(T-1)**

12.11.7.1. Complete the voucher in full, omitting all names and locations of ships and stations mentioned in the classified orders.

12.11.7.2. Support the voucher with fully completed AF Form 32.

12.12. Foreign Exchange Officers (USAF Officers). See AFI 16-107, *Military Personnel Exchange Program*, Chapter 7 for specific details on how to handle such travel and or claims, not included within this document.

12.13. Members of the Armed Forces of Foreign Nations.

12.13.1. When members of the armed forces of a foreign nation request advance of funds at an Air Force installation, the base contacts the Embassy of the country requesting the funds, with names and funds requested. See www.embassy.org for telephone numbers of the various embassies (T-1).

12.13.1.1. The Financial Management Flight obtains a listing of members of the foreign nation receiving advances, their home station, aircraft tail number (if applicable), and forwards the information to their servicing DFAS field site. The advances are paid from base operations and maintenance (O&M) funds (T-1). Additional information is in AFI 16-107. The field site prepares and attaches the supporting documentation and forwards it to DFAS-IN.

12.13.2. Foreign Students. Foreign students are paid on DD Form 1351-2 according to instructions in **Chapter 9** of this manual. Entitlements are outlined in AFI 16-105_IP, *Joint Security Cooperation Education and Training*. Travel orders are required to support claim. A copy of each paid voucher must be forwarded to AFSAT/FAR, Randolph AFB TX 78150-5001. The student's master travel record is forwarded to the next training location. Upon completion of all Continental United States training, forward the master travel record to the AFSAT office listed above (T-1).

12.14. Payments Chargeable to Non-DoD Agency Funds.

12.14.1. When Air Force or federally employed non-DoD personnel travel under competent orders and request travel payments which are chargeable to non-DoD agency funds, the Financial Management Flight will use the following procedures: **(T-1)**

12.14.1.1. Use base O&M funds to cover the advance, accrual payments, or final settlement.

12.14.1.2. Set up a refund receivable for the amounts disbursed. Where feasible, combine multiple payments in one billing. Prepare billing on SF 1080, *Voucher for Transfer between Appropriations and or Funds*, when payments are made. Send the SF 1080 to the order-issuing official stated in the order. Attach a copy of the travel order and a copy of the completed voucher. Mark the travel advance or accrual payment voucher "For deduction from final settlement of travel under this travel order".

12.14.1.3. When collection is received, collect the amount as an appropriation refund (T-1).

Figure 12.1. AF Form 32, Certification for Travel under Classified Orders.

CERTIFICATE FOR TRAVEL UNDER CLASSIFIED ORDERS			DATE 20170815		
<p><i>AUTHORITY: 37 U.S.C. 404-412; 5 U.S.C., chapter 57; and EO 9397, Nov 1943.</i> <i>PRINCIPAL PURPOSE(S): Used by the accounting and finance office to support the travel voucher instead of classified orders and the itinerary or other papers that contain names or locations of ships or stations.</i> <i>ROUTINE USE(S): Travel records are used to pay travel entitlements to military and civilian personnel. The payments are made by Air Force AFOs. Travel vouchers are subject to audit by the General Accounting Office (GAO).</i> <i>DISCLOSURE IS VOLUNTARY: Failure to provide information, including SSN, may result in no reimbursement for the travel involved.</i></p>					
LAST NAME - FIRST NAME - MIDDLE INITIAL		GRADE	SSN	MODE OF TRAVEL	
Stillman, Kaitlyn S.		E-5	000-00-0000	<input checked="" type="checkbox"/> AIR	<input type="checkbox"/> OTHER
<p><i>I CERTIFY that by classified orders I was ordered to perform official government duties for which allowances on the attached voucher are claimed; the travel ordered was performed; and data on the travel voucher is correct. I have shown or mailed to the paying Accounting and Finance Officer a copy of the classified orders, the basis of the voucher presented for payment.</i></p> <p><i>Where travel by private conveyance is involved, the number of miles shown is the official distance covered.</i></p> <p><i>Where per diem is involved, the dates and times of departure and arrival and the daily cost of lodging is actual amount paid.</i></p>			<p><i>Where actual expense allowances for high-cost areas in the United States are involved, the maximum daily amount authorized in the Joint Travel Regulations is shown, and daily itemized cost of meals, lodging, and miscellaneous expenses are actual amounts paid.</i></p> <p><i>Where dependent travel is involved, the statements on the voucher are correct. Amount of reimbursement claimed represents payment for the official distance or the actual commercial cost of transportation (shown by carrier receipt) for authorized dependents listed on the voucher.</i></p>		
CERTIFICATION APPLICABLE FOR TRAVEL BY AIR					
<p><i>I further certify the stops were necessary for the reasons stated; that the time required for the journey was the minimum necessary; and that in all cases flight was resumed as soon as practicable.</i></p>					
<p style="text-align: center;">STATEMENT OF MEMBER</p> <p>The above certification pertaining to my ordered travel is true in its entirety.</p>		SIGNATURE AND GRADE OF PERSONNEL OFFICER			
		//signed//, Kailee Sophea, Lt Col USAF			
SIGNATURE OF MEMBER		ORGANIZATION			
		621 Contingency Response Wing JB-MDL, NJ 08641			
//signed// Kaitlyn S. Stillman		BASIS FOR CERTIFICATION			
		<input type="checkbox"/> DIRECT KNOWLEDGE OF FACTS	<input checked="" type="checkbox"/> SIGNED STATEMENT OF MEMBER CONTAINED HEREON		
REMARKS/LIST OF ATTACHMENTS					
List per diem amounts by stop or location (no classified information can be included)					

Chapter 13

QUESTIONABLE CLAIMS

13.1. Request for Advance Decision. The Financial Management Flight or paying office prepares requests for advance decision on questions involving the applicability of law for proper payments (T-1). For further guidance Department of Defense Financial Management Regulation Volume 5 Chapter 12 and Volume 9 0808 & the Joint Travel Regulations.

13.1.1. General. A DoD disbursing officer, Certifying Officer, or paying office is entitled to an advance decision on any question involving a voucher presented for payment. Prepare and submit the request for decision according to this section (T-1).

13.1.1.1. Amounts of more than \$250:

13.1.1.1.1. Prepare the request in letter form addressed to SAF/FMFC (AFAFO).

13.1.1.1.2. State in the first paragraph that the request is made under authority in 31 U.S.C. 3729.

13.1.1.1.3. Give a clear and brief presentation of the question at issue, including all facts causing doubts as to the validity of the proposed payment, without expressing the personal views of the Financial Management Flight or paying office concerned. Include all specific regulatory guidance references being used in the decision. State that the request for a decision is made by a paying office, DoD Disbursing Officer, or certifying officer and that the voucher submitted has been presented to the Financial Management Flight or paying office for processing. Sign the request. If the requesting Financial Management Flight or paying office does not sign, Defense Finance and Accounting Service is not required or authorized to give a decision on the question. Attach to the letter of request a properly certified and approved voucher showing the detailed amount payable, covering the payment proposed and supported by copies of orders and applicable supporting information.

13.1.1.1.4. Submit the request for advance decision to HQ AFIMSC Travel Pay team (or commensurate MAJCOM or parent entity), that forwards to AFAFO for routing to Defense Finance and Accounting Service (if it cannot be adjudicated at a lower level prior to that). The supporting Defense Finance and Accounting Service Center reviews each request and contacts the originating office to resolve any questions. Questionable claims, which require advance decisions by the OSD-Office of the General Counsel for military members and the Civilian Board of Contract Appeals (CBCA) for DoD employees, route through Defense Finance and Accounting Service, for submission to PDTATAC, if necessary.

13.1.1.2. Amounts of \$250 or Less. Requests for advance decision for payment of \$250 or less are prepared and processed the same as for amounts of more than \$250, except address the letter to HQ AFIMSC Travel Pay Team (or commensurate parent MAJCOM or parent agency), then to SAF/FMFC (AFAFO) then in-turn will be submitted to Defense Finance and Accounting Service-IN, Travel Pay Services, Travel Systems & Procedures, as necessary.

13.1.2. Approval or Disapproval. If a decision is given that payment is proper, the voucher is returned to the Financial Management Flight or paying office for payment. If payment is disapproved, HQ AFIMSC Travel Pay Team (or commensurate parent agency), and or Financial Management Flight is notified after the traveler.

13.1.3. Processing for Payment. The Financial Management Flight or paying office attaches a copy of the Defense Finance and Accounting Service-IN or Defense Office of Hearing and Appeals or Civilian Board of Contract Appeals decision to each claim approved for payment (T-1).

13.1.4. Effective Dates. An advance decision in a particular case takes effect from the date that the decision is given. A delay by Defense Finance and Accounting Service-IN or HQ AFIMSC Travel Pay team (or commensurate parent agency) in notifying a Financial Management Flight or paying office of a decision does not defer the effective date of the decision.

13.1.5. Agent Requests. An agent of the Financial Management Flight is not authorized to ask for an advance decision. Any agent who believes that a decision is necessary sends the required documents and any related data to the principal Financial Management Flight for preparation and submission as stated above (T-1).

13.1.6. Restrictions. The following abstracts are from advance decisions and pertain to Financial Management Flight or paying office actions regarding advance decisions.

13.1.6.1. Subject Awaiting Decision. No action may be taken by a Financial Management Flight or paying office toward payment of a voucher when the subject is being considered for an advance decision. **(T-0)**

13.1.6.2. Subject Pending in Court of Claims. It is not the practice to render an advance decision on identical matters pending in the Court of Claims. **(T-0)**

13.1.6.3. Reconsideration. Reconsideration of a former final decision cannot be conducted unless new material evidence is furnished or unless a mistake, fraud, or collusion is involved. **(T-0)**

13.1.6.4. Informal Opinions. The expression of an informal opinion by an officer or employee of the applicable board is not an official action and is not controlling in any matter that may come before the board for an official determination. **NOTE** The Comptroller General rendered decisions prior to October 1996. To review any decisions prior to October 1996 see <http://www.gao.gov/decisions/decision.htm>. To review any decisions October 1996 forward see <http://ogc.osd.mil/doha/claims/> for member claims, and <https://www.cbca.gov/decisions/travel.html> for employee claims. **(T-0)**

13.2. Doubtful Travel Claims. See also Department of Defense Financial Management Regulation Volume 9 Chapter 8.

13.2.1. General. If a traveler desires to contest a paying office's or disbursing officer's decision concerning an entitlement payment (or denial) determination, the paying office or Financial Management Flight must assist in the submission of that claim. It is the traveler's right to have the claim forwarded for reconsideration. The paying office has the responsibility of informing the traveler of this right. A claim will not necessarily be denied because a part of the claim contains an element of doubt. Process the part not in question per instructions in

applicable directives. When partial settlement is made, the paying office states, in writing, the amount of the partial settlement and that no further payments will be made except after certification in the name of the Defense Office of Hearings and Appeals (DOHA) or Civilian Board of Contract Appeals (CBCA) (T-1).

13.2.2. Claim Forwarding. Financial Management Flight or paying office prepares the request in letter form, then forwards to HQ AFIMSC (or commensurate parent agency) to be reviewed for completeness and accuracy. AFIMSC (or commensurate parent agency) is responsible for including a coverletter from their level (as explained in [paragraph 13.2.2.1](#) of this manual), then on to SAF/FMFC (AFAFO) (T-1).

13.2.2.1. Send via secure digital means (where available) the complete package of a doubtful claim to HQ AFIMSC (or commensurate parent agency) for assistance (T-1). HQ AFIMSC or parent agency forwards unresolved claims to SAF/FMFC (AFAFO) who in-turn reviews for validity, then forwards DFAS-IN as necessary (T-1). The coverletter must contain a command analysis of the claim, results of research (including regulatory references applicable or in question), statement of policy affecting the claim, and recommendations for approval or denial. Send claims expiring soon (within six years, three months - the statute of limitations on appropriations and thus claims) to SAF/FMFC (AFAFO) who in-turn submits to DFAS-IN promptly for Defense Finance and Accounting Service determination. Give special handling to claims of this type and advise addressees that determination at DOHA or CBCA office may be necessary (if not rectified at levels lower than DOHA or CBCA office). (See 31 U.S.C. 3526 and 3702) (T-1).

13.2.3. Documentation. The claimant signs claims forwarded according to [paragraph 13.1.1.1.4](#). above. Send with the claim as applicable: (T-1)

13.2.3.1. The claimant prepares the documents necessary for submission (with assistance by the Financial Management Flight as needed). The claimant must include a statement over his or her signature including specific facts to contest the payment decision and specifically requesting DOHA or CBCA office review (T-1).

13.2.3.2. DD Form 1351-2, Travel Voucher or Subvoucher.

13.2.3.3. Copies of orders or chain of orders supporting the allowance claimed.

13.2.3.4. DD Form 1351-5, or other statements of non-availability of government quarters or government dining facility (if applicable).

13.2.3.5. An administrative report prepared by the Financial Management Flight (with help from the paying office that denied the claim, as the rationale and regulatory reference should be provided by the office denying such payment) or by the paying office in letter format. Be sure the administrative report lists all applicable regulatory references used to support denial. The Financial Management Flight or paying office does not sign the administrative report and do not list the supporting documents as attachments. See Fig 13.1. for an example of the administrative report (T-1).

13.2.3.6. Any other related certificates or statements including documents corroborating unusual circumstances or events.

13.2.4. Reservation of Funds. Vouchers recommended for payment must show amount of claim and the complete accounting classification of the funds to be charged. To provide for the possibility of the claim being approved, the letter from the Financial Management Flight or paying office must include a statement that the amount of the claim has been posted in the fund ledger as an accrued expenditure unpaid (AEU) to reserve funds in case of payment requirement (T-1).

13.3. Retroactive Amendments to Travel Orders. See also parent directive - Department of Defense Financial Management Regulation Volume 9 050308 and Joint Travel Regulations paragraph 010206. Retroactive amendments to increase or decrease the amount of money due the traveler must be fully justified (24 Comp Gen. 439 (1944)). Circumstances permitting an amendment to authorize additional payment are so rare that claims based on such circumstances are seldom allowed. When necessary, the travel claim with the amended order should be submitted to DOHA or CBCA office via HQ AFIMSC Travel Pay team who in-turn submits this package to SAF/FMFC (AFAFO), and then to Defense Finance and Accounting Service-IN, with a statement of facts and circumstances (T-1). 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. Support claims with a complete statement from the order-issuing authority relating facts and circumstances that necessitated issuance of the amended order (24 Comp Gen. 439 (1944)). If necessary, Defense Finance and Accounting Service-IN will forward the claim for a final determination. Where practical, the paying office will pay that portion of a claim for the lesser of the entitlement accrued under the original order or under the amended orders and submit the balance of the claim (T-1). In cases where the Joint Travel Regulations provides for after the fact approval of miscellaneous reimbursable expenses, the order-issuing official may approve such expenses on the travel voucher with an appropriate statement explaining the circumstances and effective date of the retroactive application of allowance. The claim is properly payable without the need to physically amend the order in this scenario so long as all requirements have been met above (T-1).

13.4. Claims Generated by Lost Government Procured Transportation.

13.4.1. General. See also Joint Travel Regulations paragraph 020206. The Financial Management Flight or paying office settles a member's or employee's travel account on the basis that the traveler used government transportation furnished on the original ticket, if the original is lost, stolen, or destroyed. (T-0)

13.4.2. Lost While in the Custody of the Traveler.

13.4.2.1. Traveler Actions:

13.4.2.1.1. The traveler must immediately notify the issuing Travel Management Company and designated carrier (if not done so by the issuing Travel Management Company) then complete a lost ticket refund application or any report required by the designated carrier. The traveler must purchase transportation with personal funds when the Government-Issued Ticket or paper ticket is lost (not recovered). If the traveler does not have sufficient funds, a cost charge Government-Issued Ticket must be issued according to AFI 24-602, Volume 1 and appropriate action as described in next paragraph must be taken when the traveler's settlement voucher is processed (T-1).

13.4.2.1.2. Upon return or arrival at the permanent duty station, transportation office must obtain from the traveler the information needed to complete an SF 1170, *Redemption of Unused Tickets*. A copy of the SF 1170 must be provided to the traveler (T-1).

13.4.3. Transportation Office Actions: The transportation office takes the necessary actions as prescribed in AFI 24-602 Volume 1.

13.4.4. Defense Finance and Accounting Service Actions:

13.4.4.1. Upon receipt of the initial SF 1170 from the transportation office, the servicing Defense Finance and Accounting Service field site establishes a refund receivable, in the amount of the lost Transportation Request or Ticket (T-1).

13.4.5. Case settlement:

13.4.5.1. Refund received from the carrier through the transportation office. Process collection according to Defense Finance and Accounting Service Manual 7077.2-M, Chapter 30. Use the Transportation Request number as the document number (T-1).

13.4.5.2. If the lost or stolen Transportation Request or paper ticket was purchased at government expense, the traveler must not be reimbursed by the paying office for purchasing a replacement ticket until the government receives a refund for the original paper ticket (T-1).

13.4.5.3. If the traveler purchased the lost or stolen paper ticket, reimbursement by the paying office is authorized for the original paper ticket only. If the original paper ticket is recovered, refunded, and the government repaid, the traveler may then be reimbursed by the paying office for the cost of the replacement ticket, Not-to-exceed the cost of the original paper ticket (T-1).

13.4.6. Reporting. All transactions involving refunds receivable establishment, collection, or write-off must be included in the RCS: HAF-ACF(Q)8108(DE), *Report on Status of Accounts and Loans Receivable Due From the Public* (T-1).

13.5. Lapsed Appropriations. Financial Management Flights or paying offices must settle travel voucher claims that are free of law or fact discrepancy and are received within six years after the date the travel was performed. If a travel claim is received six or more years after travel was performed and cannot be paid promptly, it is sent via HQ AFIMSC (or parent agency) to AFAFO to Defense Finance and Accounting Service-IN for registering with the DOHA or CBCA office. (See 31 U.S.C. 3526 and 3702 or Defense Finance and Accounting Service 7010.1-R) (T-1).

Figure 13.1. Sample Administrative Report to DOHA or CBCA office (completed by the paying office or servicing finance office).

Claim for (name of claimant, claimant's agency, SSAN)

TO: Defense Office of Hearings and Appeals OR Civilian Board of Contract Appeals (as applicable)

1. Claim of (name and address of claimant) is forwarded under DOHA or CBCA office directives.
2. Reason for forwarding claim: (A statement of the facts out of which the claim arose and any amounts that might be or purported due the claimant.)
3. Supporting Documents: (Statement of doubt, law, or other reason for forwarding the claim.)
4. Citation of pertinent supporting documents, such as orders, contracts, vouchers, applicable statutes, instructions and or guidance regulation references applicable, etc., attached to the claim. Include specific regulatory and or instructional paragraph, sub-paragraph used to justify denial of the claim.
5. No Pay Statement: (use the appropriate statement below)
 - a. Claim has not and will not be paid except following a determination by DOHA or CBCA office.
 - b. Partial settlement has been made in the amount of (amount). No further payments will be made except following a determination by DOHA or CBCA office.
6. Funds: Cite the Line of Accounting from which payment will be made if claim is allowed by DOHA or CBCA office. Funds will be reserved in the accounting system for all administratively approved claims.
7. Recommendation: Type the heading but do not include the recommendation (from Financial Management Flight level). The objective recommendation will be included in the letter (from the HQ AFIMSC level or commensurate parent agency) before transmitting the claim to SAF/FMFC (AFAFO). Defense Finance and Accounting Service-IN (and levels lower than SAF/FMFC offices above the Financial Management Flight) complete the administrative report using the facts submitted, producing a response on separate memo. They do not change the administrative recommendation submitted, but resolve any differences of opinion with the submitting activity if possible at the lowest level before pushing the claim up further.

Chapter 14

CROSS-DISBURSING

14.1. Cross-Disbursement Policies. Effective October 1, 1996, the Office of the Undersecretary of Defense, Comptroller (OUSD/C) directed the elimination of cross-disbursement of individual travel payments. Cross-disbursing means one DoD component paying a traveler using another DoD Component's funds. This policy contained six exemptions.

14.2. Exemptions embedded in the OUSD(C) policy.

14.2.1. Travel funded by multiple funding sources, open (central) allotment, or by special centrally managed funds.

14.2.2. Travel performed entirely Outside the Continental United States or travel funded by an activity located Outside the Continental United States but performed in the Continental United States (Hawaii and Alaska are considered outside the Continental United States).

14.2.3. Travel funded by special access (classified) programs.

14.2.4. Travel required as the result of a deployment, an emergency, or a disaster.

14.2.5. Accountable station has no disbursing capability (no Disbursing Station Symbol Number - DSSN).

14.2.6. Travel transaction processed by a Reengineering Travel Transition Office pilot test site.

14.3. DFAS Exceptions. Each Defense Finance and Accounting Service Center, representing a DoD Component, published guidance to clarify the above OUSD(C) Exceptions. The exemptions are based upon who administers the funds. Department 21 is Army (Defense Finance and Accounting Service-Indianapolis), Department 17 is Navy (Defense Finance and Accounting Service-Cleveland) or Marines (Defense Finance and Accounting Service-Kansas City), and Department 97 is DoD. Department 97 is administered by each component. The Automated Disbursing System Number and limitation determines which exemptions apply, e.g., Department 97 with an Air Force limitation, the Defense Finance and Accounting Service exemptions apply. **NOTE** For a complete listing of exemptions, see DFAS Manual 7010.3-M (T-0).

Chapter 15

DEFENSE TRAVEL SYSTEM

15.1. Authority. Department of Defense Instruction 5154.31, Volume 3. This chapter prescribes Air Force policies and procedures for processing Defense Travel System documents for USAF installations and organizations, supported by the host base Comptroller. Information, in this part should not be construed as modifying the Joint Travel Regulations, Department of Defense Financial Management Regulation, or the Department of Defense Instruction 5154.31 that controls under all circumstances. Defense Travel System users must use Joint Travel Regulations applicable chapters and appendices to determine proper travelers' entitlements and allowances. The Defense Travel System homepage which provides various training and user manuals, as well as other useful Defense Travel System information is available at: <http://www.defensetravel.osd.mil>. The Defense Travel Management Office "Training" page also contains the Defense Travel Administrators manual and the appendices. These can also be downloaded at: https://www.defensetravel.dod.mil/Docs/Training/DTA_Manual.zip

15.2. Applicability.

15.2.1. The provisions of this chapter apply to:

15.2.1.1. Defense Travel System travel payments made from appropriated funds.

15.2.1.2. Air Force activities and individuals authorized to prepare and or certify vouchers, statements, orders, or papers in support of Defense Travel System documents and transactions.

15.3. General. The Defense Travel System will be used to process all types of travel which it is programmed to accommodate. This chapter provides Air Force guidance and procedures to be used with the Defense Travel System. **(T-0)** There are some types of travel which the Defense Travel System cannot accommodate and those are to be processed outside the system, until either the Defense Travel System or a subsequent travel system can accommodate them. At this time, this is primarily permanent duty travel but a more specific list is provided in **paragraph 15.9** In addition, Reserve Component travelers have more types of travel that are not able to be accomplished in the Defense Travel System at this time (i.e., Invitational, Multiple lines of accounting, some Contingency, Exercise, Deployment orders). Additional guidance related to use of the Defense Travel System can be found in the *USAF Defense Travel System Business Rules* under the Travel Pay/Defense Travel System folder on the Air Force Financial Services SharePoint at:

<https://cs2.eis.af.mil/sites/11098/AF-FM-AFO/OO-FM-AF/OO-FM-AF-03/default.aspx?RootFolder=%2Fsites%2F11098%2FAF%2DFM%2DAFO%2FOO%2DFM%2DAF%2FOO%2DFM%2DAF%2D03%2FAFKN%5FDocs%2FTravel%20Pay%2FDTS%2FAF%20DTS%20Business%20Rules&FolderCTID=0x0120000A39AA0C08B2A94CB0D9DFEDDAA36993&View=%7B67B06873%2D9A27%2D4E1A%2D9D69%2DAD6614515D5F%7D> and the *USAF Contingency, Exercise, Deployment in the Defense Travel System Deployment Guide* under the Travel Pay/Contingency, Exercise, Deployment Orders in Defense Travel System on the Air Force Financial Services SharePoint at: <https://cs2.eis.af.mil/sites/11098/AF-FM-AFO/OO-FM-AF/OO-FM-AF-03/default.aspx?RootFolder=%2Fsites%2F11098%2FAF%2DFM%2DAFO%2FOO%2DFM%2DAF%2FOO%2DFM%2DAF%2D03%2FAFKN%5FDocs%2FTravel%20Pay%2>

[FCED%20Orders%20in%20DTS&FolderCTID=0x0120000A39AA0C08B2A94CB0D9DFEDDAA36993&View=%7B67B06873%2D9A27%2D4E1A%2D9D69%2DAD6614515D5F%7D](https://www.fcg.pentagon.mil/)

15.4. Competent Travel Orders Required for Payment. Per Joint Travel Regulations paragraph 010206 and Department of Defense Instruction 5154.31, Volume 3 a Defense Travel System authorization approved by a properly appointed approving official or individual appointed with 'Approval Override' authority then becomes an order **(T-0)**. **NOTE** For Air Force Reserve personnel, the AROWS-R system will be used to produce the pay authorization or order. Air Force Reserve Component uses an AROWS-R Defense Travel System import/export feature to spur the Defense Travel System Authorization. As a result, Air Force Reserve travelers will not create an authorization or order in Defense Travel System (in most cases). The authorization or order will import from the AROWS-R system if the order meets the criteria for use of Defense Travel System.

15.5. Data Masked (or Classified) Travel Orders. When use of the Defense Travel System is required for travel under data masked orders, see Attachment 5 of the USAF Defense Travel System Business Rules. Also see Chapter 13 of this manual for appropriate processing of classified claims using the AF Form 32 **(T-1)**.

15.6. North Atlantic Treaty Organization Orders and Foreign Clearance Guide Requirements. Any North Atlantic Treaty Organization order or special documentation required to support travel will be prepared outside the Defense Travel System and must accompany a printed copy of the Defense Travel System order. Use AF Form 1631, *NATO Travel Order/Ordre de Mission OTAN*, as prescribed by AFI 65-103. Uniformed service members and DoD civilian employees traveling to Outside the Continental United States destinations must comply with all provisions of the Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil/>; include the Aircraft and Personnel Automated Clearance System (APACS) number on the order **(T-1)**.

15.7. Death of a Traveler While in Temporary Duty Status. The Defense Travel System order must be canceled and a hard copy order prepared. A hardcopy voucher is prepared for submission to the Air Force Financial Services Center (AFFSC) to be paid via the Reserve Travel System, as a manual computation is required. Ensure the voucher is submitted in the FM WorkFlow queue for the applicable MAJCOM and is clearly marked as "DV". If the traveler received a Defense Travel System advance and or Scheduled Partial Payment(s), include the Defense Travel System advance or Scheduled Partial Payment amount information on the hard copy voucher so it can be taken into consideration when the final voucher payment is made by AFFSC or paying office. Refer to the USAF Defense Travel System Business Rules section 2.7 for additional information and procedures for closing out ("locking") the Defense Travel System order if advances and or Scheduled Partial Payments had been made **(T-1)**. **NOTE** For Air Force Reserve personnel, the AROWS-R system order will require a modification. Refer to AFMAN 65-116 Volume 3, and HQ Air Force Reserve Component SharePoint for the current 'Mil Pay Procedure Alert Message' on settlement of military pay for deceased members **(T-1)**.

15.8. Invitational Travel Authorizations.

15.8.1. When a traveler (qualified to travel under Invitational Travel) is initially loaded into Defense Travel System, an *Invitational Travel Authorization Worksheet* (per AFI 65-103) must be completed by the traveler and presented to the Organizational Defense Travel Administrator for the organization requesting the travel. In addition, a FMS 2231 or a SF 1199A must be provided to facilitate loading of the traveler's bank account and routing number, into the Defense Travel System profile to comply with mandatory electronic funds transfer requirement per the DoDFMR. The "ITA Worksheet" and the FMS 2231 or SF 1199A must be embedded into the Defense Travel System authorization before it is approved. Upon completion of travel, the traveler must provide the Non-Defense Travel System Entry Agent with a hard-copy signed voucher (DD Form 1351-2) with the required receipts for embedding into the Defense Travel System voucher. As an alternative to the DD Form 1351-2 the traveler may physically sign the completed, printed Defense Travel System voucher for embedding into the Defense Travel System voucher 'Substantiating Records'. If the Defense Travel System voucher is used, ensure the additional information identified in USAF Defense Travel System Business Rules section 2.8 is added to make it a complete document for audit purposes **(T-1)**.

15.8.2. Once the Non-Defense Travel System Entry Agent has completed input of the voucher in Defense Travel System, they must contact their local Lead Defense Travel Administrator to request the Defense Travel System voucher be 'T-ENTERED'. The Lead Defense Travel Administrator will review the Defense Travel System voucher to ensure all required documentation is embedded into the Defense Travel System voucher before the voucher is stamped 'T-ENTERED'. For those organizations that have a continually recurring Invitational Travel Authorization requirement, an individual within the organization may be appointed (with concurrence from the Comptroller) with 'T-ENTERED' authority. Trip coordinator and or Non-Defense Travel System Entry Agent needs to ensure a copy of the paid voucher is provided (via e-mail or mail) to the traveler for Invitational Travel Authorization vouchers in Defense Travel System. The government has a responsibility to provide a copy or access to records of payments to customers **(T-1)**.

15.8.3. Additional procedures relating to Invitational Travel Authorizations and Special Circumstances travel can be found in sections 2.8 and 2.9 of the USAF Defense Travel System Business Rules.

15.9. Travel Processed Outside Defense Travel System. The following categories of travel will be processed outside of the Defense Travel System until such time as the Defense Travel System has the capability to process these types of travel. Consult Defense Travel Management Office webpage (<http://www.defensetravel.osd.mil>) for latest status.

- 15.9.1. 659900 Classified lines of accounting
- 15.9.2. Air Force Security Assistance Training (AFSAT)
- 15.9.3. Cadet or Midshipman (USAF Cadets utilize Defense Travel System)
- 15.9.4. Cash Accrual Payments³
- 15.9.5. Cash advances²
- 15.9.6. Cost Charge Travel (members without funds)

15.9.7. Foreign Country Travelers (Local Nationals not paid with the Automated Disbursing System (Automated Disbursing System) and IMET Students do not use Defense Travel System)¹

15.9.8. AF Reserves (Partially implemented)

15.9.9. Orders traveling via MEDEVAC

15.9.10. Permanent Duty Travel (to include civilian house-hunting trips)

15.9.11. Safe Haven (Evacuation)

15.9.12. Government-Contractor travel

15.9.12.1. For individuals who do not have a SSAN, (Tax Identification Number (TIN) or Employee Identification Number (EIN), (i.e., Foreign Nationals, exchange officers, etc.), create and use the “Pseudo-SSAN” as assigned by the servicing finance office (Outside the Continental United States) or HQ AFIMSC or MAJCOM (Continental United States) as applicable. Contact the servicing finance office for creation of new Pseudo-SSAN or obtain the previously established Pseudo-SSAN (as applicable).

15.9.12.2. Instructional Memo and Log can be found at: <https://cs3.eis.af.mil/sites/OO-FM-MJ-59/AF-FM-AFO/OO-FM-AF/OO-FM-AF-03/default.aspx?RootFolder=%2Fsites%2FOO%2DFM%2DMJ%2D59%2FAF%2DFM%2DAFO%2FOO%2DFM%2DAF%2FOO%2DFM%2DAF%2D03%2FAFKN%5FDocs%2FTravel%20Pay%2FTravel%20Pay%20Policy%20and%20Procedures&FolderCTID=0x0120000A39AA0C08B2A94CB0D9DFEDDAA36993&View=%7b67B06873-9A27-4E1A-9D69-AD6614515D5F%7d>

15.9.12.3. Advances can be requested to be paid via electronic funds transfer on the authorization if the traveler cannot obtain a government travel charge card. The traveler’s profile will be updated, this will authorize Defense Travel System advance payments that will be paid up to 10 days prior to the start of the temporary duty.

15.10. Air Force Defense Travel System Permission Levels.

15.10.1. In addition to being appointed by the Commander or Director (as applicable) via the DD Form 577, *Appointment/Termination Record – Authorized Signature*, the following guidelines must be followed when assigning or appointing individuals to key Defense Travel System positions (T-1).

15.10.1.1. The Lead Defense Travel Administrator must maintain a copy of the DD Form 577 and the most recent initial or annual refresher Certifying Officers (Certifying Officer Legislation) training certificate for each Certifying Official or approving official (T-1). The training is available at <https://www.defensetravel.dod.mil/Passport>. Normally, the training must be completed prior to issuing the DD Form 577 per Department of Defense Financial Management Regulation Volume 5 050305(B) which directs that appointees must take the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until taken. The Permission Levels and responsibilities associated to each key Defense Travel System position must be strictly maintained to avoid the temptation of impropriety and ensure compliance with current regulatory requirements. Acknowledgement of the appointment by the appointee is completed after appointment authority signs the DD Form 577 (T-1).

15.10.1.2. All DD Form 577s must include a statement indicating the individual being appointed has read and understands the applicable sections of the USAF Defense Travel System Business Rules related to the position being appointed (T-1).

15.10.2. In addition to maintaining the DD Form 577s, any DD Form 577 appointing or terminating an individual to approve or use Approval Override for Defense Travel System vouchers and or Centrally Billed Account invoices must be sent by encrypted email to: dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil (T-1). A copy of the email must be maintained as evidence the document was sent to DFAS-IN. These procedures replace the previous use of the “Letter of Assurance” (T-1).

15.10.3. Any previously completed DD Form 577 (accurately done with proper signatures and date order, for example) does not require correction or replacement due to changes or new requirements in this document. All DD Form 577s must reflect the proper authority of this manual and relevant statements based on the rules in place at the time of appointment. The previously approved DD Form 577s are therefore grandfathered-in and remain valid until the appointment is terminated. Similarly, new DD Form 577s are not necessary when Commanders change within the organization, if the same appointment stands true within that organization. These DD Form 577s are also grandfathered and remain valid until termination of appointment (T-1).

15.10.4. Exceptions to these guidelines must be fully justified, coordinated through the local Comptroller and sent to HQ AFIMSC Travel Pay Team (or parent agency). HQ AFIMSC (or parent agency) will forward the request to include any mitigating controls to be put in place to SAF/FMFC (AFAFO) for documentation purposes. Any unclear items are to be routed for approval and clarification (T-1).

15.10.5. Contractors may not be appointed to any accountable official positions per the DODFMR Volume 5 010303 (T-1). Contractors will only have Permission Levels 0 and 1 in most every case. If performing Centrally Billed Account reconciliation duties Permission Level 4 can be provided, but the organization must implement procedures (as stipulated in the AF Defense Travel System Business Rules) to verify the contractor does not approve or certify any Centrally Billed Accounts. Documentation must be maintained for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014) (T-1).

Table 15.1. Defense Travel System User Training, Permission Level, Organizational Access, and Group Access Requirements

<i>Defense Travel System User</i>	<i>Permission Level</i>	<i>Org Access</i>	<i>Group Access</i>
Service/Agency (DD 577 and Certifying Officer Legislation training required)	0,1,2,3,4,5,6,7	Service	Service
AFIMSC Defense Travel Administrator (DD 577 and Certifying Officer Legislation training required). May serve as their Organization's Organizational Defense Travel Administrator.	0,1,2,3,4,5,6,7	Service	MAJCOM (Controlled Service access)
Lead Defense Travel Administrator (DD 577 and Certifying Officer Legislation training required) Lead Defense Travel Administrators may be authorized to create or approve Contingency, Exercise, Deployment authorizations and approve Contingency, Exercise, Deployment vouchers.	0,1,2,3,4,5,6	Site	Site
Financial Defense Travel Administrator ² to manage Defense Travel System Lines of Accounting & Budgets (only) (DD 577 and Certifying Officer Legislation training required) See AF Defense Travel System Business Rules for additional required training.	0,1,3,6	Site	Site
Resource Advisor to manage Defense Travel System Lines of Accounting & Budgets. If also appointed as a reviewing official (Permission Level 2) cannot approve documents. (DD 577 and Certifying Officer Legislation training required). See AF Defense Travel System Business Rules for additional required training. Loading of Lines of Accounting and or Budgets must be agreed to by the Unit Commander, not	0,1,3,6	Org	Org

unilaterally delegated by the Comptroller.			
Organizational Defense Travel Administrator ¹ (DD 577 and Certifying Officer Legislation training required) See AF Defense Travel System Business Rules for additional required training.	0,1, 5	Org	Org
Defense Travel System Support Personnel ³ See AF Defense Travel System Business Rules (Support Personnel) for additional required training.	0,1	Org	Org
PTS or TMF Centrally Billed Account Reconciliation ⁴ (DD 577 and Certifying Officer Legislation training required for approver or certifier) Additional minimum required TraX Training: approving official or reviewing official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher) ² , Defense Travel System (Basics) – About Defense Travel System, Defense Travel System Basic) – Defense Travel System Travel Documents (Defense Travel System 101), Centrally Billed Account Reconciliation –An Overview (F200) – Distance Learning vice Web Based (required before appointment).	0,1,4	Site	Site
PTS or Transportation Office ⁵ Conditional Routing for Centrally Billed Account & AMC Patriot Express flight (Permission Level 5 may be granted to view Profile Government Travel Charge Card data from document) (DD 577 and Certifying Officer Legislation training).	0,1,2	None	Site-wide

<p>Additional minimum required TraX Training: approving official or reviewing official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher)², Defense Travel Administrator (Basics) – About Defense Travel System, Defense Travel System Basic – Defense Travel System Travel Documents (Defense Travel System 101, approving official or reviewing official - The Defense Travel System Approval Process. (² & ⁵ indicates required before appointment)</p>			
<p>Approving officials (DD 577 and Certifying Officer Legislation training required - See AF Defense Travel System Business Rules for additional required training) May be authorized Permission Level 6 if the need exist to use the “change org” function in Defense Travel System (i.e., for Honor Guard travel, medical travel)</p>	0,1,2	None	Org
<p>Routing Officials or Reviewers (DD 577 required, Certifying Officer Legislation training, and D TraX class approving official or reviewing official – The Defense Travel System Approval Process required) If required, run reports (Permission Level 1) ORG access required. DD 577 should indicate if this access is being granted. If not required to run reports Permission Level 1 not needed.</p>	0,1,2	None	Org
<p>Routing Official cross org and Change Org Line of Accounting capability (DD 577 and Certifying Officer Legislation training) See AF Defense Travel</p>	0,1,2,6	None	Org

System Business Rules (approving official) for additional required training.			
Document Preparer (DD 577 not required) See AF Defense Travel System Business Rules (Support Personnel) for additional required training.	0,1	None	Org
Traveler (DD 577 not required) See AF Defense Travel System Business Rules for additional required training.	0	None	None
Debt Management Monitor (DD 577 and Certifying Officer Legislation training required) See AF Defense Travel System Business Rules for additional required training.	0,1,2,6	Site	Site

Notes:

1 - Organizational Defense Travel Administrators may be given Permission Level 2 if approved by the AFIMSC Defense Travel Administrator on an exception basis. If used, Organizational Defense Travel Administrators must be advised in writing, not to provide (“delegate”) their Permission Level 2 access to any other users. Organizational Defense Travel Administrators can only be appointed as reviewing officials (if determined necessary) and cannot be approving officials. In addition, if the Organizational Defense Travel Administrator requires the ability to cross org lines of accounting, Permission Level 6 may be provided and must be identified on the DD Form 577. The AFIMSC Defense Travel Administrator may serve as their Organization’s Organizational Defense Travel Administrator.

2 - FM Financial Defense Travel Administrators may be given Permission Level 2 only to process Contingency, Exercise, Deployment authorizations and vouchers in Defense Travel System. AFIMSC and bases may restrict access to Permission Level 3 and 6 depending on the duties associated with the individual. In addition, if Financial Defense Travel Administrator functions are delegated to a Resource Manager, access may be restricted to the organization vice the site.

3 - Personnel assigned only Permission Level 0 and 1 are NOT accountable officials as defined in Department of Defense Financial Management Regulation Volume 9. Permission Level 0 with ‘Group Access’ and Permission Level 1 with ‘Organization Access’ allows the individual to create or edit travel documents and view the Defense Travel System Budget Reports respectively. These personnel will be referred to as "Defense Travel System Support Personnel". Personnel provided ‘Group Access’ should be kept to the minimum level necessary to assist travelers. The majority of personnel will not have Group or Org Accesses.

4 - Any organization having contractors perform the Centrally Billed Account reconciliation must implement procedures to quarterly validate the Centrally Billed Accounts are not approved or certified by the contractor. An invoice summary report will be run, click on the individual invoice to check, and click invoice status. Invoice status will show the invoice status history and who certified the invoice. Documentation showing date validation was done, invoice reviewed,

who performed the approval or certification and rank or grade of the individual performing the certification will be recorded. Documentation must be maintained for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014).

5 - Any site that requires the transportation office review government travel charge card data on the profile from the document may authorize Permission Level 5. Organization Access is not authorized; this prevents transportation office from having access to routing lists and 'Defense Travel Administrator maintenance', as that would cause separation of duty risks. DD Form 577 must specify transportation office is not authorized to make any changes to profile information. Air Force Reserve personnel do not process all Contingency, Exercise, Deployment authorization and vouchers in Defense Travel System. Air Force Reserve personnel use the Financial Defense Travel Administrator role only to cross org Air Force Reserve lines of accounting to other MAJCOM Defense Travel System travelers.

NOTE Air Force Reserve units use the Financial Defense Travel Administrator role to cross-org Air Force Reserve Command lines of accounting to other MAJCOM Defense Travel System travelers.

NOTE Currently Air Force Reserve Command is not using Centrally Billed Accounts in their Defense Travel System process. The AROWS-R Defense Travel System import or export requires the traveler to have a government travel charge card in order for the AROWS-R system authorization or order to export to the Defense Travel System.

15.11. Roles and Responsibilities.

15.11.1. SAF/FM. Ensures proper implementation of the procedures prescribed in the applicable Department of Defense Instruction, various travel regulations, and manuals associated with processing transactions in Defense Travel System. Establishes Air Force policy and procedures for Defense Travel System ensuring segregation of duties, maximum use of Defense Travel System and standardized practices throughout the Air Force. Coordinates Defense Travel System policies, procedures and taskers from higher level sources with subordinate level offices (or vice versa) as necessary.

15.11.1.1. AF-Defense Travel System Office. The AF-Defense Travel System office provides USAF operations support for Defense Travel System. Maintains DD Form 577s and Certifying Officer Legislation Training Certificates for the HQ AFIMSC Travel Pay Team and other commensurate USAF Agencies (such as HQ Air Force Office Special Investigations (AFOSI), HQ Air Force Audit Agency (AFAA), HQ Air National Guard and HQ Air Force Reserve Component personnel not directly supported by AFIMSC hierarchy) (T-1). All DD Form 577s must include a statement indicating the individual being appointed has read and understands the USAF Defense Travel System Business Rules (T-1). In addition to maintaining the DD Form 577s, any DD Form 577 appointing or terminating an individual to approve or use Approval Override for Defense Travel System vouchers and or Centrally Billed Account invoices must be sent by encrypted email to dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil (T-1). A copy of the email must be maintained as evidence the document was sent to Defense Finance and Accounting Service-IN. These procedures replace the previous use of the "Letter of Assurance" (T-1).

15.11.1.1.1. Duties:

15.11.1.1.1.1. Coordinates with the Defense Travel Management Office on Defense Travel System issues related to operations, system problems, and enhancements.

15.11.1.1.1.2. Coordinates with the Defense Travel Management Office on requests for Ad Hoc reports.

15.11.1.1.1.3. Controls and Provides Air Force level “Read Only” Access.

15.11.1.1.1.4. Serves as liaison for HQ AFIMSC Travel Pay Team and MAJCOMs or Agencies with the Defense Travel Management Office concerning operations, systems issues, suggested improvements and operational support.

15.11.1.1.1.5. Responds to audits, reviews and request for information associated with Defense Travel System processing.

15.11.1.1.2. Minimum required training (Defense Travel System TraX Courses). Items annotated with a “2” required for appointment.

15.11.1.1.2.1. Approving Official or Reviewing Official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher)²

15.11.1.1.2.2. Defense Travel System (Basic) - About Defense Travel System²

15.11.1.1.2.3. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.1.1.2.4. Programs and Policies – Travel Policies.

15.11.1.1.2.5. Approving Official or Reviewing Official – The Defense Travel System Approval Process.

15.11.1.2. SAF/FMFC (AFAFO) Office SAF/FMFC (AFAFO) is responsible for Air Force policy and procedures related to the Defense Travel System and Travel Pay, publishing guidance implementing standard processes throughout the USAF. Coordinates and works with other DoD Services and Agencies on operational issues related to Defense Travel System and Travel Pay.

15.11.1.2.1. Duties:

15.11.1.2.1.1. Interpret and provide guidance on travel allowances.

15.11.1.2.1.2. Provide support to HQ AFIMSC Travel Pay Team (and commensurate parent agencies) operations regarding system operations, policy, procedures.

15.11.1.2.1.3. Maintains and publishes the USAF Defense Travel System Business Rules.

15.11.1.2.1.4. Maintains the Air Force Lead Defense Travel Administrator Staff Assistance Visit checklist with QA’s assistance and advisement.

15.11.1.2.1.5. Responds to audits, reviews and request for information associated with Defense Travel System processing.

15.11.1.2.2. Minimum required training (Defense Travel System TraX Courses). Items annotated with a “2” required for appointment.

15.11.1.2.2.1. Approving Official or Reviewing Official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher)²

15.11.1.2.2.2. Defense Travel System (Basic) - About Defense Travel System²

15.11.1.2.2.3. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.1.2.2.4. Programs and Policies – Travel Policies²

15.11.1.2.2.5. Approving Official or Reviewing Official – The Defense Travel System Approval Process.

15.11.2. HQ AFIMSC Travel Pay Team. HQ AFIMSC Travel Pay Team ensures proper implementation and enforcement of the procedures defined in this manual for all their associated Financial Management Flights and or subordinate units. As the HQ AFIMSC Defense Travel Administrator, also the primary Defense Travel System focal point for subordinate units and or offices. The HQ AFIMSC Defense Travel Administrator may be more than one person. HQ AFIMSC Defense Travel Administrators are appointed in writing, using the DD Form 577. If Approval Override authority is being granted, it must be specified on the DD Form 577. The DD Form 577 must include a statement indicating the individual being appointed has read and understands the USAF Defense Travel System Business Rules. Appointee must complete Certifying Officer Legislation training and provide training certificate to the AF-Defense Travel System Office and their Organizational Defense Travel Administrator or Lead Defense Travel Administrator for maintaining with the DD Form 577. The DD Form 577 should only be issued after the Certifying Officer Legislation training certificate has been received by the unit Organizational Defense Travel Administrator or base Lead Defense Travel Administrator. The completed DD Form 577 must also be submitted to dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil via encrypted email, if Approval Override capabilities are granted. Appointees must complete the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until completed and supplied as stated above (T-1).

15.11.2.1. Duties:

15.11.2.1.1. Interpret and provide guidance on travel policy and procedures.

15.11.2.1.2. Provide support to all bases and or sites under the purview of the IMSC regarding Defense Travel System and Travel Pay operations, policy, procedures.

15.11.2.1.3. Ensures proper implementation of the procedures defined in this manual for all their sites.

15.11.2.1.4. Establishes the MAJCOM/AFIMSC Defense Travel Administrator to oversee the Defense Travel System operation for the Command **(T-1)**. **NOTE** Approval Override authority. Occasionally, Defense Travel System documents may require the Lead Defense Travel Administrators approval in lieu of the normal organization's routing officials. Authority to perform this function must be included in the DD Form 577. The completed DD Form 577 must also be submitted to dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil via encrypted email. IMSC Defense Travel Administrators maintains a copy of all 577s, required TraX training certificates and Certifying Officer Legislation training certificates for anyone granted approval override capability and all Lead Defense Travel Administrators within their hierarchy. In addition, maintain the DD Form 577 and all required training certificates for anyone who they establish access to any Permission Level in Defense Travel System or as a Compliance Tool Administrator (if the Compliance Tool Administrator is also appointed to an accountable official position). The completed DD Form 577 must be submitted to dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil via encrypted email **(T-1)**.

15.11.2.2. MAJCOM Defense Travel Administrator. The MAJCOM Defense Travel Administrator is the primary Defense Travel System focal point for the Command. The MAJCOM Defense Travel Administrator may be more than one person. MAJCOM Defense Travel Administrators are appointed in writing, using the DD Form 577. If Approval Override Authority is being granted, it must be specified in the DD Form 577. DD Form 577 must include a statement indicating the individual being appointed has read and understands the USAF Defense Travel System Business Rules. Must complete Certifying Officer Legislation training and provide training certificate to the USAF Defense Travel System Office and Organizational Defense Travel Administrator or Lead Defense Travel Administrator for maintaining with the DD Form 577. The DD Form 577 should only be issued after the Certifying Officer Legislation training certificate has been received by the Organizational Defense Travel Administrator or Lead Defense Travel Administrator **(T-1)**.

15.11.2.2.1. Duties:

15.11.2.2.1.1. Interpret and provide guidance on travel entitlements.

15.11.2.2.1.2. Provide support to all sites under the preview of the MAJCOM regarding system operations and or policy and or procedures.

15.11.2.2.1.3. Serve as liaison between base-level Lead Defense Travel Administrator and HQ AFIMSC Travel Pay Team.

15.11.2.2.1.4. Conduct Audits and Staff Assistance Visits as outlined in [paragraph 15.19.4.2](#) of this manual and 13.5 AF Defense Travel System Business Rules. Prior to the Staff Assistance Visit, perform a random audit of Non-Defense Travel System Entry Agent processed vouchers to ensure the hard copy signed voucher is embedded as a substantiating document. The AFIMSC Det Defense Travel Administrator may serve as their Organization's Organizational Defense Travel Administrator **(T-1)**.

15.11.2.2.2. Training. Must complete the required TraX courses applicable to the approving official, Lead Defense Travel Administrator, Financial Defense Travel Administrator, and Debt Management Monitor courses. Must complete the Lead Defense Travel Administrator courses required for appointment before being appointed as IMSC Defense Travel Administrator (T-1).

15.11.3. Comptroller (Wing, Base or MAJCOM depending on level). Ensures proper implementation of the procedures defined in this manual. Establishes and defines the workload responsibilities of the Lead Defense Travel Administrator(s) and Financial Defense Travel Administrator(s). Lead Defense Travel Administrator(s) normally is assigned within the Financial Management Flight's span of control, but Financial Defense Travel Administrator normally will be under the Budget Officer's span of control. Either the Lead Defense Travel Administrator or the Financial Defense Travel Administrator can perform the annual Staff Assistance Visit or any required audit and or review of organizations they service (T-1). **NOTE** Air Force Reserve tenant organizations will be the responsibility of the Budget Officer-FMA. Financial Defense Travel Administrator will be appointed for cross org of lines of accounting and maintenance of Defense Travel System budgets as necessary. Most Air Force Reserve lines of accounting and budgets at this time are housed and controlled within the AROWS-R process and not in the Defense Travel System process.

15.11.3.1. Lead Defense Travel Administrator. The Lead Defense Travel Administrator(s) is (are) the primary Defense Travel System focal point for the installation (in most cases, the Lead Defense Travel Administrator will play a central role in the Financial Defense Travel Administrator duties). The Lead Defense Travel Administrator may be more than a single person. Appointed in writing, using the DD Form 577. Normally, Certifying Officer Legislation training is completed before appointment. Department of Defense Financial Management Regulation Volume 5 050305(B) instructs appointees must take the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until taken. Provide copy of Certifying Officer Legislation training certificate to AFIMSC Det Defense Travel Administrator and Organizational Defense Travel Administrator for maintaining with the DD Form 577. The DD Form 577 should only be issued after the Certifying Officer Legislation training certificate has been received by the Organizational Defense Travel Administrator or AFIMSC Det Defense Travel Administrator. DD Form 577 must include a statement indicating the individual being appointed has read and understands the USAF DTS Business Rules (T-1). **NOTE** Air Force Reserve tenant organizations will be the responsibility of the Budget Officer-FMA. Financial Defense Travel Administrator will be appointed for cross-org of lines of accounting only (T-1).

15.11.3.1.1. Creating New Defense Travel System Organizations. Ongoing changes to the organization structure within the Air Force often requires building new Defense Travel System organizations to support force structure changes. Creating new Defense Travel System organizations is a complicated process, affecting all aspects of the Defense Travel System organizational structure. Units must coordinate with the AFIMSC Defense Travel Administrator before attempting to create or modify Defense Travel System organizations. AFIMSC Defense Travel Administrators are responsible for ensuring new Defense Travel System organizations are properly aligned with the Defense Travel System site-level code where the members physically reside (perform

duty). This may require AFIMSC (or commensurate parent agency) to coordinate with in the case where one tenant unit, geographically separated unit, or detachment physically resides on or near another AFIMSC Defense Travel System site-level code. Exceptions may be made when a tenant unit, geographically separated unit or detachment is composed entirely of civilian employees. In this case, it is permissible to align the tenant and or geographically separated unit under the units' Headquarters elsewhere.

15.11.3.1.2. Approval Override authority. Occasionally, Defense Travel System documents may require the Lead Defense Travel Administrators approval in lieu of the normal organization's routing officials. Approval Override is only granted on a case-by-case basis by the HQ AFIMSC Travel Pay Team Defense Travel Administrator. Authority to perform this function must be included in the DD Form 577. Any DD Form 577 appointing or terminating an individual to approve or use approval override for Defense Travel System vouchers and or Centrally Billed Account invoices must be sent by encrypted email to DD Form 577 must also be submitted to dfas.indianapolis.in.jfd.mbx.dfas-incddd577@mail.mil via encrypted email. A copy of the email must be maintained as evidence the document was sent to Defense Finance and Accounting Service-IN. These procedures replace the previous use of the "Letter of Assurance" (T-1).

15.11.3.1.3. Duties: (T-1)

15.11.3.1.3.1. Interpret and provide guidance on travel computation.

15.11.3.1.3.2. Provide customer support regarding system operations and or procedures.

15.11.3.1.3.3. Ensure all appropriate Defense Travel System appointments are made using the DD Form 577 and ensure copies are maintained for 6 years and 3 months after appointments are terminated (in accordance with TABLE & RULE: T 65 - 18 R 06.00). Lead Defense Travel Administrator's must maintain a copy of all appointment documentation in Lead Defense Travel Administrator office.

15.11.3.1.3.4. Establish and conduct Defense Travel System training for newly appointed Financial Defense Travel Administrators, Organizational Defense Travel Administrators and approving officials.

15.11.3.1.3.5. Taking the required TraX courses meets this requirement, but AFIMSC Dets, Financial Management Flights should develop and provide additional training as necessary based on improper payments identified by the Compliance Tool and Post-Pay Review audit findings. May need to conduct training for two Distance Learning courses (Reports and Centrally Billed Account reconciliation) to allow for appointment before the TraX course is available again

15.11.3.1.3.6. Ensure Departmental Accountable Officials complete initial and annual approving officials or Certifying Officials Defense Travel System Training for Accountable Officials and Certifying Officers in TraX and maintain TraX-generated training certificates with the DD Form 577s. The use of the Defense Travel System web-based training in TraX for the appropriate role assigned to the user is required.

15.11.3.1.3.7. Maintain the DD Form 577 and all required training certificates for any personnel that have established access (thru this position) to any Permission Level in Defense Travel System or as a Compliance Tool Administrator.

15.11.3.1.3.8. Set Permission Levels and Access levels for Defense Travel Administrators and routing officials.

15.11.3.1.3.9. Conduct Audits and Staff Assistance Visits as outlined in [paragraph 15.19.4.2](#) of this manual and 13.5 USAF Defense Travel System Business Rules. Prior to the Staff Assistance Visit perform a random audit of Non-Defense Travel System Entry Agent processed vouchers to ensure the hard copy signed voucher is embedded as a substantiating document.

15.11.3.1.3.10. Manage the Tier 2, local Defense Travel System Helpdesk for base level travelers and Defense Travel Administrators to have a Point of Contact for support.

15.11.3.1.3.11. Serve as liaison between Organizational Defense Travel Administrators and the Travel Assistance Center. Coordinate any system issues, including upgrades and system discrepancy reports with their AFIMSC Det Defense Travel Administrator. **NOTE** May NOT be an approving official in a normal organization routing list (To include FM).

15.11.3.1.3.12. Lead Defense Travel Administrators may be authorized to create and or approve Contingency, Exercise, Deployment authorizations or approve Contingency, Exercise, Deployment vouchers. This authority must be indicated on the DD Form 577.

15.11.3.1.3.13. Approval Override authority. Occasionally, Defense Travel System documents may require the Lead Defense Travel Administrators approval in lieu of the normal org's routing officials. Approval Override is only granted on a case-by-case basis by the HQ AFIMSC Travel Pay Team Defense Travel Administrator (see paragraph 5.2 USAF Defense Travel System Business Rules). Authority to perform this function must be included on the DD Form 577. The completed DD Form 577 must also be submitted to dfas.indianapolis.in.jfd.mbx.dfas-incddd577@mail.mil via encrypted email, if approval and or Approval override capabilities are granted.

15.11.3.1.3.14. Assist traveler and Organizational Defense Travel Administrator in correcting Electronic Funds - Transfer rejects (vouchers, scheduled partial payments, advances).

15.11.3.1.3.15. Management Information System Reports Administrator.

15.11.3.1.3.16. Runs Reports to track processing of transactions within Defense Travel System and validate Organizational Defense Travel Administrators are properly performing their duties.

15.11.3.1.3.17. Maintain "Local Help Desk" privately owned vehicle contact information on the Defense Travel System-Defense Travel Management Office website (<http://www.defensetravel.osd.mil>) verify at least semi-annually.

15.11.3.1.4. Minimum required training (Defense Travel System TraX Courses). Items annotated with an “2” required for appointment: **(T-1)**

15.11.3.1.4.1. Approving Official or Reviewing Official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher)²

15.11.3.1.4.2. Defense Travel System (Basic) - About Defense Travel System²

15.11.3.1.4.3. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.3.1.4.4. Programs and Policies – Travel Policies.

15.11.3.1.4.5. Approving Official or Reviewing Official – The Defense Travel System Approval Process.

15.11.3.1.4.6. Defense Travel Administrator – Maintenance Tool: An Overview²

15.11.3.1.4.7. Defense Travel Administrator – Maintenance Tool: Various courses to include Groups, Organization, People, and Routing Lists²

15.11.3.1.4.8. Defense Travel Administrator – Reports²

15.11.3.2. Finance Defense Travel Administrator. The Financial Defense Travel Administrator is someone within the Comptroller Organization who is responsible for assisting in management and support of Defense Travel System at the installation level in managing lines of accounting and budgets. Appointed in writing, using the DD Form 577. Must complete Certifying Officer Legislation training and provide training certificate to the Lead Defense Travel Administrator for maintaining with the DD Form 577. All DD Form 577s must include a statement indicating the individual being appointed has read and understands the USAF Defense Travel System Business Rules. The DD Form 577 should only be issued after the Certifying Officer Legislation training certificate has been received by the Lead Defense Travel Administrator. Department of Defense Financial Management Regulation Volume 5 050305(B) instructs appointees must complete the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until completed (T-1).

15.11.3.2.1. Functions also include: **(T-1)**

15.11.3.2.1.1. Create and manage Defense Travel System lines of accounting.

15.11.3.2.1.2. Create and manage Defense Travel System Budgets.

15.11.3.2.1.3. Provide Tier 2 Help-Desk support and tracks trouble calls for unit Financial Defense Travel Administrators or Organizational Defense Travel Administrators.

15.11.3.2.1.4. Standardize procedures for travelers to correct their own electronic funds transfer errors by filing an amended voucher per Defense Travel Administrator Manual. Financial Defense Travel Administrator should only be involved if the member is deployed or otherwise cannot be contacted and voucher is interim voucher, Scheduled Partial Payment, advance.

15.11.3.2.1.5. Provide Debt Management oversight. **NOTE** May NOT be appointed as an approving official except for Contingency, Exercise, Deployment orders entered and or approved by FM Personnel

15.11.3.2.1.6. Conduct Audits and Staff Assistance Visits as outlined in **paragraph 15.19.4.2** of this manual and 13.5 AF Defense Travel System Business Rules. Prior to the Staff Assistance Visit, perform a random audit of Non-Defense Travel System Entry Agent processed vouchers to ensure the hard copy signed voucher is embedded as a substantiating document.

15.11.3.2.2. Minimum required training (Defense Travel System TraX Courses). Items annotated with an “2” required for appointment: **(T-1)**

15.11.3.2.2.1. Approving Official or Reviewing Official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher)²

15.11.3.2.2.2. Defense Travel System (Basic) - About Defense Travel System²

15.11.3.2.2.3. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.3.2.2.4. Programs and Policies – Travel Policies.

15.11.3.2.2.5. Approving Official or Reviewing Official – The Defense Travel System Approval Process.

15.11.3.2.2.6. Defense Travel Administrator – Maintenance Tool: An Overview²

15.11.3.2.2.7. Defense Travel Administrator – Reports²

15.11.3.2.2.8. Financial Defense Travel Administrator – Budget lines of accounting² **NOTE** For AF Reserve personnel: Financial Defense Travel Administrator will be appointed for Cross-Org of lines of accounting only.

15.11.3.3. Defense Travel Administrator Help Desk. Defense Travel System is not a program with single responsibilities. SAF/FM expects a wide variety of support throughout the installation with ultimate responsibility residing in the Comptroller organization (T-1).

15.11.3.4. Lead Defense Travel Administrator. The installation’s Defense Travel System functional expert and primary point of contact for the Defense Travel System Help Desk. For continuity purposes this person ideally would be a civilian employee. Learning the intricacies of Defense Travel System requires extensive hands-on experience that cannot be adequately trained in a short period of time to fill this role. The Lead Defense Travel Administrator would elevate issues to the Travel Assistance Center, as needed. Whenever possible, issues elevated to the Travel Assistance Center should be done via trouble ticket in Travel Explorer (TraX) at <https://www.defensetravel.dod.mil/Passport>. This provides a documented issue and response. Customer Service personnel must be trained to handle the day-to-day questions on using the system. They would be the local level-initial Help Desk the installation travelers and Organizational Defense Travel Administrator’s call first. If they cannot answer a customer’s question then they would refer the question and or issue to the Lead Defense Travel Administrator. They would also support the Lead Defense

Travel Administrator with the on-going training requirements and any debt management requirements generated by the system or the Post-Payment Review process (T-1).

15.11.3.4.1. FMA (Financial Defense Travel Administrator-associated roles and responsibility). Responsible for loading and maintaining the lines of accounting and clearing any accounting rejects. Responsible for establishing and maintaining Defense Travel System Budgets. Although this responsibility can be delegated to organizational Resource Advisors, the decision to do so is a local decision. Most FMAs work with organizational Resource Advisors on a daily basis and can decide which Resource Advisors they believe they can delegate this responsibility to and those they should not (T-1). **NOTE** For AF Reserve personnel: Financial Defense Travel Administrator will be appointed for cross-org of lines of accounting only.

15.11.3.5. Debt Management Monitor. The Debt Management Monitor manages the due process and debt program for Defense Travel System related indebtedness. Appointed in writing, using the DD Form 577. Must complete Certifying Officer Legislation (Certifying Officer Legislation) training and provide training certificate to Organizational Defense Travel Administrator or Lead Defense Travel Administrator for maintaining with the DD Form 577. The DD Form 577 must include a statement indicating the individual being appointed has read and understands the AF Business Rules. The DD Form 577 should only be issued after the Certifying Officer Legislation training certificate has been received by the Organizational Defense Travel Administrator or Lead Defense Travel Administrator. Department of Defense Financial Management Regulation Volume 5 050305(B) advises appointees must complete the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until completed. Permission Levels – 0,1,2,6 and Debt Management Monitor authority activated in the Defense Travel System Profile (T-1)

15.11.3.5.1. Functions also include: (T-1)

15.11.3.5.1.1. Monitor emails after (Accounts Receivable (A/R)) ‘A/R PosAck’ from Due U.S. documents; verify traveler is aware of the debt and apply the ‘DUE PROCESS SERVED’ stamp on the 30 day mark.

15.11.3.5.1.2. Ensure travelers are served due process and notified of the repayment options.

15.11.3.5.1.3. Record manual cash collection vouchers (CCVs) against the debt that do not update from the Automated Disbursing System.

15.11.3.5.1.4. Generate and manage the Debt Management Report.

15.11.3.5.1.5. Facilitate establishment of debts based on Post-Payment Review process.

15.11.3.5.1.6. Initiate voluntary and involuntary (on the 30 day mark) payroll deduction.

15.11.3.5.1.7. Follow up with payroll administrators for payroll collections awaiting response or are overdue.

15.11.3.5.1.8. Indicate approval or rejection of payroll deduction via an email to the traveler

15.11.3.5.1.9. Maintain all records within the Waiver or Appeal process.

15.11.3.5.1.10. Update debts to a Write Off when the amount is less than \$225 and uncollectable.

15.11.3.5.1.11. Update debts with proper out of service requests in Defense Travel System when traveler is out of service.

15.11.3.5.2. Minimum required training (Defense Travel System TraX Courses). Items annotated with an “2” required for appointment: **(T-1)**

15.11.3.5.2.1. Approving Official or Reviewing Official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher)²

15.11.3.5.2.2. Defense Travel System (Basic) - About Defense Travel System²

15.11.3.5.2.3. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.3.5.2.4. Programs and Policies – Travel Policies.

15.11.3.5.2.5. Approving Official or Reviewing Official – The Defense Travel System Approval Process.

15.11.3.5.2.6. Financial Defense Travel Administrator - Debt Management Monitor²

15.11.4. Organization (at all levels, utilizing Defense Travel System).

15.11.4.1. Commanders. Appoint Defense Travel System Organizational Defense Travel Administrators and Approving or Routing Officials using DD Form 577. Appointments can be made by lowest unit level Commander (i.e., Section Commander with “G” series orders, Director). Approving Officials should complete and provide a copy of the Certifying Officer Legislation training certificate prior to appointment. Department of Defense Financial Management Regulation Volume 5 050305(B) instructs appointees must complete the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until completed. All DD Form 577s must include a statement indicating the individual being appointed has read and understands the AF Defense Travel System Business Rules (T-1). **NOTE** Air Force Reserve personnel: Defense Travel System access must be properly documented and supporting documentation maintained with Lead Defense Travel Administrator.

15.11.4.1.1. Creating New Defense Travel System Organizations. On-going changes to the organization structure within the Air Force often requires building new Defense Travel System organizations to support these force structure changes. Creating new Defense Travel System organizations is a complicated process, affecting all aspects of the Defense Travel System organizational structure. Units must coordinate with the Lead Defense Travel Administrator and AFIMSC Defense Travel Administrator before attempting to create or modify Defense Travel System organizations. AFIMSC Defense Travel Administrators (HQ AFIMSC Travel Pay Team oversight) are responsible for ensuring new Defense Travel System organizations are properly aligned with the Defense Travel System site-level code at where the members physically reside.

This may require AFIMSC to coordinate with each other in the case where one AFIMSC tenant unit, geographically separated unit, or detachment physically resides on or near another AFIMSC Defense Travel System site-level code. Exceptions may be made when a tenant unit, geographically separated unit or detachment is composed entirely of civilian employees. In this case, it is permissible to align the tenant and or geographically separated unit under the units' Headquarters (T-1).

15.11.4.2. Organizational Defense Travel Administrator. Appointed in writing, using the DD Form 577. Must complete Certifying Officer Legislation training and provide training certificate to Organizational Defense Travel Administrator or Lead Defense Travel Administrator for maintaining with the DD Form 577. DD Form 577 must include a statement indicating the individual being appointed has read and understands the USAF Defense Travel System Business Rules. The DD Form 577 should only be issued after the Certifying Officer Legislation training certificate has been received by the Organizational Defense Travel Administrator or Lead Defense Travel Administrator. Department of Defense Financial Management Regulation Volume 5 050305B advises appointees must take the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until taken. Responsible for maintaining the Defense Travel System profiles or user accounts for personnel assigned to their organization. Assist untrained travelers within their unit and approving officials with preparing Defense Travel System documents (T-1)

15.11.4.2.1. Functions also include: (T-1)

15.11.4.2.1.1. Ensure departing personnel have filed all outstanding vouchers before out-processing them and ensure they are detached only after the final voucher is submitted and they are removed from any routing lists.

15.11.4.2.1.2. Receive (attach) newly assigned personnel. Notes: Use the "Administrative" box on the Defense Travel System Tool Bar to review the Self-Registration submissions on a daily basis for action. The Self-Registration Admin Tool is used to review and accept (or reject) individuals who have submitted their self-registration for Defense Travel System. This would ensure travelers are being received and or accepted in a timely manner.

15.11.4.2.1.3. Accept those individuals who have self-registration to the organization in the "Self Registration Admin" module. **NOTE** Personnel assigned only Permission Levels 0 and 1 are not accountable officials. Personnel with the above listed permissions will now be referred to as "Defense Travel System Support Personnel" to eliminate any confusion or unnecessary conflict with the Department of Defense Financial Management Regulation Volume 5 Chapter 5 (T-1).

15.11.4.2.2. Permission Levels - 0, 1, 5. **NOTE** Contractors may not be granted Permission Levels 2-7, except Permission Level 4 may be granted to accomplish Centrally Billed Account reconciliation only (as stated in Section 3.2, subsequent Table and applicable note); but cannot approve or Certify Centrally Billed Account invoices, requires at least quarterly review to verify approver (certifier) of the invoice. Quarterly (or more frequent) review documentation must be retained for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014) (T-1) **NOTE** May NOT be an approving official, but the Organizational Defense Travel Administrator may be in the

routing list as a reviewer if approved by the AFIMSC Det Defense Travel Administrator. Documentation substantiating this exception should be maintained by the Organizational Defense Travel Administrator and Lead Defense Travel Administrator. These Organizational Defense Travel Administrators will have Permission Level 2 for review only, not approval and must not assign Permission Level 2 to other users (T-1).

15.11.4.2.2.1. Ensures all approving officials, Certifying Officials and Departmental Accountable Officials within their org complete Certifying Officer Legislation training and maintains copies of Certifying Officer Legislation certificates, DD Form 577s, and any other required training certificates for all applicable appointed individuals. A copy of this documentation must also be sent to the Lead Defense Travel Administrator. Any DD Form 577 appointing or terminating an individual to approve or use Approval Override for Defense Travel System vouchers and or Centrally Billed Account invoices must be sent by encrypted email to dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil. A copy of the email must be maintained as evidence the document was sent to Defense Finance and Accounting Service-IN. These procedures replace the previous use of the "Letter of Assurance". These documents must be maintained for as long as the appointed member is assigned the applicable permissions, plus 6 years 3 months after Permission Levels, Access, Appointment is revoked (SAF/FMPC AFAFO memo dated 9 June 2014).

15.11.4.2.2.2. Review Permission Levels of personnel assigned to perform Defense Travel System duties on a monthly basis. Ensure the duties assigned are supported by the DD Form 577s or appointment letters (as applicable). In addition, validate the Group Level access during this review. Annotate listing with action taken or indication of no action taken and why, date of action taken or listing annotated, and initials of individual working the listing. In addition the listing must have a certification advising the review is complete and be dated and signed. Finally, a supervisory review verifying the listing was completed needs to be added, dated, and signed. The 'Complete Traveler Information List' under Reports Scheduler in Defense Travel System is to be used for this review and maintained for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014). **NOTE** May not act as Financial Defense Travel Administrator (to add, modify, delete lines of accounting or budgets)

15.11.4.2.2.3. Will be the primary contact between the Lead Defense Travel Administrator and the unit.

15.11.4.2.2.4. Manage the organization's Defense Travel System processing by running various reports and distributing to responsible office for resolution when discrepancies are found and annotate listing with action taken or indication of no action taken and why, date of action taken or listing annotated, and initials of individual working the listing. In addition the listing must have a certification advising the review is complete and be dated and signed. Finally, a supervisory review verifying the listing was completed needs to be added, dated and signed. Reports include 'Unsubmitted Vouchers', 'Approved Status' (identifies such as rejects and transactions awaiting approval), and 'Complete Traveler Information

List Report' (under Reports Scheduler) (among other items used to validate time zone, electronic funds transfer data, and government travel charge card data). Reports are to be run no less than monthly and maintained for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014).

15.11.4.2.2.5. Assist travelers in correcting electronic funds transfer rejects (vouchers, scheduled partial payments, advances).

15.11.4.2.2.6. Acts as Tier 1 Helpdesk for unit.

15.11.4.2.2.7. Ensures approving officials, certifying officials, departmental accountable officials, and travelers complete required TraX training.

15.11.4.2.3. Minimum required training (Defense Travel System TraX Courses). Items annotated with an "2" required for appointment: **(T-1)**

15.11.4.2.3.1. Approving Official or Reviewing Official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher)²

15.11.4.2.3.2. Defense Travel System (Basic) - About Defense Travel System²

15.11.4.2.3.3. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.4.2.3.4. Programs and Policies – Travel Policies.

15.11.4.2.3.5. Approving Official or Reviewing Official – The Defense Travel System Approval Process.

15.11.4.2.3.6. Defense Travel Administrator – Maintenance Tool: An Overview²

15.11.4.2.3.7. Defense Travel Administrator – Maintenance Tool: Various courses to include Groups, Organization, People, and Routing Lists² .

15.11.4.2.3.8. Defense Travel Administrator - Reports– (Self-paced training)²

15.11.4.3. Approving Official. Appointed in writing, using the DD Form 577. Must complete Certifying Officer Legislation training and provide training certificate to Organizational Defense Travel Administrator or Lead Defense Travel Administrator for maintaining with the DD Form 577. DD Form 577s must include a statement indicating the individual being appointed has read and understands the applicable sections of the USAF Defense Travel System Business Rules related to the position being appointed. The DD Form 577 should only be issued after the Certifying Officer Legislation training certificate has been received by the Organizational Defense Travel Administrator or Lead Defense Travel Administrator. Department of Defense Financial Management Regulation Volume 5 050308B instructs appointees must complete the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until completed. Responsible for determining the necessity of trips and funds availability, authorizing travel and approving, certifying travel claims for validity after completion of travel (T-1).

15.11.4.3.1. Permission Levels - 0,1,2

15.11.4.3.2. Minimum required training (Defense Travel System TraX Courses). Items annotated with an “2” required for appointment: **(T-1)**

15.11.4.3.2.1. Approving Official or Reviewing Official – Certifying Officer Legislation or Training for Accountable Officials and Certifying Officers (Initial or Refresher)²

15.11.4.3.2.2. Defense Travel System (Basic) - About Defense Travel System²

15.11.4.3.2.3. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.4.3.2.4. Programs and Policies – Travel Policies²

15.11.4.3.2.5. Approving Official or Reviewing Official – The Defense Travel System Approval Process²

15.11.4.3.2.6. Approving Officials should also maintain copies of the Defense Travel Management Office Tri-Folds associated with the approval process. The tri-fold can be found at: http://www.defensetravel.dod.mil/Docs/Training/Tri-fold Approving Official_Checklist.pdf.

15.11.4.3.3. It is encouraged that Approving Officials take other courses which may be geared to their specific type of travel supported in their role or unit. In addition, Approving Officials should be familiar with the Defense Travel Management Office “Desktop Guide for Authorizing Officials and Certifying Officers”. A Defense Travel Management Office-checklist can be found in Appendix C of the document at: http://www.defensetravel.dod.mil/Docs/Training/Approving Official_CO_Guide.pdf **(T-1)**

15.11.4.3.4. May be authorized Permission Levels 0,1,2,6 if they need the capability to use the “change Org” function in Defense Travel System. Rationale: this functionality is used for Honor Guard travel, Medical travel **(T-1)**.

15.11.4.3.4.1. Ensure all documents they approve are accurate and required substantiating documents, receipts are embedded into the Defense Travel System document. When approving documents refer to the Defense Travel Management Office or other approving official Checklist, trifold or any other documentation that may assist in ensuring compliance with the various travel related directives and regulations. **NOTE** To be considered a valid receipt it must show the company name, date services were provided, unit price of the item and or service, taxes or fees charged if applicable, amount “paid” and “amount due” of \$0.00 or evidence of payment **(T-1)**.

15.11.4.3.4.2. When restricted air tickets are requested, complete and embed in ‘Substantiating Records’ the “Restricted Fares Checklist for approving officials” <https://www.defensetravel.dod.mil/site/restrictedfares.cfm>. The checklist certifies that all decision factors were considered prior to the approval of purchasing a restricted airfare and if approved, the funding command accepts total financial responsibility for the restricted airline ticket should the trip be changed or cancelled for any official reason. The checklist must be certified by the appropriate approving officials **(T-1)**.

15.11.4.3.4.3. Ensure all expenses submitted for reimbursement are authorized in accordance with the Joint Travel Regulations (T-1).

15.11.4.3.4.4. Ensure all periods of leave are annotated on the Defense Travel System document as leave and not “no per diem” or other status that precludes payment of per diem as the Management Information System Leave Report only picks up those dates marked as leave (when functioning properly). This will ensure leave is properly charged for military members by the Financial Management Flight. Also ensure leave is charged appropriately for civilian employees by the applicable time and attendance system. **NOTE** Due to an ongoing problem with the Leave Management Information System Reports, either a conditional routing list will be established so vouchers with leave will be routed to an individual who can verify leave is charged or a hard copy of the AF 988 (Military), leave request from LeaveWeb, or OPM 71, *Request for Leave or Approved Absence* (Civilian) must be embedded in the document. This requirement for leave documentation will be removed once the Management Information System Report is fixed. Use the Tools provided by the Defense Travel Management Office as needed in performance of duties [http://www.defensetravel.dod.mil/Docs/Training/Instructions for Approving Officials Tri-fold.pdf](http://www.defensetravel.dod.mil/Docs/Training/Instructions%20for%20Approving%20Officials%20Tri-fold.pdf)) ([http://www.defensetravel.dod.mil/Docs/Training/Approving Official CO Guide.pdf](http://www.defensetravel.dod.mil/Docs/Training/Approving%20Official%20CO%20Guide.pdf)) (T-1). **NOTE** May not be assigned the duties and responsibilities of any other key Defense Travel System position

15.11.4.3.4.5. Ensure travel Authorizations, Amendments, and Vouchers are normally approved within 3 workdays of submission (T-1).

15.11.4.4. Non-Defense Travel System Entry Agent (with ‘T-ENTERED’ Authority). Must be appointed in writing by the Comptroller, Director or designated commander (i.e., Patient Travel Office-commander and or Base Legal for Witness travel). The appointment letter must state the requirement for a manual DD Form 1351-2 or OF 1164, as appropriate, signed by the traveler must be attached to the Defense Travel System trip record as supporting documentation. If appointed in writing, a Non-Defense Travel System Entry Agent is authorized to “electronically sign” a voucher payment for a traveler (using the T-ENTERED stamp). Appointment letter must include a statement indicating the individual being appointed has read and understands the applicable sections of the USAF Defense Travel System Business Rules, related to the position being appointed. Non-Defense Travel System Entry Agent may be a military member, civilian employee, or contractor. If the Defense Travel System printed voucher is signed by the traveler and used to support the T-Entered voucher, ensure the voucher is modified to include the items in the inserted document below, before it is embedded into Defense Travel System. The approving official is to use the embedded voucher to support accuracy of the Non-Defense Travel System Entry Agent input and in determining authorized reimbursement of entitlements (T-1). **NOTE** For AF Reserve personnel, these appointments will be in writing from a Comptroller at an AF Reserve host and from the Budget Officer at an AF Reserve tenant location (T-1).

15.11.4.4.1. Permission Levels – 0, 1

15.11.4.4.2. Minimum required training (Defense Travel System TraX Courses) denoted with a “2” as follows:

15.11.4.4.2.1. Defense Travel System (Basic) - About Defense Travel System²

15.11.4.4.2.2. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.4.4.2.3. Programs and Policies – Travel Policies. **NOTE** ‘Group Access’ required or Traveler must be added to the Non-Defense Travel System Entry Agent’s Group.

15.11.4.4.3. If appointed in writing, the Non-Defense Travel System Entry Agent is authorized to “electronically sign” in Defense Travel System a voucher payment for a traveler using the T-ENTERED stamp (T-1).

15.11.4.4.4. All T-ENTERED documents must have a hard copy signed voucher embedded into the Defense Travel System voucher. Hard copy vouchers must be signed by the traveler or the traveler’s legal representative (i.e., a Summary Courts Officer signing on behalf of a deceased member or employee, or a guardian and witness signing for incapacitated member or employee). All substantiating documents must also be embedded in Defense Travel System (T-1).

15.11.4.4.5. When restricted air tickets are requested, complete and upload in ‘Substantiating Records’ the "Restricted Fares Checklist for approving officials" <https://www.defensetravel.dod.mil/site/restrictedfares.cfm>. The checklist certifies that all decision factors were considered prior to the approval of purchasing a restricted airfare and if approved, the funding command accepts total financial responsibility for the restricted airline ticket should the trip be changed or cancelled for any official reason. The checklist must be certified by the appropriate approving officials (T-1).

15.11.4.4.6. Financial Defense Travel Administrator may use the T-ENTERED stamp to correct Defense Travel System vouchers (e.g., Line of Accounting rejects, electronic funds transfer returns, etc.) without requiring a hard-copy voucher with substantiating documentation. In addition, if a Contingency, Exercise, Deployment voucher was returned for embedding receipts and after follow up to the traveler and the Commander fails to obtain receipts, the T-entered stamp may be used to process the previously submitted voucher (which was signed by the traveler) removing any expenses not supported by receipts or a lost receipt form, as required (T-1).

15.11.4.4.7. Hardcopy Voucher and Local Voucher Requirements. The traveler will prepare a signed hard-copy voucher (DD Form 1351-2 or OF 1164 as appropriate) and present to the Non-Defense Travel System Entry Agent with substantiating documentation (receipts, etc.) as the traveler is still responsible for the accuracy of the claim. The signed hardcopy DD Form 1351-2 or OF 1164, receipts, and or other required backup must be embedded in the Defense Travel System record prior to the Non-Defense Travel System Entry Agent electronically signing the Defense Travel System voucher (“T-ENTERED”) on behalf of the traveler (T-1). **NOTE** See the AF Defense Travel System Business Rules section 4.7.4.2 regarding the requirements of the voucher copies if manually printed for signature and submission to ensure they are filled out correctly and fully (T-1).

15.11.4.5. Resource Advisor. Responsible for coordinating with the Financial Defense Travel Administrator to ensure sufficient funds are available in the Defense Travel System Budgets. Depending on the Commanders preference, Resource Advisors may be required to “review” Defense Travel System documents, assigned as a reviewing official only. If added to the routing list as a reviewing official, the Resource Advisor must be appointed in writing, using the DD Form 577. Must complete Certifying Officer Legislation training and provide training certificate to Organizational Defense Travel Administrator or Lead Defense Travel Administrator for maintaining with the DD Form 577. DD Form 577 must indicate the individual being appointed has read and understands the applicable sections of the USAF Defense Travel System Business Rules, related to the position being appointed. The DD Form 577 should only be issued after the Certifying Officer Legislation training certificate has been received by the Organizational Defense Travel Administrator or Lead Defense Travel Administrator. Department of Defense Financial Management Regulation Volume 5 050308B instructs appointees must complete the Certifying Officer Legislation training within 2 weeks of appointment and cannot perform any of the duties until completed. Cannot be appointed as an approving official or have other Defense Travel System capabilities (i.e., Permission Level 3 to perform Financial Defense Travel Administrator duties). Assigned Permission Levels identified for Routing Officials, Reviewers (T-1). **NOTE** Must complete the Financial Defense Travel Administrator required training in [paragraph 15.11.3.2](#) of this manual (T-1).

15.11.5. Traveler.

15.11.5.1. Supporting Documentation Retention (receipts, constructive travel worksheets, non-A, or adverse effects statements, etc.) required (T-1).

15.11.5.2. Minimum required training (Defense Travel System TraX Courses) denoted with a “2” as follows: **(T-1)**

15.11.5.2.1. Defense Travel System (Basic) - About Defense Travel System²

15.11.5.2.2. Defense Travel System (Basic) – Defense Travel System Travel Documents (Defense Travel System 101)²

15.11.5.2.3. Programs and Policies – Travel Policies.

15.11.5.3. Travelers are responsible for the accuracy of the information they provide on their voucher and electronically sign a statement in Defense Travel System, attesting to the voucher’s accuracy. Travelers must electronically embed all required receipts and any other substantiating documents into the Defense Travel System document. Receipt retention requirements are considered to be met when receipts are embedded into the Defense Travel System document. Department of Defense Financial Management Regulation Volume 9, Chapter 2, paragraph 020502.Bc5. **NOTE** to be considered a valid receipt it must show the company name, date services were provided, unit price of the item and or service, Taxes or fees charged if applicable, amount “paid” and “amount due” of \$0.00 or evidence of payment (T-1).

- 15.11.5.3.1. When restricted air tickets are requested complete and embed in 'Substantiating Records' the "Restricted Fares Checklist for Approving Officials" <https://www.defensetravel.dod.mil/site/restrictedfares.cfm>. The checklist certifies that all decision factors were considered prior to the approval of purchasing a restricted airfare and if approved, the funding command accepts total financial responsibility for the restricted airline ticket should the trip be changed or cancelled for any official reason. The checklist must be certified by the appropriate approving officials (T-1).
- 15.11.5.4. Travelers are responsible for the accuracy of the information in their Defense Travel System personal profiles to include government travel charge card info (including expiration date), electronic funds transfer, address, and contact information (including email address). If the travelers are notified of an electronic funds transfer reject they should update the voucher and the Defense Travel System personal profile immediately. If assistance is needed the Financial Defense Travel Administrator can assist with correcting the voucher electronic funds transfer information that was returned, and the Organizational Defense Travel Administrator can assist with updating the Defense Travel System profile (if needed) (T-1). **NOTE** For Air Force Reserve personnel, a copy of the AROWS-R system pay order and any amendments must be attached to the Defense Travel System voucher.
- 15.11.5.5. Constructive Travel Worksheet requirement. The Constructive Travel Worksheet is required to be embedded in Defense Travel System because the Constructive Travel Worksheet becomes part of the order when used by approving officials to make decisions, i.e., such as approval of privately owned vehicles More Advantageous (T-1).
- 15.11.5.6. Personal Reliability Program Codes. In accordance with DODM 5210.42_AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program*, temporary duty orders must reflect Personal Reliability Program codes, if applicable. Travelers will use the "default form" when printing authorizations in Defense Travel System. In addition, the Organizational Defense Travel Administrator will work actively with the unit Personal Reliability Program monitors to ensure the codes are current in the security clearance field of the traveler's profile. This information must be updated on the authorization when the member is identified to travel. Commanders and agency chiefs must take responsibility for establishing and maintaining an effective Personal Reliability Program code process. All Personal Reliability Program members must receive a departure briefing prior to leaving on a trip. At that time, Personal Reliability Program monitors need to ensure the travelers have a copy of the default form with the correct Personal Reliability Program code. Members should not depart until this action has been taken. **(T-1)**
- 15.11.6. Exceptions and Waivers. Any exceptions or waivers to duties, accesses, or Permission Levels must be obtained in accordance with procedures identified in the USAF Defense Travel System Business Rules. Various authority is provided through the document and can be made by the Comptroller, HQ AFIMSC Travel Pay Team (or commensurate parent agency), or AFAFO (as necessary, assigned). Air Force-wide access must be strictly limited and as a general rule approval must be obtained by SAF/FMFC (AFAFO) for anyone outside the AFIMSC HQ FM community. Access limited to the unit's organization usually meets the needs of the mission. Air Force-wide "Group or Organizational Access" will not be granted just on the need to view records, as individuals can be added to a Group maintained at the local level, or 'Read Only Access' may be an option **(T-1)**.

15.12. Document Flow Management.

15.12.1. Defense Travel System Document Preparer. Document Preparers may be the individual traveler or someone designated to prepare travel authorizations for individuals within their organization. Document preparer inputs all required information to make necessary travel arrangements to include all anticipated reimbursable expenses and electronically “signs” the authorization to begin the routing process. May also correct and re-sign authorizations returned by unit officials or Finance. Although Document Preparers may create or prepare a Defense Travel System voucher for another person, they may not electronically sign a Defense Travel System voucher. The traveler must electronically sign the voucher unless Non-Defense Travel System Entry Agent procedures below apply and the traveler submits a manually signed DD Form 1351-2 or OF 1164 to be embedded in the Defense Travel System Voucher as the legal claim for payment **(T-1)**.

15.12.2. Defense Travel System Document Preparer-Non-Defense Travel System Entry Agent – Vouchers and or Local Vouchers Only (‘T-entered’). A Non-Defense Travel System Entry Agent (so appointed) is authorized to “electronically sign” a voucher payment for (on behalf) a traveler (using the ‘T-ENTERED’ stamp). ‘T-ENTERED’ applies to those situations where the traveler does not have access to Defense Travel System and the voucher must be completed in Defense Travel System. The Comptroller or designated Commander must appoint Non-Defense Travel System Entry Agents in writing. The appointment letter must state the requirement for a manual DD Form 1351-2 or OF 1164, as appropriate, signed by the traveler must be embedded in the Defense Travel System trip record. For AF Reserve personnel, these appointments will be in writing from a Comptroller at an Air Force Reserve Command host and from the Budget Officer at an Air Force Reserve Component tenant location. Members, employees, and contractors are authorized to be appointed as Non-Defense Travel System Entry Agents. A Non-Defense Travel System Entry Agent is responsible for the accuracy of their entry of the claim into Defense Travel System, not the accuracy of the claim itself. They are also responsible for embedding all substantiating records (DD Form 1351-2 or OF 1164 signed by the traveler, expense receipts, fund-cite letter, statement of non-availability-number or statement, etc., as applicable) in the Defense Travel System record **(T-1)**.

15.12.2.1. The traveler will prepare a signed hard-copy voucher (DD Form 1351-2 or OF 1164 as appropriate) and present to the Non-Defense Travel System Entry Agent with required substantiating documentation (receipts, etc.) as the traveler is still responsible for the accuracy of the claim. If the signed Defense Travel System printed voucher is used by the traveler the additional items as explained in the USAF Defense Travel System Business Rules section 5.2 is applicable to ensure accurate documentation for audit purposes. This must be completed before the document is embedded into Defense Travel System. The approving official is to use the embedded voucher to support accuracy of the Non-Defense Travel System Entry Agent input and in determining authorized reimbursement of entitlements **(T-1)**.

15.12.2.2. The Non-Defense Travel System Entry Agent (with T-Enter authorization) will enter the voucher information into Defense Travel System as 'T-ENTERED'. The signed DD Form 1351-2 or OF 1164, receipts, and other required backup must be embedded in the Defense Travel System record as backup prior to electronic signature by the Non-Defense Travel System Entry Agent. A physically or mentally incapacitated member or employee may have a court of competent jurisdiction appoint a guardian, committee, or other legal representative sign the hard-copy voucher on their behalf. A copy of the signed voucher and the appointment letter must be embedded in the Defense Travel System record as the legal claim for payment prior to electronic signature by the Non-Defense Travel System Entry Agent. **NOTE** To be considered a valid receipt (in accordance with Department of Defense Financial Management Regulation) it must show the company name, date services were provided, unit price of the item and or service, taxes or fees charged if applicable, amount "paid" and "amount due" of \$0.00 or evidence of payment **(T-1)**.

15.12.2.3. The Financial Defense Travel Administrator may use the 'T-entered' stamp to correct documents that have already been stamped "signed" by the traveler without requiring a hardcopy voucher with substantiating documentation to correct Line of Accounting's, fix routing issues, etc. that don't change the voucher entitlements, amounts claimed (T-1).

15.12.2.4. In some circumstances there is a need for the Lead Defense Travel Administrator or appointed FM person in the Financial Management Flight to "T-Enter" a document to ensure processing when a traveler does not respond to Follow-up and will not complete the voucher and or amendment (T-1).

15.12.2.5. If a Contingency, Exercise, Deployment voucher was returned for embedded receipts, and after follow up to the traveler and the Commander fails to obtain receipts, the "T-entered" stamp may be used to process the previously submitted voucher (which was signed by the traveler) removing any expenses not supported by receipts or a lost receipt form, as required **(T-1)**.

15.12.2.6. Traveler does not file voucher in a timely manner:

15.12.2.6.1. Electronic funds transfer advance and or scheduled partial payments paid. If by the 6th business day upon return, the traveler does not file the voucher, immediately contact member's First Sergeant and or Commander for assistance in counseling traveler of the requirement to file a voucher. If the traveler still does not file the voucher by the 15th day, on the 16th business day, remove all expenses, 'T-enter' the voucher, and route it for approval. This will place the traveler into a debt status. Include comments or documentation indicating the attempts to get the voucher filed by the traveler. Follow normal debt procedures immediately (T-1).

15.12.2.6.2. No electronic funds transfer advance and or scheduled partial payments paid. Attempt to contact the traveler to facilitate filing of the voucher on the 6th business day upon return. If the traveler does not file the voucher, contact member's First Sergeant and or Commander for assistance in counseling member of the requirement to file a voucher or cancel the Order (if they did not travel). Also follow these same leadership notification procedures when a Post-Payment Review or Compliance Tool finding determination that an improper payment or overpayment was made. If by the 6th business day upon return, the traveler does not file the voucher, immediately contact member's First Sergeant and or Commander for assistance in counseling traveler of the requirement to file a voucher. If the traveler still does not file the voucher by the 15th day, on the 16th business day T-enter the voucher and route it for approval. This will place the traveler into a debt status. Include comments or documentation indicating the attempts to get the voucher filed by the traveler. Follow normal debt procedures **(T-1)**.

15.12.2.7. "Deployed" to location considered within the Local Area (Vicinity) of the permanent duty station. "Vicinity Travel" applies (Reference, Joint Travel Regulations Para 4100B). Travelers are only entitled to mileage for the additional distance (if any) driven each day between their residence and location and their residence and the permanent duty station. For example; distance from residence to permanent duty station is 20 miles; distance from residence to location is 25 miles. Traveler can claim 10 miles per day. Mileage (if authorized) should be claimed as a non-mileage expense for each 30 day period with proper documentation reflecting the amount of miles for the month (such as an Excel spreadsheet or log of some sort). **NOTE** Per Diem is not payable for days at or near the permanent duty station unless sent as an interim claim during a deployment for instance and the traveler is not performing any permanent duty station duties. If the traveler is (deployed) in and around the permanent duty station then meals portion of per diem is not allowed **(T-1)**.

15.12.2.8. For Emergency Leave taken during deployment with return to the area of responsibility, an AF Form 972 is accomplished. The per diem entitlement screen of the Contingency, Exercise, Deployment voucher must be adjusted appropriately to ensure per diem is not paid during chargeable leave days per Joint Travel Regulations paragraph 7010. The AF Form 972 must be embedded as a substantiating document in Defense Travel System **(T-1)**.

15.12.3. Self-Authorizing Official (Self-Approval). Under Defense Travel System, there are no Blanket Travel Orders. Instead, individuals who traveled under Blanket Travel Orders may be designated "Self-Approving Officials", or their documents may be prepared by someone else (reference [paragraph 15.12.1](#). USAF Defense Travel System Business Rules). Self-approving officials are not Departmental Accountable Officials per Department of Defense Instruction 5154.31 Volume 3 030409. They may not approve any document that authorizes payment (advance, Scheduled Partial Payment, and or voucher) therefore they are not required to complete the same training as an approving official prior to being appointed on DD Form 577. Because self-approving officials have a unique ability to approve documents that are in the same Defense Travel System flows (requiring the same Permission Levels that approving officials do) it is imperative for self-approving officials to be audited during unit Staff Assistance Visits to determine that no certification of payment has been accomplished by any

self-approving official for any of their documents during the Staff Assistance Visit period (typically one year from the last Staff Assistance Visit). They will approve their own trip authorizations and verify fund availability from their Defense Travel System Budget only. These individuals must be on the routing list they will use for self-approving official approval. The Document Type will be "AUTH", their stamp will be 'APPROVED', and the 'Level' is "25". It is highly recommended that the routing list be named something to quickly identify it as being for self-approval, (i.e., "SELF-Approving Official"). Although these officials are given autonomy to approve their own travel arrangements, they cannot certify their own vouchers for payment. Approving officials in their chain of command (or Comptroller Squadron personnel) must approve their vouchers for reimbursement for travel expenses. The approving officials used for voucher approval must be added to the self-approval routing list for vouchers. Thus, although the procedure for Self-approving officials differs from the non-Defense Travel System blanket travel orders, the results and internal controls remain in place. Self-approving officials are to be designated in writing documented on the DD Form 577 (T-1).

15.12.3.1. HQ AFIMSC Travel Pay Team (or commensurate parent agency), or their designees, are the approval authority to appoint self-approving officials for personnel assigned to special staff agencies (agencies outside of usual MAJCOM construct) and for personnel assigned to units reporting directly to a special staff agency. For other MAJCOM-level personnel, approval authority is delegated to the appropriate directors (deputies, assistants) and the Command Surgeon for assigned personnel, to include himself or herself and for personnel assigned to Direct Reporting Units (T-1). **NOTE** Documentation identifying individuals assigned to these units with duties requiring Self-Authorizing Official status must be on file with the Organizational Defense Travel Administrator and the orders issuing-approving official and available for review and audit (T-1).

15.12.3.2. For Numbered Air Forces. The Numbered Air Force Director of Staff-level is the approval authority for personnel assigned to Numbered Air Force special staff agencies and for personnel assigned to units reporting directly to a special staff agency and the appropriate Numbered Air Force directorates (T-1).

15.12.3.3. For Field Personnel. Approval authority rests with the commanders of Wings and above. Commanders may delegate this authority to their directors of staff and vice commanders, but further delegation is not authorized. Installation commanders may establish local procedures for granting self-approving official status (T-1). **NOTE** At this time Air Force Reserve Command does not have any personnel designated as self-approving officials (T-1).

15.12.4. Approval Override. Specific individuals within the Financial Management Flight may be given 'Approval Override' authority to ensure mission accomplishment when a traveler's Routing Official(s) is unavailable. The Comptroller must appoint individuals with approval override authority and request AFIMSC approval. For Air Force Reserve personnel, these appointments will be in writing from a Comptroller at an Air Force Reserve host and from the Budget Officer at an Air Force Reserve tenant location. Use DD Form 577. Email a copy of the appointment record to the Air Force Reserve Command, Headquarters Air National Guard, or AFIMSC (MDTA) who will enable the Approval Override capability. The Air Force Reserve Command, Air National Guard Bureau, or AFIMSC Defense Travel Administrator

must submit any DD Form 577 appointing or terminating an individual to approve or use Defense Travel System Approval Override vouchers and or Centrally Billed Account invoices by encrypted email to dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil. A copy of the email must be maintained as evidence the document was sent to Defense Finance and Accounting Service-IN. These procedures replace the previous use of the “Letter of Assurance” **(T-1)**.

15.12.5. Contractor Personnel. Contractor personnel will not be assigned Permission Levels 2-7 (except as stated in Section 3.2, subsequent Table and applicable note above) as they are non-accountable officials. Therefore they must not be appointed or granted rights as approving officials-certifying officials. They may be appointed as a Non-Defense Travel System Entry Agent per the Department of Defense Instruction 5154.31 Volume 3 paragraph 030406. Contractor personnel are not to perform functions that are inherently governmental and cannot be held pecuniary liable, thus the restriction in permission levels and accesses (Federal Acquisition Regulation, Subpart 7.5.). Any organization having contractors perform the Centrally Billed Account reconciliation must implement procedures to quarterly validate the Centrally Billed Accounts are not approved or certified by the contractor. An invoice summary report will be run, click on the individual invoice to check, and click invoice status. Invoice status will show the invoice status history and who certified the invoice. Documentation showing date validation was done, invoice reviewed, who performed the approval or certification and rank or grade of the individual performing the certification will be recorded. Documentation must be maintained for 6 years 3 months **(T-1)**.

15.12.6. Conditional Routing. Conditional routing is used to alter the normal flow of a document based on specific conditions of the travel. For example, Centrally Billed travel will be routed thru the servicing transportation office (if centralized). Additional information can be found in the AF Defense Travel System Business Rules and the Defense Travel Management Office Defense Travel Administrators Manual **(T-1)**.

15.12.6.1. Overseas Travel. When performing temporary duty to overseas locations, the transoceanic portion of the trip must be performed by government or government-procured transportation when available. Travelers must print a copy of the Defense Travel System travel authorization (or Contingency, Exercise, Deployment if applicable) to present at the AMC Passenger terminal if AMC transportation is used. The AMC Passenger terminal uses the travel authorization as the source document for ticketing and if the government travel charge card is not used to charge the Military Transportation Authority, for billing purposes. The AMC Customer Identification Code is automatically included on the travel authorization when preparing the authorization within Defense Travel System, and mandatory for inclusion on the Contingency, Exercise, Deployment order **(T-1)**.

15.12.6.1.1. For AF Reserve locations, Lead Defense Travel Administrators need to contact the host base Travel Management Company to obtain conditional routing information when establishing wing Defense Travel System accounts **(T-1)**.

15.12.6.2. Centrally Billed Account Used by a Traveler. A conditional routing for Centrally Billed Account usage must be added to route Orders to the Traffic Management Flight whenever the traveler selects the Centrally Billed Account as the method for payment of transportation costs. The Traffic Management Flight must identify whom they wish to review documents when the Centrally Billed Account is used. Lead Defense Travel Administrator must add the conditional routing to every organization where transportation office review is implemented. Add the conditional routing “globally” for the “default” routing lists. If used, the traveler or Routing Official must place a statement in ‘Other Authorizations’ (remarks section) such as “Centrally Billed Account authorized as this is an infrequent traveler” or an appropriate statement meeting Department of Defense Instruction 5154.31, Volume 3 (T-1).

15.12.6.3. Group Authorizations. Group Authorizations with 10 or more travelers can be routed to the Traffic Management Flight for their review. This will require a “REVIEW” stamp with the “Transportation Office Reviewed Group Auth” condition in all Routing Lists. And, the Traffic Management Flight will need to identify whom they wish to review group authorizations to be added to the routing lists. Do not use the Reservations Module with the Defense Travel System Group Authorizations (T-1).

15.13. Defense Travel Administrator Maintenance.

15.13.1. Detaching a User (permanent change of station-outbound). Detaching a user prevents them from logging into Defense Travel System and creating documents. Each Organizational Defense Travel Administrator must be included on the out-processing checklist to ensure they are contacted when a traveler is out-processing. Before detaching a traveler incident to a permanent change of station, ensure they have no outstanding Defense Travel System transactions and are removed from all routing lists. Log into Defense Travel System, go to ‘Administrative>Defense Travel Administrator Maintenance Tool’ then select ‘People’ from the drop down menu. Search by SSAN then click on the ‘Detach’ button (T-1).

15.13.1.1. It is Air Force policy to not detach travelers from their home unit to be attached to any unit (including deployments). This ensures the home unit has continued visibility of the traveler on the Defense Travel System Management Information System reports and can verify, process military pay entitlements are properly established, maintained and ensure any leave associated with the travel is properly charged. Units can add travelers to their group to update the original order in Defense Travel System as necessary to document interim payments for travelers. Any waivers to this policy must be adequately justified and forwarded to SAF/FMFC (AFAFO) for approval (T-1).

15.13.2. Deleting a User (Separation or Retirement Only). Deleting a user places them in a detachment status and schedules them for removal from Defense Travel System after 15 months. Before detaching a traveler, ensure they have no outstanding Defense Travel System transactions and are removed from any routing lists. For Air Force Reserve unit Lead Defense Travel Administrators or Organizational Defense Travel Administrators: Do not delete any member at any time.

15.13.3. Receive and or Reassign a User. If a person is being reassigned to the organization (Permanent Change Assignment or Station) and they were “detached” by the losing organization, simply “Receive” the person into the new organization then “Update” the necessary profile, routing information. Additional information can be found in the USAF Defense Travel System Business Rules section 6.3 and the Defense Travel Management Office Defense Travel Administrators Manual **(T-1)**. **NOTE** Air Force Reserve personnel use the AROWS-R system import or export functionality. As long as the traveler moves within their command, the AROWS-R system order will automatically move the traveler’s information including historical order information from the losing Air Force Reserve location to the new Air Force Reserve location.

15.14. Leave in Conjunction with Official Travel. Although Leave in Conjunction with Orders travel authorizations can be processed in Defense Travel System, the process of making leisure travel arrangements must be accomplished outside of Defense Travel System. ‘Defense Travel System Reservations Module’ may not be used to make airline reservations to or from a leave point **(T-1)**.

15.14.1. The traveler is responsible for performing a cost comparison to determine the difference between the combined Leave in Conjunction with Orders trip and the government cost for the official authorized travel. The traveler is also responsible for communicating the cost comparison results to the approving official by embedding the Constructed Travel Worksheet in the Defense Travel System record **(T-1)**.

15.14.2. If the overall cost of the leisure travel exceeds the cost to the government, the traveler claims the cost as a non-mileage expense of government-Cost Limitation and provides details to the approving official. A summary of Leave In Conjunction with Orders information will be included in the comments field and the Constructive Travel Worksheet will be embedded in the Defense Travel System record **(T-1)**.

15.14.3. If the actual cost of the ticket, to include the leisure portion, is less than the cost to the government, the actual cost will be claimed as a non-mileage expense of “Leisure Travel” and the Constructive Travel Worksheet will be embedded in the Defense Travel System record. Organizations may wish to consider a “conditional routing list” for Defense Travel System documents that indicate leave, and insert appropriate individuals in the routing process that will ensure leave is appropriately annotated and charged. Otherwise, a copy of the approved OPM Form 71 and the LeaveWeb or manual AF Form 988 must be embedded in the Defense Travel System voucher to show leave was approved and charged. **NOTE** Due to an ongoing problem with the Leave Management Information System Report, either a conditional routing list will be established so vouchers with leave will be routed to Comptroller Squadron who can verify leave is charged or a hard copy of the AF 988 or leave request from LeaveWeb (Military), or OPM 71 (Civilian) must be embedded in the Defense Travel System document. This requirement for leave documentation will be removed once the Management Information System Report is fixed. Additional information can be found in the AF Defense Travel System Business Rules Chapter 7 and the “Defense Travel Management Office Defense Travel Administrators Manual” **(T-1)**.

15.15. Private Vehicle Travel.

15.15.1. Privately Owned Vehicles Travel for Personal Convenience. Use of a privately owned vehicle to travel for personal convenience can be accomplished using Defense Travel System. Authorizations must be created with the privately owned vehicle travel as not advantageous in “Other Authorizations”. Defense Travel System currently defaults to commercial air transportation as advantageous (unless under 400 miles one way or 800 miles roundtrip in accordance with Joint Travel Regulations paragraph 020203, 020210 and 020210). Reimbursement for privately owned vehicles mileage is authorized not-to-exceed what it would have cost the government had government-procured transportation been used between the ordered point (the “constructed cost”), unless determined by the approving official to be to the government’s advantage. For Temporary Duties with round trip travel over 800 miles round trip or 400 miles one way Defense Travel System will prompt the traveler to complete a Constructive Travel Worksheet. Although the Constructive Travel Worksheet is available within Defense Travel System, use of that worksheet is not required. If that worksheet is not used, use the example provided instead in the USAF Defense Travel System Business Rules Attachment 6. If not clearly financially advantageous for the government explanation should be included to justify the authorization or approval on the order or voucher for audit purposes **(T-1)**.

15.15.1.1. For Air Force Reserve personnel, a copy of the AROWS-R system order and amendments must be embedded in the Defense Travel System record. The Constructive Travel Worksheet is also required to be embedded because the Constructive Travel Worksheet becomes part of the order when used by approving officials to make decisions, i.e., such as approval of “privately owned vehicles More Advantageous” or not **(T-1)**.

15.15.2. Computation of appropriate travel days (permissive versus charged leave) and per diem for such days is further explained in the USAF Defense Travel System Business Rules, section 4.5 and Joint Travel Regulations paragraph 020302. **NOTE** Additional information can be found in the USAF Defense Travel System Business Rules section 8.1 and the Defense Travel Management Office Defense Travel Administrators Manual regarding determining advantageous or not, and appropriate cost limitations.

15.15.3. Privately Owned Vehicles Travel More Advantageous to the Government. Defense Travel System can be utilized for travel where use of a privately owned vehicles when determined as More Advantageous to the Government is granted by the approving official. When approved as More Advantageous to the Government, reimbursement for mileage is authorized as well as per diem for overnight stopovers (not-to-exceed the allowable number of travel days based on the official distance) **(T-1)**.

15.15.3.1. Joint Travel Regulations paragraph 020203 and 020210 allow for privately owned vehicle use on temporary duty as to the government’s advantage for temporary duty to locations within 800 miles (round-trip) of the permanent duty station as determined from Defense Table of Official Distance (for DoD) and from appropriate distance sources for the non-DoD Services. There is no requirement for any cost comparison. A command may authorize privately owned vehicle use for temporary duty travel of 800 miles or less round trip (400 miles one way) at its discretion **(T-1)**.

15.15.3.2. When authorized to travel privately owned vehicles as More Advantageous to the Government, the traveler is authorized 1 day of travel time for each 400 miles of the official distance. Include any stopover points as separate points of travel in the Defense Travel System Itinerary to ensure correct reimbursement of the locality rate of the stopover point. Defense Table of Official Distance mileage usage is explained in AF Defense Travel System Business Rules section 8.2 and the Defense Travel Management Office Defense Travel Administrators Manual (T-1). **NOTE** For Air Force Reserve personnel, a copy of the AROWS-R order and amendments must be embedded in the Defense Travel System record. Also Constructive Travel Worksheet is required to be embedded because the Constructive Travel Worksheet becomes part of the order when used by approving officials to make decisions, i.e., such as approval of privately owned vehicles More Advantageous to the Government. For privately owned vehicles More Advantageous to the Government, Reservists must include the costs of military pay and allowances for the additional travel days in the calculation to be considered by the approving official (T-1).

15.16. Contingency, Exercise, Deployment Orders. Such orders and vouchers are to be processed within Defense Travel System (see specific exceptions as listed in the USAF Defense Travel System Business Rules Chapter 9). This also includes 365-day extended Temporary Duties. Scheduled Partial Payments for Temporary Duties in excess of 45 days must be used to the maximum extent possible (T-1).

15.16.1. More detailed procedures can be found in the USAF Defense Travel System Business Rules and the AF Contingency, Exercise, Deployment in Defense Travel System Deployment Guide. Chapter 12 of the Contingency, Exercise, Deployment in Defense Travel System Deployment Guide specifically addresses indeterminate temporary duty and 365 day temporary duty authorization creation. In addition Chapter 9 of the USAF Defense Travel System Business rules address processing Contingency, Exercise, Deployment orders in Defense Travel System. **NOTE** At this time Air Force Reserve Command units do not process some Contingency, Exercise, Deployment authorization and vouchers in Defense Travel System (T-1).

15.16.2. General. Installation Personnel Readiness or Personnel Readiness Unit (IPR/PRU) will create a hard-copy Contingency, Exercise, Deployment authorization. FMA must mark the master Contingency, Exercise, Deployment order to clearly indicate the Contingency, Exercise, Deployment order will be “Processed in Defense Travel System” to ensure the traveler does not receive payments outside Defense Travel System, ensure the correct meal and incidental expense rates are also included, in addition to the Defense Travel System statement prior to certifying the hardcopy authorization. However, no manual obligation will be loaded against the Contingency, Exercise, Deployment order as Defense Travel System will pass the obligation against the Defense Travel System Travel Authorization Number (TANUM). Finance offices are not to make any adjustments directly into General Accounting and Finance System (GAFS) or Defense Enterprise Accounting and Management System (DEAMS) for Defense Travel System generated obligations and debts. All adjustments are to be made in Defense Travel System, unless the document is not adjustable in Defense Travel System. If adjustments are needed contact the servicing Defense Finance and Accounting Service site and include an explanation of what needs to be done and why it cannot be accomplished through Defense Travel System. If document is “abandoned”, include a copy of the Travel Assistance Center notification advising the document cannot be processed in

Defense Travel System. Send requests for Defense Finance and Accounting Service-Limestone to DFAS-LI-TRAVEL@dfas.mil and request for Defense Finance and Accounting Service-Japan to DJP-DARTS-AF-ACCT-INTGOV@DFAS.MIL (T-1).

15.16.2.1. The servicing Comptroller organization of the Installation Personnel Readiness (IPR) that generates the Contingency, Exercise, Deployment authorization is responsible for certifying the Contingency, Exercise, Deployment authorization. If the comptroller organization is the servicing finance office for the traveler, they will create the Defense Travel System order also. If they are not the servicing finance office for the traveler, they must provide a copy of the Contingency, Exercise, Deployment order to the servicing finance office to create the Defense Travel System order (T-1). **NOTE** Any deviations must be approved by SAF/FMFC (AFAFO) thru the HQ AFIMSC (or parent agency as applicable). It is feasible for a Financial Manager assigned or detailed outside of the servicing Comptroller Squadron to create Defense Travel System authorizations for personnel in their unit and subordinate units if documented as approved by the Comptroller. The associated documents (authorizations and vouchers) must be routed thru the servicing finance office for review or approval as documented on such exception memo kept on file at the Comptroller Organization. The traveler is not allowed to create or approve their own Contingency, Exercise, Deployment order or voucher in Defense Travel System (T-1).

15.16.3. The servicing finance office (or above exception can be used) must input the Contingency, Exercise, Deployment authorization in Defense Travel System for their travelers (assigned to the servicing finance office's Defense Travel System Organization) who are physically located at other installations or sites. If the funds are not those of the servicing finance office, the funding organization can Cross-org the Line of Accounting to the traveler for the servicing finance office to select in creating the Defense Travel System authorization. In these cases, the label name should be one easily identifiable to the finance office to select or clearly marked on the hardcopy Contingency, Exercise, Deployment order. The other option is for the servicing finance office to build the Line of Accounting and associated budget at their location (T-1).

15.16.4. Hardcopy Contingency, Exercise, Deployment orders must be certified by the finance office and clearly marked to indicate "Processed in Defense Travel System" prior to release to travelers. Identification on the Contingency, Exercise, Deployment orders may be in the form of a "Processed in Defense Travel System" stamp or some other method to prevent travelers from receiving dual advances or payments. **NOTE** The hardcopy Contingency, Exercise, Deployment authorization may be "certified" even though it may cite another Installation or Services funds. The tasking order or reporting instructions dictate the funding requirement and the funding organization is responsible to ensure funding was available for the tasking (T-1).

15.16.5. Creating the Contingency, Exercise, Deployment Travel Authorization in Defense Travel System. FM is responsible to ensure creation of the Defense Travel System authorization using the hard-copy Contingency, Exercise, Deployment order, referencing the Contingency, Exercise, Deployment Travel order in the remarks section of the Itinerary and ensuring the Contingency, Exercise, Deployment order is embedded in the Defense Travel System record. If approved by HQ AFIMSC, someone outside of the Comptroller Squadron may create the authorizations (so long as they are a Financial Manager – see exception logic and process above), but the traveler is not authorized to create their own authorization in

Defense Travel System. Change the primary traveler's default routing list to the Contingency, Exercise, Deployment Order routing list. This will cause all the authorizations to route to the Contingency, Exercise, Deployment routing list for the authorization (and the voucher) as required **(T-1)**.

15.16.6. Creating the Travel Voucher from Order. Upon return from the temporary duty, the traveler must access Defense Travel System, create the voucher from authorization, make any necessary adjustments and digitally "sign" the document (see Non-Defense Travel System Entry Agent process above if traveler does not have access to Defense Travel System) **(T-1)**.

15.16.6.1. The voucher will route thru the "Contingency, Exercise, Deployment order" routing list for approval. This routing list can be modified in cases of Cross-Org funding that the funding organization (i.e., sister service) requires final approval of the documents they are funding, in this case ensure an AF Financial Manager is in the review of the documents to ensure Air Force rules and or policies are applied before being sent to the funding organization **(T-1)**. Approving official (or reviewing official if as referenced in the preceding paragraph) will validate all required receipts are attached, Per Diem entitlements are correct, and reimbursable expenses are authorized in accordance with Joint Travel Regulations Chapter 2 Part M and DoD Financial Management Regulation **(T-1)**.

15.16.6.2. If the traveler does not have access to Defense Travel System, they must present Finance (or their unit Non-Defense Travel System Entry Agent) with a signed hard-copy travel voucher with supporting documentation (e.g., receipts). Finance (or Non-Defense Travel System Entry Agent) will create and "T-ENTER" the voucher in Defense Travel System. Hard copy voucher and all backup will be embedded in the Defense Travel System record **(T-1)**. **NOTE** in accordance with Department of Defense Financial Management Regulation, to be considered a valid receipt it must show the company name, date services were provided, unit price of the item and or service, Taxes or fees charged if applicable, amount "paid" and "amount due" of \$0.00 or evidence of payment **(T-0)**.

15.16.6.2.1. If additional (interim) temporary duty trips are taken during deployment from the deployed location that were not amended and included on the original (deployment) Defense Travel System (against USAF policy) Contingency, Exercise, Deployment order (see section 9.2 of this manual for rationale), Defense Travel System provides an audit flag advising the approving official of overlapping trips. Ensure the final voucher is adjusted to prevent payment of duplicate entitlements and copies of all period vouchers are embedded with all related "TANUM"s ensuring they are embedded in the Defense Travel System record for each "TANUM" for audit purposes **(T-1)**.

15.16.7. Paying advances and scheduled partial payments. Scheduled Partial Payments can be scheduled in the Group Authorization for the Primary Traveler only. Once the Group Authorization is "Locked" and the individual authorizations are "spawned", the other travelers or the individual that created the Group Authorization can amend the approved individual authorization and setup Scheduled Partial Payments for each individual traveler. Once the 'Group Auth' is approved by the approving official, electronic funds transfer advances can be generated from the individually created authorizations. Establish local procedures for travelers to indicate requests for travel advance payments. These amendments can be initiated by the individual traveler or anyone with the proper access and permission levels, to include Finance personnel.

15.16.7.1. Personnel traveling on Contingency, Exercise, Deployment orders over 45 days in length should expect reimbursement for airfare, enroute authorized overnight lodging accommodations, and any other reimbursable expenses for that period as applicable. The known expenses can be added by Finance personnel to the Defense Travel System Order initially so that they pay out on the initial Scheduled Partial Payment. The traveler may also update the expenses or provide the necessary information for reimbursement of those costs to their home finance office or unit Defense Travel Administrator as determined by local Business Rules or published policy for deployed personnel reach back so they can update the Defense Travel System Order to include these costs. Therefore, it's best to establish local procedures on how this will be accomplished (email, faxed documents, eFinance, etc.) prior to deployment or long term temporary duty and must be advertised with travelers for reach back capabilities. The initial Scheduled Partial Payment can be split-disbursed directly to the traveler's government travel charge card. The remaining Scheduled Partial Payments will then continue until the scheduled return date of the traveler, with items identified for split payment going to the government travel charge card. If additional authorizations (for reasons stated in section 9.2) are issued during a deployment and or temporary duty, the original order must be adjusted to ensure Scheduled Partial Payments do not disburse duplicate entitlements and all voucher copies should be embedded in each "TANUM" for auditability **(T-1)**.

15.16.7.2. If additional (interim) orders are issued (despite USAF policy prohibiting this practice) during a temporary duty period, the original order must be adjusted to ensure Scheduled Partial Payments do not disburse for duplicate entitlements (duplicate days). Embed all related (same time period) orders and or vouchers as required for audit purposes **(T-1)**.

15.16.8. Unique Circumstances. If a Contingency, Exercise, Deployment voucher was returned for embedded receipts (or lack thereof) and after follow up to the traveler and the Commander (on the 6th business day upon return) fails to provide receipts, the 'T-entered' stamp shall be used to process the previously submitted voucher (which was signed by the traveler) removing any expenses not supported by receipts (or a lost receipt form) as required **(T-1)**.

15.16.8.1. Traveler does not file voucher in a timely manner.

15.16.8.1.1. Electronic funds transfer advance and or scheduled partial payments paid. If by the 6th business day upon return, the member or employee does not file the voucher, immediately contact member's First Sergeant and or Commander for assistance in counseling traveler of the requirement to file a voucher. If the traveler still does not file the voucher by the 15th day, on the 16th business day 'T-enter' the voucher and route it for approval. This will place the traveler into a debt status. Include comments or documentation indicating the attempts to get the voucher filed by the traveler. Follow normal debt procedures **(T-1)**.

15.16.8.1.2. No electronic funds transfer advance and or scheduled partial payments paid. Attempt to contact the traveler to facilitate filing of the voucher on the 6th business day upon return. If the traveler does not file the voucher, contact member's or employee's First Sergeant and or Commander for assistance in counseling member of the requirement to file a voucher or cancel the Order (if they did not travel) **(T-1)**.

15.16.8.1.3. If a Post-Payment Review or Compliance Tool finding determination that an improper payment or overpayment was made, by the 6th business day upon return, the member or employee does not file the voucher and or amendment, immediately contact member's First Sergeant and or Commander for assistance in counseling traveler of the requirement to file a voucher. If the traveler still does not file the voucher by the 15th day, on the 16th business day T-enter the voucher and route it for approval. This will place the traveler into a debt status. Include comments or documentation indicating the attempts to get the voucher filed by the traveler. Follow normal debt procedures (T-1).

15.16.8.1.4. "Deployed" to location considered within the Local Area (Vicinity) of the permanent duty station. "Vicinity Travel" applies (Reference, Joint Travel Regulations paragraph 020315, 020601, 020602, 020603). Travelers are only entitled to mileage for the additional distance (if any) driven each day between their residence and temporary duty location and their residence and the permanent duty station. For example; distance from residence to permanent duty station is 20 miles; distance from residence to temporary duty location is 25 miles. Traveler can claim 10 miles per day. Mileage (if authorized) should be claimed as a non-mileage expense for each 30 day period with proper documentation reflecting the amount of miles for the month (such as an Excel spreadsheet or log of some sort). Per Diem is not payable for days at or near the permanent duty station unless sent as an interim temporary duty during a deployment for instance and the traveler is not performing any permanent duty station duties. If the traveler is on temporary duty (or deployed) in or around the permanent duty station then meals portion of per diem is not appropriate (T-1).

15.16.8.1.5. Emergency Leave taken during deployment period with return to the area of responsibility. Travel to and or from the deployed location is accomplished using AF Form 972. The 'per diem entitlement' screen of the Contingency, Exercise, Deployment order (or voucher at a minimum) must be adjusted appropriately to ensure per diem is not paid during chargeable leave days per Joint Travel Regulations paragraph 040201 (T-1).

15.17. Lines of Accounting and Defense Travel System Budgets. Additional information can be found in the Defense Travel Management Office Defense Travel Administrator's Manual and the USAF Defense Travel System Business Rules. **NOTE** This section regarding Defense Travel System lines of accounting and budgets is only applicable to certain Air Force Reserve Command units (where feasible) at this time.

15.17.1. Adding Line of Accounting and Defense Travel System Budgets. Lines of accounting are established to ensure obligations and disbursement transactions are sent to the GAFS and or DEAMS correctly. Defense Travel System is not an official accounting system but rather an automated means to track funding associated with travel within the budget constraints established in Defense Travel System. It is merely a tracking tool or checkbook (if you will) to control the use of funds for travel. Defense Travel System Budget amounts must be entered and can be adjusted accordingly depending on the organizational control of funds. If there are not enough funds available in the Defense Travel System Budget for a particular Line of Accounting, the approving official cannot approve the travel authorization and or voucher. The approving official must then contact the unit Resource Advisor first and

servicing finance office if unsuccessful with their unit or higher level Resource Advisor for additional funds (T-1).

15.17.1.1. The Defense Travel System transmits the necessary obligation and disbursing transactions to the accounting system via interface. Finance offices are not to make any adjustments directly into the accounting system for Defense Travel System generated obligations and debts. All adjustments are to be made in Defense Travel System, unless absolutely not possible. If such adjustments are needed contact the servicing Defense Finance and Accounting Service site and include an explanation of what needs to be done and why it cannot be accomplished through Defense Travel System. If document is “Abandoned”, include a copy of the Travel Assistance Center notification advising the document cannot be processed in Defense Travel System. Send request for Defense Finance and Accounting Service Limestone to DFAS-LI-TRAVEL@dfas.mil and request for Defense Finance and Accounting Service-Japan to DJP-DARTS-AF-ACCT-INTGOV@DFAS.MIL (T-1).

15.17.2. Other Organization, Agency, Service Fund Cites. Under no circumstances should a traveler be “detached” and then “received” into the funding organization’s Defense Travel System org unless they are on permanent duty travel orders to the non-Air Force unit. With the “cross org Funding” function within Defense Travel System, it is proper to “attach” a Line of Accounting associated to the Defense Travel System Org to another Defense Travel System Org or individual traveler. The fund cite will appear in the drop down of the “Cross-Org Line of Accounting” in the ‘Accounting’ screen and “fund” against the owning organization’s Defense Travel System Budget. The funding Org may also attach their own routing list to the ‘cross org Line of Accounting’ so they can approve the authorization and or voucher. When this function is used, it is not necessary to have the Line of Accounting or a Defense Travel System budget in the traveler’s Defense Travel System Org. Defense Travel System lines of accounting can be attached to another Defense Travel System org using the traveler’s Defense Travel System Org (if known) or the traveler’s SSAN. If the function is not used, the organizations should provide the “screen shot” or template of how to load their fund cite within Defense Travel System. This has been an ongoing and challenging problem with properly loading other agencies fund cites. If the funding unit cannot or will not provide a screen shot or template to properly load the fund cite into Defense Travel System, contact the Travel Assistance Center for assistance (T-1).

15.17.3. Cross-Over Fiscal Year Travel. Specific procedures can be found in the Defense Travel Management Office’s Defense Travel Administrator Manual and the USAF Defense Travel System Business Rules section 10.5. Specific information and training about upcoming fiscal year changeover processes usually come from the Defense Travel Management Office each summer. Additional guidance is provided from the SAF/FMFC (AFAFO) Accounting Division as the new fiscal year lines of accounting are made available to be processed (i.e., rolled over) in Defense Travel System. This information is relayed from MAJCOM reps to Budget (FMA) personnel (T-1).

15.17.3.1. Travelers shall make reservations “outside” of Defense Travel System (thru the Travel Management Company) for travel involving cross-over and or future fiscal year travel if the new fiscal year line of accountings haven’t been loaded yet. Specific detailed steps for authorizations and or orders processing are provided in the USAF Defense Travel System Business Rules section 10.5 (T-1).

15.17.4. All Travel in Next Fiscal Year. If the new fiscal year funding is not available before a trip's start date, a traveler may need to depart before the authorization is approved. This may occur because the Line of Accounting rollover and Budget module updates cannot be made in time due to system's maintenance and downtime. The Defense Travel Administrator should establish procedures in advance with the transportation office and the Travel Management Company to facilitate this situation **(T-1)**.

15.17.4.1. Depending on the organization's local business rules and the Travel Management Company contract, verbal or written approval can be given to travel, and the Travel Management Company tickets the trip based on instructions from the transportation office or other designated official. A Defense Travel System document is then created and approved. If the trip begins and ends in the new fiscal year, reservations can be made without applying a line of accounting but the authorization should not be approved until the new fiscal year line of accounting is applied and funding is made available. An agreement with the Travel Management Company should be worked out for the travelers traveling the first few days of the new fiscal year to be ticketed without actual approval in Defense Travel System. This will require the traveler print their Authorization and have the approving official manually (wet) sign it, they will then need to provide it to the Travel Management Company for ticketing. Usually Congressional authority (of some sort) is given on or around September 30. Once funding is loaded against the new fiscal year budgets the Financial Defense Travel Administrator should give the go ahead to approve orders for the new fiscal year travel **(T-1)**.

15.17.5. No Continuing Resolution Authority or Approved Budget. In the event funding is not available in the new fiscal year, travelers performing temporary duty may be required to return to their permanent duty station. In addition, Authorizations for travel that has not yet commenced may need to be cancelled. This is normally required of any travel that is not exempted (no year or multi-year funding not starting in new fiscal year) or an excepted activity (categories of travel deemed allowable). Guidance as to what types of travel is "excepted" and who may approve excepted travel is normally released from OSD and or SAF and shared thru MAJCOM channels. Travel costs for returning to the permanent duty station are charged to the new fiscal year and considered expenses associated with the "orderly shutdown of operations". Payment for the new fiscal year expenses cannot be done until Department of Defense (thus Air Force) funding legislation is passed and signed **(T-1)**.

15.17.6. Rollover Line of Accounting and Create Defense Travel System Budgets for the Next fiscal year. Current fiscal year lines of accounting may be "rolled over" to create the new fiscal year fund cites at any time. There is no established date to do so. However, it's recommended to not roll over all lines of accounting to the new fiscal year until mid- to late-June (or based on SAF/FMFC (AFAFO) Accounting Division guidance) unless there are authorizations issued earlier in the year which cross into the new fiscal year. This will prevent travelers from being able to select the new fiscal year fund cite in error **(T-1)**.

15.17.7. Deleting prior year fiscal year fund cites. Prior fiscal year fund cites shall be deleted on or about 1 Jan in almost all cases. This will ensure travelers do not select the old fiscal year lines of accounting by mistake and, it eliminates unnecessary lines of accounting from the traveler's visibility when creating new documents. This will NOT affect a traveler's ability to process a voucher from the authorization after the Line of Accounting is deleted. The traveler will receive a Pre-Audit "flagged" item stating "ACCT CODES INVALID - ACCT CODE(S)

ENTERED NOT VALID IN MASTER LIST. SEE FINANCIAL DEFENSE TRAVEL ADMINISTRATOR FOR ASSISTANCE.” The traveler should simply insert comments “Prior Fiscal Year Funds” or words to that effect. It will not affect the payment or respective accounting transactions **(T-1)**.

15.17.7.1. Deleting prior fiscal year lines of accounting will affect newly created auth and or local vouchers. If a problem is encountered, rebuild the prior fiscal year Line of Accounting in the Line of Accounting table for the traveler to select. The prior fiscal year Defense Travel System Budget should already exist. Creation of the Budget shell should not be necessary when adding the prior fiscal year Line of Accounting back into Defense Travel System **(T-1)**.

15.18. Disbursement Rejects.

15.18.1. Voucher Re-disbursement. Disbursements rejects include returned electronic funds transfer or government travel charge card disbursements and returned checks for vouchers, electronic funds transfer advances, and scheduled partial payments. Validate the amount of the returned electronic funds transfer payment (expected to re-disburse) by checking the ‘Payment Totals’ screen. The electronic funds transfer return should appear as a “collection” in the ‘Payment Totals’ screen. However, we have experienced situations where the “Electronic Funds Transfer Returned” stamp is not updating the Defense Travel System record. In these instances, it may be necessary to add a non-mileage “Returned Payment” expense to re-disburse the funds **(T-1)**.

15.18.1.1. If an electronic funds transfer or government travel charge card disbursement is returned by the financial institution, Disbursing (Defense Finance and Accounting Service) will input the electronic funds transfer reject information into GAFS-Defense Travel System, which will update Automated Disbursing System sends an ‘820 transaction’ to Defense Travel System to update the Defense Travel System record with “Electronic Funds Transfer Returned” in the Digital Signature module. When received, this will update the Defense Travel System record to indicate the returned payment in the Payment Totals screen. Defense Travel System will automatically generate an email to the traveler and the Site Defense Travel System Reject email address, notifying them of the electronic funds transfer reject **(T-1)**.

15.18.1.2. The traveler, Lead Defense Travel Administrator, or Financial Defense Travel Administrator must identify whether it is for electronic funds transfer, check, or the government travel charge card and correct the traveler’s profile (as appropriate). The traveler, Lead Defense Travel Administrator, or Financial Defense Travel Administrator must process a supplemental voucher and the returned payment amount should default to the appropriate method of reimbursement. The reject is to be corrected within 3 business days unless other difficulties required a separate Defense Travel System Travel Assistance Center “trouble ticket” to be opened **(T-1)**.

15.18.1.3. In the Defense Travel System document, go to the traveler’s Profile and update the profile account information (so it will update in the voucher with the new electronic funds transfer and or government travel charge card information) **(T-1)**.

15.18.1.4. The supplemental voucher will re-disburse the payment after it is signed and approved by the approving official **(T-1)**.

15.18.2. Electronic funds transfer advance, scheduled partial payment disbursement. When an electronic funds transfer advance or scheduled partial payment is returned, disbursing (Defense Finance and Accounting Service) will input the electronic funds transfer reject information into GAFS-Defense Travel System.

15.18.2.1. Automated Disbursing System sends an “820 transaction” to Defense Travel System to update the Defense Travel System record to indicate “Advance or Scheduled Partial Payment Returned” in Digital Signature and an email is sent to the traveler and the ‘Site Reject’ email address.

15.18.2.2. The Lead Defense Travel Administrator or Financial Defense Travel Administrator must update the Traveler’s profile in Defense Travel Administrator Maintenance with the correct electronic funds transfer information from the traveler’s payroll electronic funds transfer information **(T-1)**.

15.18.2.3. The Lead Defense Travel Administrator or Financial Defense Travel Administrator must create an amendment and refresh the travelers profile account information. Validate that the advance is still scheduled for disbursement. Defense Travel System recognizes that the original advance was not disbursed, based on the ‘820 collection transaction’. The Lead Defense Travel Administrator is authorized to stamp the document “T-ENTERED” to initiate the traveler’s organizational routing **(T-1)**.

15.18.2.4. Electronic funds transfer advances and scheduled partial payments should re-disburse immediately.

15.18.3. Lost check and non-receipt of electronic funds transfer payment. If a traveler believes a payment is lost or missing, the traveler should contact the Lead Defense Travel Administrator (or get assistance from their approving official and or Organizational Defense Travel Administrator in contacting the Lead Defense Travel Administrator). The Lead Defense Travel Administrator will verify the voucher is not in reject status and that a payment advice was received. If sufficient time has passed for the electronic funds transfer or check to have been received or posted, and it is still missing, then the Lead Defense Travel Administrator will contact Defense Finance and Accounting Service-Disbursing (email addresses below) to have the payment researched. The Lead Defense Travel Administrator will need to include the travelers name, voucher number, and voucher amount in their requests. Upon confirmation of a stop payment from the Treasury Department, amend the Defense Travel System voucher and add a non-mileage expense for the amount of the lost check as there will NOT be an ‘Electronic Funds Transfer Returned’ transaction **(T-1)**.

15.18.3.1. Check Trace - dfas.indianapolis-in.jfd.mbx.cktrace@mail.mil. This mailbox is intended for the Lead Defense Travel Administrator to inquire on behalf of a traveler for a check the traveler has not received. Defense Finance and Accounting Service Disbursing will ascertain the check status (i.e., cashed, cancelled, or outstanding). Once Defense Finance and Accounting Service Disbursing receives a status, they will reply to the Lead Defense Travel Administrator. Recertified Check (DD2660) - dfas.indianapolis-in.jfd.mbx.recertifiedcheck2660@mail.mil. This mailbox is for the Lead Defense Travel Administrator to forward the claim of non-receipt (DD Form 2660) on behalf of a traveler. Once Defense Finance and Accounting Service Disbursing receives the status, they will reply to the Lead Defense Travel Administrator. electronic funds transfer trace - dfas.indianapolis-in.jfd.mbx.eftrace@mail.mil. This mailbox is intended for the Lead

Defense Travel Administrator to request electronic funds transfer traces on behalf of a traveler. Once Defense Finance and Accounting Service Disbursing is able to ascertain the status, they will reply to the Lead Defense Travel Administrator **(T-1)**.

15.18.4. Internal Control for Advances. The Financial Management Flight will not pay a travel advance using Reserve Travel System for Defense Travel System authorizations. Electronic funds transfer advances and accruals for travelers who do not have a government travel charge card can be scheduled within Defense Travel System (with ample planning time in advance of the travel commencement). If it is necessary to pay an advance and or Scheduled Partial Payment “outside” of Defense Travel System, contact the AFIMSC (or commensurate parent agency) Defense Travel Administrator for further guidance **(T-1)**.

15.19. Defense Travel System Management Reports, Audits, Staff Assistance Visits.

15.19.1. Reports to be run and timing of the reports. Listed below are those Defense Travel System Reports the finance office must produce and the minimum time-frames the reports should be run. For more information on these and other reports see the ‘Defense Travel Administrator’s Manual’ on the Defense Travel Management Office website at: <http://www.defensetravel.dod.mil/site/trainingRef.cfm>.

15.19.1.1. Management Information System Reports. All Management Information System reports must be run at least weekly (except Debt Management Report) and provided to the applicable Military Pay Point of Contact to use in identifying travel vouchers that may require action to adjust entitlements or leave (See Section 15.3.3 of the USAF DTS Business Rules for those that need to be run more frequently). The reports are to be maintained for 6 years 3 months to support any audits, inspections or other inquiries in relation to running and working the reports (SAF/FMPC AFAFO memo dated 9 June 2014). Each item on the listing(s) will be annotated with the action taken or indication of no action taken and why, date of action taken or listing annotated, and initials of individual working the listing. In addition the listing must have a certification advising the review is complete and be dated and signed. Finally, a supervisory review verifying the listing was completed needs to be added, dated and signed. Depending on the volume of Defense Travel System vouchers processed at the owning installation, it may require the need to run the Management Information System reports more frequently to facilitate workload. Overlap the beginning date of a new report with the ending date of the last report. For example; if the previous dates of the last report were 1 – 7 March, the dates of the next report must be 7 – 14 March. The Management Information System reports extract the data based upon the date the voucher is stamped Approved. However, it will not output the data for documents stamped approved on the end date of the search criteria **(T-1)**.

15.19.1.2. Un-submitted Voucher Report. Run this report at least weekly to monitor document flow in Defense Travel System. Travelers with outstanding vouchers need to be informed to take action in filing the voucher to be in compliance with the Department of Defense Financial Management Regulation and Joint Travel Regulations requiring filing within 5 days upon return of the trip. Defense Travel System now sends an automated email on the 6th business day to travelers that have not created a voucher by the required 5th business day. **NOTE** Data on this report can be used to supplement the travel orders and advances (“G00”) follow-up as travel funded by other orgs are included. The capability to send email notifications to the traveler using this report was removed when

the report was moved to the 'Report Scheduler' module. Reference AF Defense Travel System Business Rules Attachment 8 for procedures on how to send email notices to the traveler(s) from the report product **(T-1)**.

15.19.1.3. Approved Status Report. Run this report at least weekly. The report outputs in a .csv format, which can be imported to excel, allowing to "filter" on "current status." For example; one can "filter" the report to identify all documents that are currently in a 'REJECT' status. The purpose is to "filter" on unusual status' to ensure customers are paid in a timely manner. Annotate each line item with action taken or indication of no action taken and why, date of action taken or listing annotated, and initials of individual working the listing. In addition the listing must have a certification advising the review is complete and be dated and signed. Finally, a supervisory review verifying the listing was completed needs to be added, dated and signed. Report is to be maintained for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014). The report can be used to review Signed, Departed, Returned, Approved or Traveler status **(T-1)**.

15.19.1.4. Debt Management Report. Run at least monthly. Identifies individuals in a 'Due U.S.' status, requiring Due Process procedures. Annotate each line item with action or indication of no action taken and why, date of action taken or listing annotated, and initials of individual working the listing. In addition the listing must have a certification advising the review is complete and be dated and signed. Finally, a supervisory review verifying the listing was completed needs to be added, dated and signed. Report is to be maintained for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014) **(T-1)**.

15.19.2. Management Information System Reports. Each Management Information System report will be requested at least weekly and maintained for audit purposes for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014). Each item on the listing(s) will be annotated with the action taken or indication of no action taken and why, date of action taken or listing annotated, and initials of individual working the listing. In addition the listing must have a certification advising the review is complete and be dated and signed. Finally, a supervisory review verifying the listing was completed needs to be added, dated and signed. This is the only mechanism available to ensure travel related pay entitlements are processed. Defense Travel System travel-generated leave for military will be processed within the Financial Management Flight. When the approving official approves a voucher that includes leave, the Financial Management Flight will assume the leave taken was approved and charges the leave using the Special Unit Admin function within LeaveWeb. Incorrect Defense Travel System leave dates will only be corrected after the traveler has amended the Defense Travel System voucher to reflect the correct leave dates. Normal debt management procedures apply if this results in a Defense Travel System debt **(T-1)**. **NOTE** Due to an ongoing problem with the Leave Management Information System Reports, either a conditional routing list will be established so vouchers with leave will be routed to an individual who can verify leave is charged or a hard copy of the AF 988 (Military), leave request from LeaveWeb, or OPM 71 (Civilian) must be embedded in the document. This requirement for leave documentation will be removed once the Management Information System Report is fixed **(T-1)**.

15.19.2.1. The reports are used to identify vouchers that need to be examined to determine if entitlements need adjusted or leave charged and or corrected. The reports are to be provided to the applicable Military Pay point of contact responsible for determining if action is to be taken to adjust entitlements or leaves from the travel voucher. Air Force Manual 65-116 VOL 1, contains guidance on military pay entitlement processing and the source documents required for each. Overlap the beginning date of a new report with the ending date of the last report. For example; if the previous dates of the last pulled report were 1 – 7 March, the dates of the next report must be 7 – 14 March. Management Information System reports extract the data based upon the date the voucher is stamped 'Approved'. However, it will not output the data for documents stamped approved on the end date of the search criteria. The 'Basic Allowance for Subsistence', 'Outside the Continental United States', and 'Family Separation Allowance' Management Information System reports must be run and worked at least weekly to be used as an indicator of military pay adjustments that may be required, using the travel voucher as the source document.

15.19.2.1.1. The following is a list of current Management Information System Reports:

15.19.2.1.1.1. Enlisted Basic Allowance for Subsistence Report. Identifies enlisted members who may require meal charge adjustments. Reference Department of Defense Financial Management Regulation Volume 7A, Chapter 25 and Air Force Manual 65-116 VOL 1, Chapter 25. While this report is actually used for determining when to stop and restart 'DN' meal deductions, not Basic Allowance for Subsistence, it does not provide the date departed permanent duty station. **NOTE** At installations without a permanent party Dining Facility this report must only be run quarterly for verification purposes and maintained like all other reports.

15.19.2.1.1.2. Outside the Continental United States Report. Identifies members with Outside the Continental United States temporary duty locations possibly entitled to Hostile Fire or Imminent Danger Pay (HFIDP) or Hardship Duty Pay – Location (HDP-L), as well as possibly being eligible for Combat Zone Tax Exclusion (CZTE). Hostile Fire (or Imminent Danger) Pay requires an AF Form 1881, *Hostile Fire Pay Certification And MPO* as indicated in Air Force Manual 65-116 Volume 1, Chapters 13 and 18 & Department of Defense Financial Management Regulation Volume 7A, Chapters 10, 17, and 44 (**T-1**).

15.19.2.1.2. Family Separation Allowance Report (Report Scheduler). Identifies members temporary duty more than 30 days at one location for possible Family Separation Allowance entitlements. Department of Defense Financial Management Regulation Volume 7A, Chapter 27 & Air Force Manual 65-116, Volume 1, Chapter 27. Review the pay record to determine if the member has eligible dependents or is married to another member and may be eligible for Family Separation Allowance. Once that determination is made, check to see if a DD Form 1561, *Statement to Substantiate Payment of Family Separation Allowance* is already on file (should be common practice to have DD 1561s filled out prior to departure by travelers and kept in a suspense file in the Financial Management Flight for processing when eligible so travelers get their entitlement while being earned as required by OUSD(C) guidance) and, if not, contact the members advising them to have one submitted with finance (**T-1**).

15.19.2.1.3. Special Duty Report (Report Scheduler). Identifies members with special duty conditions, (e.g., Field Conditions or Group Travel), selected on the 'Per Diem Entitlements' for possible pay account adjustment for meals. Per parent directive - Department of Defense Financial Management Regulation Volume 7A Chapter 25 (T-1).

15.19.2.1.4. Military Leave Report (Report Scheduler). Identifies members with annual leave selected on the per diem entitlements screen to ensure leave is charged. **NOTE** A leave review routing list or scanned copy of the Leave request from LeaveWeb or AF Form 988 embedded in the Defense Travel System record is required until this Management Information System leave report is fixed. Currently, not all leaves are reflecting on the report. Per parent directive - Air Force Manual 65-116 Volume 1 Chapter 44 (T-1).

15.19.3. Defense Travel System Reports. Internal Defense Travel System reports provide information on document status, accounting reconciliation, individual traveler and trip information and Defense Travel System Budget information. Perform follow-up actions on the documents appearing on the report to ensure travelers file their vouchers in a timely manner (within 5 business days upon return) and or cancellation transactions are processed when necessary. Additional information can be found in the Defense Travel Management Office Defense Travel Administrator Manual and the AF Defense Travel System Business Rules.

15.19.4. Financial Management Flight Lead Defense Travel Administrator Audits and Staff Assistance Visits. Organizational Defense Travel Administrators are to maintain all DD Form 577s, appointment letters, and Certifying Officer Legislation training documentation for individuals appointed within their organization. Copies of appropriate DD Form 577s and Certifying Officer Legislation training certificates must be provided to the Lead Defense Travel Administrator. In addition to maintaining the DD Form 577s, any DD Form 577 appointing or terminating an individual to approve or use 'Approval Override' for Defense Travel System vouchers and or Centrally Billed Account invoices must be sent by encrypted email to dfas.indianapolis-in.jfd.mbx.dfas-incddd577@mail.mil. A copy of the email must be maintained as evidence the document was sent to Defense Finance and Accounting Service-IN. These procedures replace the previous use of the "Letter of Assurance". During annual Staff Assistance Visits, the Lead Defense Travel Administrator does a random sample to validate the DD Form 577s were submitted to Defense Finance and Accounting Service-IN (T-1).

15.19.4.1. Financial Management Flight Lead Defense Travel Administrator audits. The design of Defense Travel System makes it difficult to control the issuance of Permission Levels, particularly if Organizational Defense Travel Administrators also have access to the Defense Travel Administrator 'Maintenance Tool'. This access allows them to delegate their assigned Permission Levels to anyone else, without the Lead Defense Travel Administrator's awareness. Although Organizational Defense Travel Administrators, Financial Defense Travel Administrators, and reviewing officials are explicitly instructed that they are not authorized to apply the "APPROVED" stamp to a document (e.g., acting as the approving official), the capability exists for this stamp to be used if they are input into the 'Approval Routing List'. AFAA findings have identified rampant abuse of the 'Approved' stamp by unauthorized individuals. The Lead Defense Travel Administrator must maintain oversight of the activities of their installation's appointed officials until

Defense Travel System has implemented internal safeguards. This oversight is performed with the following series of audits. Documentation supporting the audits below will be requested as indicated below and maintained for audit purposes for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014). The Quality Assurance staff of the Comptroller organization will validate (quarterly) completion of these audits and maintenance of the supporting documentation (T-1).

15.19.4.1.1. Audit to Identify Improperly Approved Documents. There is no report within the 'Defense Travel System Report Module' to identify authorizations, vouchers, local vouchers improperly stamped "APPROVED" by Lead Defense Travel Administrators, Organizational Defense Travel Administrators, Financial Defense Travel Administrators, or Routing Officials other than approving officials. The Lead Defense Travel Administrator can request an "Approved Status" report (under "Traveler Status") in order to identify these documents. This report will show who approved all documents, and the date and time of approval. Compare this listing to the list of unauthorized approvers with Defense Travel Administrator access (Lead Defense Travel Administrators, Organizational Defense Travel Administrators, Financial Defense Travel Administrators, contractors, etc.) to identify improperly approved documents. To determine unauthorized approving officials the Lead Defense Travel Administrator must run two reports in the 'Defense Travel Administrator Maintenance Tool': the "View Routing List" report in the 'Routing List' module; and the "Basic Traveler Info List" report in the 'People' module's 'View Person List' section. Filter the 'Routing List' report: UNCHECK "DEPLOYMENT" in the "Routing List Name" column and filter the 'Document Status' column on "APPROVED"; filter the 'Basic Traveler Info List' report's 'Permission Levels' column to include only personnel with Permission Levels including, but having more than Permission Levels 0, 1, and 2 (i.e., 0, 1, 2, 3, 5). Personnel on both filtered reports are unauthorized approving officials. Additionally, approving officials on the 'Approved Status' report must have provided the Organizational Defense Travel Administrator their completed DD Form 577 and current Certifying Officer Legislation certificates to have been documented as appointed approving officials. Approving officials without proper documentation have improperly approved documents. *This query and reconciliation is built into an Access Database that produces an excel file listing (supplied by HQ AFIMSC Travel Pay Team weekly, this will be supplied to base level offices for AFIMSC subordinate units and the remaining agencies outside of AFIMSC hierarchy will be sent to SAF/FMFC (AFAFO) for distribution to commensurate parent agencies) the identified individuals that are most likely improperly approving documents. This should be used for this purpose and maintained as required (T-1).

15.19.4.1.2. An ad hoc report for this purpose can also be requested from the Travel Assistance Center. Names and SSANs of these officials must be provided Defense Travel Management Office (DTMO) and a report can be generated that will show any documents stamped "APPROVED" by one (or more) of these individuals. Upon receipt of the request for the ad hoc report, the DTMO will send the request to SAF/FMFC (AFAFO) for approval or disapproval. SAF/FMFC (AFAFO) will update the request with the recommendation and also inform the DTMO a prioritization for

the report. Based on the prioritization, it can take many weeks to obtain an ad hoc report.

15.19.4.1.3. Corrective action must be taken on any documents improperly approved. This may include amending the vouchers and re-routing for approval by an authorized approving official or Certifying Official, refresher training conducted for the offending individual, and possible administrative action or removal of Defense Travel System permissions altogether. Annotate each line item with action taken or indication of no action taken and why, date of action taken or listing annotated, and initials of individual working the listing. In addition the listing must have a certification advising the review is complete and be dated and signed. Finally, a supervisory review verifying the listing was completed needs to be added, dated and signed. These reports must be requested, researched, and annotated at least monthly and maintained for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014). If the “cross org” functionality was used to apply the funding activities routing list, these individuals will not display on the Lead Defense Travel Administrators Org routing list. Follow the procedures in USAF Defense Travel System Business Rules section 13.5.1.2 item 1 in obtaining the DD Form 577 for these individuals **(T-1)**. **NOTE** There is a capability to request ad hoc queries for unique, one time, data reporting needs. This process is not intended to act as a replacement for standard monthly reports that are typically more complex in nature and require additional analysis and programming. Ad hoc reports are developed when such reports do not currently exist in Defense Travel System. The requestor should provide the functional use or purpose of the adhoc report and be as detailed as possible. The requestor will need to provide the criteria for the report header and the display format and include criteria to sort the data fields on the report via Passport as a Travel Assistance Center ticket as described in the USAF Defense Travel System Business Rules section 13.5.1.1.

15.19.4.1.4. Additional audits to review approval of Defense Travel System documents and Permission Levels. The following reviews were developed during the “Air Force Financial Management Flight Standardization” process and are to be completed as indicated below:

15.19.4.1.4.1. A process to validate approving officials that must be run on at least a monthly basis. Output will identify anyone approving vouchers that is not in the Defense Travel System Org. Validate the propriety of the approval by obtaining the approvers DD Form 577. Specific instructions are detailed in the AF Defense Travel System Business Rules section 13.5.1.2 **(T-1)**.

15.19.4.1.4.2. A weekly “bump” (reconciliation between the files to see affected personnel) to extract individuals who had their Defense Travel System Permission Levels changed. Action must be taken to verify any changes are properly documented on the DD Form 577 and in compliance with the USAF Defense Travel System Business Rules. More specific instructions are detailed in the USAF Defense Travel System Business Rules section 13.5.1.2 **(T-1)**.

15.19.4.2. Staff Assistance Visits. Similar to other Finance programs that are managed by the unit (leave program, government travel charge card, etc.) an annual Staff Assistance Visit is required by the Financial Management Flight Lead Defense Travel Administrator to ensure the subordinate Organizational Defense Travel Administrators are managing their program properly and effectively. The Lead Defense Travel Administrator refers to any person in the Financial Management Flight with the Permission Levels and expertise to perform such visits and may be jointly serving as the Financial Defense Travel Administrator or other Defense Travel System position within the Comptroller organization **(T-1)**.

15.19.4.2.1. SAF/FMFC (AFAFO) distributed the revised Lead Defense Travel Administrator Staff Assistance Visit Checklist in Jan 2014 and will periodically update (as needed). The checklist includes the review of appointment documentation (to include DD Form 577 and Certifying Officer Legislation training certificates) and revocation letters. System Permission Levels, Group Access, and routing lists will be thoroughly reviewed. A random review of DD Form 577s appointed to approve Defense Travel System vouchers and or Centrally Billed Account invoices will be validated with the retained copies of encrypted email submission to DFAS-IN. It is highly encouraged to conduct refresher training with the Organizational Defense Travel Administrator during this visit, and provide them with refresher training briefings and info for their approving officials. Identify all problem areas, annotate the checklist accordingly, assist the Organizational Defense Travel Administrator in correcting these areas, and maintain completed checklists until after the next year's Staff Assistance Visit is completed. No-notice, random reviews of checklist items are also recommended as warranted. Remind Organizational Defense Travel Administrators that both approving officials and travelers are required to offer expeditious and complete cooperation to reviewing officials. In particular, approving officials, and travelers are required to provide a response to any request for documentation within 15 calendar days from the date of each Defense Finance and Accounting Service Defense Travel System Post-Payment Review office finding. A failure to respond will cause the initiation of the voucher amendment on the 16th day by the Comptroller organization, beginning the debt collection process against the nonresponsive individual and may also result in appropriate disciplinary action **(T-1)**.

15.19.4.2.2. Staff Assistance Visit checklist must be provided to the Organizational Defense Travel Administrator and respective unit Commander no later than two business days after Staff Assistance Visit was completed. Finance is required to follow-up to ensure all problem areas have been corrected within 15 calendar days and unit Commander has signed off on Staff Assistance Visit checklist acknowledging the findings and corrective actions required (if any). Documentation supporting the Staff Assistance Visits will be maintained for audit purposes for 6 years 3 months (SAF/FMPC AFAFO memo dated 9 June 2014) **(T-1)**.

15.19.5. Financial Management Flight Defense Travel System Pay Record Accessibility Audit. Travel Pay-Pay Record Accessibility audit are to be performed in accordance with AFI 65-202. All travel vouchers submitted for FM members and employees will be Pay Record Accessibility audited. Travel vouchers for on-station military and civilian relatives of FM personnel who are Defense Travel Administrators must also be Pay Record Accessibility Audited. Relatives are considered those people connected by blood or marriage, including common law. For vouchers processed in Defense Travel System, the Pay Record Accessibility Auditor will conduct the Pay Record Accessibility audit by ensuring they are in the routing list as a reviewing official or approving official. If not feasible to be included in the routing list of subject relatives outside the Financial Management Flight, action to perform audits on the Defense Travel System record and any vouchers is required semiannually (T-1).

15.19.5.1. The Pay Record Accessibility Auditor will maintain a log of vouchers Pay Record Accessibility-audited and annotate any findings taking action to correct improprieties immediately (T-1).

15.19.6. Defense Finance and Accounting Service Travel Pay Post-Payment Reviews. Defense Finance and Accounting Service Post-Payment Review staff members perform audits of Defense Travel System vouchers randomly selected according to accepted statistical sampling methods. Findings of overpayments, underpayments, missing documents (such as proper receipts) may lead to email from the Post-Payment Review team to the traveler, approving official, and organization Debt Management Monitor – and will establish ‘Due U.S.’ transactions if action not taken by the traveler or approving official. The Lead Defense Travel Administrator and Debt Management Monitor must assist travelers and approving officials as necessary to clear any identified issues. Post-Payment Review tracks responses from the traveler, and reports recoveries as required by the Improper Payment Elimination and Recovery Act (IPERA) of 2010. Also, Post-Payment Review publishes a quarterly summary of their findings, featuring statistical highlights and predominant error types. Defense Travel Administrators should use results of these findings in their local training sessions or at a minimum to share findings with local commanders of appointed approving officials for awareness and action as necessary. HQ AFIMSC receives courtesy copies of the over and under payment notifications via email. Action is to be taken within 15 calendar days. HQ AFIMSC (commensurate parent agencies) must enforce compliance with the Post-Payment Review program and validate action was taken or the findings properly disputed by their subordinate units. If appropriate actions (embedded receipts as required to substantiate payments, voucher amendment, or proper dispute to Defense Finance and Accounting Service Post-Payment Review) have not occurred, on the 16th day Comptroller personnel will take action to amend and sign the voucher to initiate the process as directed in OUSD(C) memo dated 8 Oct 2016 (T-1).

15.20. Defense Travel System Compliance Program. OSD has been charged with requirements to minimize inaccurate, unauthorized, overstated, inflated, or duplicate travel claims in near real time, and to establish and maintain a travel policy compliance program. With oversight of commercial travel policy for the DoD, the Defense Travel Management Office took the initiative to implement a compliance program – Now known as the “Compliance Tool”. Detailed information regarding history and objectives of the program is on the website: <http://www.defensetravel.dod.mil/site/compliance.cfm>

15.20.1. The compliance program utilizes an automated web-application - called "Compliance Tool" - that reviews all Defense Travel System travel vouchers in near real time and identifies duplicate or incorrect payments. The Compliance Tool accomplishes the following:

15.20.1.1. Verifies travel claims are paid in accordance with regulations and by recouping funds for erroneous payments.

15.20.1.2. Shapes behavior by educating travelers, Non-Defense Travel System Entry Agents, and approving officials on travel policy regarding improper payments. Through education and awareness, travelers, Non-Defense Travel System Entry Agents, and approving officials will be better able to recognize and prevent errors prior to the approval of future travel claims. Identifies trends and training needs, and identifies opportunities for greater controls within the next generation travel solution.

15.20.1.3. Focuses on identifying the most common and clear-cut travel policy compliance errors. Queries and data sources that identify more complex error conditions will be incrementally added.

15.20.2. The Program is not an audit program nor does it replace the Defense Finance and Accounting Service's Post-Payment Review audit. This program is designed to identify errors in near-real time so that travelers, approving officials can quickly correct mistakes (within the mandated 15 day window from notification) before being identified through audit processes.

15.20.3. Functionality. The Compliance Tool scans for several error types. As the tool's query capability grows, Defense Travel Management Office routinely adds more queries. The list is regularly updated at this Defense Travel Management Office website: <http://www.defensetravel.dod.mil/site/compliance.cfm>.

15.20.4. When a potential error is identified, the Compliance Tool sends emails to the traveler, Non-Defense Travel System Entry Agent (if applicable), and the approving official that approved the voucher. The emails include a description of the error condition, instructions for correcting the error, and directs to contact the local finance Lead Defense Travel Administrator if further assistance is required.

15.20.5. If the error resulted in an overpayment of more than \$10, the traveler must correct the voucher and return the overpayment to the organization. As part of the already established Debt Management process, the traveler receives an email that explains the debt and provides instructions (and options) for repayment **(T-1)**.

15.20.6. Once a corrected voucher is submitted into Defense Travel System, the submission automatically triggers the already established Debt Management process.

15.20.7. The Compliance Tool provides Compliance Tool Administrators with an interface that allows them to manage and work errors. If an expense was identified as an error but is an authorized expense that complies with travel policy, then the traveler or Non-Defense Travel System Entry Agent must contact their designated Compliance Tool Administrator point of contact, or the local travel help desk to reconcile the error in the Compliance Tool **(T-1)**.

15.20.8. Compliance Tool Administrators can manually reconcile a record but must provide justification as to why the identified error is not actually an error, sending their respective AFIMSC Det (or commensurate parent agency) for review and feedback as necessary. **NOTE** The “No Error” stamp will not be applied by any other than AFAFO or HQ AFIMSC Travel Pay team personnel, any others will be at the risk of having their Compliance Tool access revoked. The HQ AFIMSC Travel Pay Team (commensurate parent agency) that will review for accuracy and forward as needed to SAF/FMFC (AFAFO) for review and submission to the Defense Travel Management Office to get it removed as a finding, if Defense Travel Management Office concurs.

15.20.9. Defense Travel Management Office will review manually reconciled records on an on-going basis to ensure Compliance Tool Administrators are complying with travel policy when closing records.

15.20.10. Compliance Tool Administrator Roles and Responsibilities. There are various roles involved in the administration of the Compliance Tool. The AF Defense Travel System Office [in SAF/FMFC (AFAFO)] has oversight responsibilities and corresponds as necessary with the Defense Travel Management Office on behalf of the Air Force. This office has access to the tool and is able to run reports and check records for all organizations within the Air Force. In turn, AF Defense Travel System Office passes access and reports capability to the HQ AFIMSC Travel Pay Team (or commensurate parent agencies not under or within AFIMSC hierarchy), who pass it on to base-level finance offices. At base-level, the Compliance Tool Administrator will typically be the Defense Travel System Lead Defense Travel Administrator and or the Debt Management Monitor.

15.20.10.1. Those who have been granted access to the Compliance Tool are referred to as Compliance Tool Administrators. All Compliance Tool Administrators must be given access to the Compliance Tool by a higher permission level. A Compliance Tool Administrator’s access can be restricted to specific organizations. A Compliance Tool Administrator’s actions within the tool can be restricted depending on the role in the process **(T-1)**.

15.20.10.2. Compliance Tool Administrators will be designated at AFIMSC (parent Agency as appropriate) and base levels in writing. Typically the Compliance Tool Administrator also is appointed as a Lead Defense Travel Administrator, Financial Defense Travel Administrator, and or the Debt Management Monitor and thus already a Departmental Accountable Official, so the DD Form 577 is used. Compliance Tool Administrators will have the ability to adjust dollar amounts of debt(s) within Defense Travel System if given the access to do so. It is recommended that Lead Defense Travel Administrators and or Debt Management Monitors serve as Compliance Tool Administrators, since the Compliance Tool Administrator role is closely aligned with these functions and efficiencies should be capitalized in allowing the Compliance Tool Administrator to perform Defense Travel System related functions such as Debt Management Monitor or Lead Defense Travel Administrator appointees will have based on Permission Levels assigned. Contractor personnel may serve as Compliance Tool Administrators so long as they are strictly performing functions within the Compliance Tool and are not appointed as Lead Defense Travel Administrator, Financial Defense Travel Administrator, Debt Management Monitor or any other Departmental Accountable Official type role. All designated Compliance Tool Administrators must have a ‘Passport’

account to access the Compliance Tool. If necessary to register for a ‘Passport’ account, applicants must go to www.defensetravel.dod.mil/passport and click on “Register” in the bottom right of the sign-in box **(T-1)**.

15.20.10.3. HQ AFIMSC Travel Pay Team (or commensurate parent agency) must provide their level Compliance Tool Administrator’s Passport Account Login E-mail address, and copy of the DD Form 577 along with Certifying Officer Legislation Training certificate (then annual refresher training certificates) to the AF-Defense Travel System Office for record keeping AFIMSC Dets provide the same documentation to the HQ AFIMSC Travel Pay Team (or commensurate parent agency) for retention to justify their access. Bases must provide the same documentation as above for the base-level Compliance Tool Administrator’s to AFIMSC (commensurate parent agency) Compliance Tool Administrator **(T-1)**.

15.20.10.4. Compliance Tool Administrators are responsible for (at a minimum). **(T-1)**.

15.20.10.4.1. Initially Compliance Tool Administrators must attend the Defense Connect Online (DCO) training provided by the Defense Travel Management Office on the Compliance Tool. Defense Travel System TraX will maintain a record of attendance. Copy of the Compliance Tool Administrator training certificate from TraX needs to be printed and maintained with the DD Form 577. If no Defense Connect Online training is being offered, appointee must review “Travel Policy Compliance Tool Administration – Slides with Notes” document on the Defense Travel Management Office website to obtain initial training, justifying access being granted. Compliance Tool Administrators can provide a signed statement certifying when the training was accomplished to maintain with the DD Form 577 (If current DD Form 577 is being modified or a new one issued, statement and signature can be included). URL: <http://www.defensetravel.dod.mil/site/compliance.cfm>

15.20.10.4.2. Reviewing records for one or more Defense Travel System Orgs.

15.20.10.4.3. Ensuring travelers or approving officials correct errors or handle repayment processing in a timely manner.

15.20.10.4.4. Documenting all follow-up actions in the HQ AFIMSC Travel Pay Team Compliance Tool Database for audit purposes in the comments block (or for agencies not under AFIMSC hierarchy - on the report pulled weekly at base level and bi-weekly at MAJCOM or like level).

15.20.10.4.5. Updating the status of findings in the Compliance Tool. **NOTE** Not authorized to change a finding to “no error” unless HQ AFIMSC (commensurate parent agency) or SAF/FMFC (AFAFO) level.

15.20.10.4.6. Aggressive follow-up when an error is 10 days old with no action taken by traveler or approving official.

15.20.10.4.7. Ensuring voucher amendments are processed (and T-Entered if necessary) on the 16th day after finding identification.

15.20.10.4.8. Assisting with contact to travelers or approving officials when e-mail errors to travelers or approving officials occur.

15.20.10.4.9. Reconciling all findings that are not auto-closed by the Compliance Tool

15.20.10.4.10. Granting access to other users (if needed), as determined by the AFIMSC Det (or commensurate parent agency not under AFIMSC hierarchy) Compliance Tool Administrator or Defense Travel Administrator.

15.20.10.4.11. Performing all other duties assigned by respective leadership **(T-1)**.

15.21. Debt Management. Additional information can be found in the USAF Defense Travel System Business Rules Chapter 14 and the “Defense Travel Management Office Guide to Managing Travel-Incurred Debt” available on the Defense Travel Management Office website.

15.21.1. Debt Management Monitor. The Debt Management Monitor is usually a Financial Manager, Financial Defense Travel Administrator, or Lead Defense Travel Administrator who is responsible for tracking ‘Due U.S.’ situations and monitoring collection actions. The Debt Management Monitor oversees the reporting, notification, and collection of debts to the government incurred by Defense Travel System travelers **(T-1)**.

15.21.2. Debt Management Monitor Access. Only users who have Permission Level 6, and have the Debt Management Monitor radio button set to “Yes” in their Defense Travel System Profile will see the Debt Management Monitor tab in the menu bar of the Defense Travel System ‘User Welcome’ screen. The Debt Management Monitor should also have site-wide Org and Group Access. AFIMSC Defense Travel Administrators (commensurate parent agency) with Debt Management Monitor access should set their Group Access to no higher than their AFIMSC group **(T-1)**.

15.21.3. Debt Management Monitor Gateway. The Debt Management Monitor uses this feature to manage all activities pertaining to ‘Due U.S.’ vouchers, within the constraints of their Group Access. Such activities include. **(T-1)**.

15.21.3.1. Due Process Stamping

15.21.3.2. Payroll Collections

15.21.3.3. Manual Collections

15.21.3.4. Waivers and Appeals

15.21.3.5. Out of Service or Write Off

15.21.4. Debt Management Report. The Debt Management Monitor can view the details or check the status for each ‘Due U.S.’ voucher. The Debt Management Monitor must have site-wide Group Access in order to take action on a debt and to view report details **(T-1)**.

15.21.5. Debt Management Monitor Duties and Responsibilities. The Debt Management Monitor’s duties and responsibilities include the following. **(T-1)**.

15.21.5.1. Apply the ‘DUE PROCESS SERVED’ stamp.

15.21.5.2. Ensure travelers are served due process and notified of the repayment options.

15.21.5.3. Provide travelers with instructions on how to make payments when required.

15.21.5.4. Record any collections against the debt that do not flow back from the Automated Disbursing System.

15.21.5.5. Generate and manage the Debt Management Summary Report. Debt Management Summary Reports will be run at least monthly, annotated with actions taken and maintained for 6 years 3 months per SAF/FMP AFAFO memo dated 9 June 2014. Each line item is to be annotated with action taken or indication of no action taken and why, date of action taken or listing annotated, and initials of individual working the listing. In addition the listing must have a certification advising the review is complete and be dated and signed. Finally, a supervisory review verifying the listing was completed needs to be added, dated and signed.

15.21.5.6. Facilitate establishment of debts based on the Post-Payment Review findings not rectified or properly disputed.

15.21.5.7. Initiate voluntary and involuntary payroll deduction (within timeframes dictated by OUSD(C) memo dated 8 Oct 2016).

15.21.5.8. Follow up with payroll administrators for payroll collections awaiting response or are overdue.

15.21.5.9. Indicate approval or rejection of payroll deduction via an email to the traveler.

15.21.5.10. Initiate a Debt Management Payroll Collection (DMPC) report to the Defense Finance and Accounting Service-Defense Claims Management Office for a debt owed by an individual who is out of the service, the debt was rejected for collection by payroll, the amount owed exceeds \$225, and the debt is uncollectible.

15.21.5.11. Maintain all records within the Waiver/Appeal process.

15.21.5.12. Create a "Write Off" or "Out-of-Service" from a Defense Travel System debt when the traveler is out of service, the amount of the debt is less than \$225, and the debt is uncollectible **(T-1)**.

15.21.6. Defense Travel System Debts with over \$10K in government travel charge card Balance. With Defense Travel System debts \$10K or more the Debt Management Monitor will check the government travel charge card account for balance. Agency Program Coordinators can submit to AFIMSC (or commensurate parent agency) Agency Program Coordinator a completed "Credit Balance Refund" (CBR) Request worksheet to have the government travel charge card balance sent to Defense Finance and Accounting Service (or traveler, as indicated below) **(T-1)**.

15.21.6.1. Travel card vendor contacts AFIMSC Det (or commensurate parent agency) Agency Program Coordinator for approval of refund request in excess of \$10K **(T-0)**.

15.21.6.2. AFIMSC Det (or commensurate parent agency) Agency Program Coordinator reviews Defense Travel System record. If a debt exists and is equal to or more than the amount of the refund, will request travel card vendor to refund the funds to DFAS-IN **(T-1)**.

15.21.6.3. AFIMSC (or commensurate parent agency) Agency Program Coordinator will provide the travel card vendor with the debt Transaction ID number and notify the base level Financial Defense Travel Administrator, Debt Management Monitor, Lead Defense Travel Administrator Travel card vendor will send a check to Defense Finance and Accounting Service for collection which will reduce the Defense Travel System debt. This process could take 4-6 weeks. Payroll collection request must be adjusted to account for the amount of the impending collection reduction **(T-1)**.

15.21.6.4. If the refund request is less than the debt, AFIMSC (or commensurate parent agency) Agency Program Coordinator informs travel card vendor to return the refund to the traveler **(T-1)**.

15.21.7. Due Process Served to the Traveler. The traveler must pay the debt amount or request a waiver (e.g., cancellation of the debt) within 30 days of notification **(T-1)**.

15.21.7.1. For cancelled trips, a 'Due U.S.' situation might exist because of a non-ATM cash advance or a Defense Travel System advance or payment disbursed prior to a trip cancellation. In such a case, an employee has 15 days to repay and a member has 30 days to repay. **NOTE** There is no appeal or waiver process for a debt from a trip that did not occur. By law, the traveler must receive Due Process notification of a debt owed to the government. Defense Travel System does this with the following screen alerts and email notifications **(T-1)**.

15.21.7.2. Department of Defense Financial Management Regulation Volume 16 provides for civilians, any amounts of the travel advance that are not used for allowable expenses are required to be collected. The travel functional area gives the employee an immediate opportunity to pay the amount due in a lump sum. If lump sum payment is not made, then offset will be made against all accrued pay, retirement credit, or any other amounts due the employee, without limitation. The 15 days above provide the opportunity for the employee to remit the debt. The Department of Defense Financial Management Regulation further provides, collect the debt in one lump sum, in installments in accordance with the employee's signed voluntary repayment agreement, or written instructions provided by the travel functional area or the employing activity. The amount of the offset should not cause extreme financial hardship to the employee **(T-1)**.

15.21.7.3. Traveler's Initial Notification of the Debt. When the traveler signs the voucher, the 'Notification of Payment Due government' screen displays to alert the traveler that a 'Due U.S.' condition exists. This alert serves as the traveler's initial notification of the debt. When the traveler clicks the 'Save and Continue' button they are accepting notice of the debt. When the traveler clicks the 'Cancel' button, they are returned to the voucher to make any necessary adjustments if necessary **(T-1)**.

15.21.7.4. Screen Alerts to approving official. When an approving official attempts to approve a voucher with a negative balance, the approving official will see one of the two following screen notices indicating the debt:

- 15.21.7.4.1. Balance Due U.S. More than \$10. When the approving official approves a voucher with a negative balance of more than \$10.00, the approving official will receive a screen notice indicating approval of the voucher establishes the “DUE U.S.” amount as an official debt for the traveler. After notifying the traveler of the debt, the approving official will click ‘Save and Continue’ and complete the signing process **(T-1)**.
- 15.21.7.4.2. Balance Due U.S. \$10 or Less. When the approving official applies the ‘APPROVED’ stamp to a voucher with a Due U.S. amount less than or equal to \$10.00, a screen alert displays. The approving official clicks ‘Save and Continue’, Defense Travel System automatically adjusts the voucher by adding a non-mileage expense item (Debt Under 10 Dollars) to offset the debt. No further action is necessary **(T-1)**.
- 15.21.7.5. Second Notification to Traveler. When the approving official approves the ‘DUE U.S.’ voucher, a Second Due Process Notice is emailed to the traveler, the approving official, and the Debt Management Monitor, advising them of the debt. The ‘Supplemental Debt Notice’ email is sent when the ‘A/R transaction’ is accepted by the accounting system.
- 15.21.7.6. Due U.S. Stamp. Defense Travel System automatically applies the ‘DUE U.S.’ stamp to the document when the approving official approves a ‘Due U.S.’ voucher. This stamp indicates the date the traveler was notified and activates the 15-day clock. During this time the traveler may pay the debt before actions are taken to have the payroll system automatically deduct the debt. Once the Debt Management Monitor ensures the traveler has been served notice, stamp the document “Due Process Served” in Defense Travel System **(T-1)**.
- 15.21.7.7. No Due U.S Stamp. This may happen if voucher was approved and ‘Due U.S.’ stamp is missing under ‘Digital Signature’ page. When this happens the debt will be visible under Debt Management Monitor module but Account Receivable (AR) was not sent to GAFS (accounting system).
- 15.21.7.8. Debt Management Monitor will then send an email to DFAS-LI-TRAVEL@dfas.mil to establish the debt. The following information must be provided in email to DFAS-LI **(T-1)**.
- 15.21.7.8.1. Traveler Full Name
 - 15.21.7.8.2. Traveler Full SSAN
 - 15.21.7.8.3. TANUM
 - 15.21.7.8.4. Line of Accounting(s)
 - 15.21.7.8.5. Amount of Debt
 - 15.21.7.8.6. Debt Management Monitor will receive an email back from Defense Finance and Accounting Service once debt has been established. Follow normal Debt Management Monitor processes within Defense Travel System then collection vouchers will process as normal **(T-1)**.
- 15.21.8. Managing Debt Activities. The ‘Debt Management Monitor Gateway’ is the link through which the Debt Management Monitor manages all activities pertaining to ‘DUE U.S.’ vouchers. Such activities include the following:

15.21.8.1. Due Process

15.21.8.2. Manual Collections

15.21.8.3. Payroll Collection

15.21.8.4. Debt Management Payroll Collection (DMPC) Report Generation

15.21.8.5. Response Imaging

15.21.8.6. Waivers and Appeals

15.21.8.7. Out of Service Collections

15.21.8.8. Out of Service Report Generation. **NOTE** More thorough details are available for the “DMM Gateway” (debt processing and management) in the USAF Defense Travel System Business Rules Chapter 14. Such subjects and processes include the list above etc. with screen shots and instructions for ease of use.

15.21.8.9. Payroll Collection. The ‘Payroll Collection’ option shown on the ‘Debt Details’ screen allows the Debt Management Monitor to submit a debt to payroll administration for automated deduction from a traveler’s paycheck. It will also indicate a response from disbursing of payroll collection acceptance or refusal.

15.21.8.10. Manual Collection. Payments can be collected by either direct remittance or payroll collection. Collection transactions will update Defense Travel System automatically from the disbursing system and close the “open A/R” entries. The ‘Manual Collection’ screen should only be used in situations where a collection was made and Defense Travel System was not updated for some reason. If it becomes necessary to use the ‘Manual Collection’ process, inform the appropriate Defense Finance and Accounting Service Field Site to manually reverse the “A/R transaction” **(T-1)**.

15.21.8.10.1. The ‘Manual Collection’ screen allows the Debt Management Monitor to record the traveler’s manual payment of a debt. Once due process is served, the Debt Management Monitor can record waivers, appeals, manual collections, submit to payroll for collection, and image responses.

15.21.8.10.2. The ‘Manual Collection’ link only displays on the ‘Debt Details’ screen if the status of the document is “Due Process Served”.

15.21.8.11. Waivers or Appeals. The ‘Waivers or Appeals’ option displays for a debt that has received a “Due Process Served” stamp, but not a “Debt Transfer Requested” stamp. Waivers and appeals are not available to a traveler who owes a debt due to a cancelled trip.

15.21.8.11.1. Wavier or Appeal package is done outside of Defense Travel System and must be officially submitted prior to stamping ‘Wavier or Appeal’ requested in Defense Travel System by the Debt Management Monitor. The debt has to be submitted to Defense Finance and Accounting Service-IN to set debt up on traveler’s record and suspend it after paper work has been submitted (T-1). **NOTE** The waiver or appeal does not get sent to DFAS-IN from within Defense Travel System, therefore must be submitted via the “Case Management System” **(T-1)**.

15.21.8.12. Write Off. The 'Write Off' link displays on the 'Debt Detail' screen after the "Pay Collect Reject" stamp has been applied, *and* if the debt is less than or equal to \$225. The 'Write Off' option gives the Debt Management Monitor the ability to write off debt of \$225 or less. This occurs when payroll collection is unavailable because the traveler no longer receives DoD pay. If the debt is greater than \$225, the 'Out of Service' option displays. With either option, the debt still displays in the Debt Management Monitor's 'Action Required' tab. For out-of-service debts where no payroll collection has ever been initiated, continue with payroll collection actions but the Debt Management Monitor will put comments in the "DMPC Report" telling the payroll office not to do anything **(T-1)**.

15.21.8.13. Out-of-Service (OOS). "OOS" option on the 'Debt Details' screen enables submission of an encrypted email to Defense Finance and Accounting Service. This can be done when the traveler is no longer employed by the Air Force. The "OOS" option only displays after the "Pay Collect Reject" stamp is applied, if the debt is \$225 or more, and the "Debt Satisfied" stamp has not been applied. **NOTE** Do not stamp "OOS approved" until Defense Finance and Accounting Service-Defense Claims Management Office accepts the debt via email acknowledgement **(T-1)**.

15.21.8.14. Accounting System Rejects 'A/R' Transaction. In some situations, the accounting system does not accept the Defense Travel System generated A/R transactions. For example; when the accounting system receives the initial A/R from Defense Travel System before it receives the 'No Pay Due' voucher that reduces the obligation to zero. The accounting system cannot accept an 'A/R' if there is an open obligation. This results in the A/R being rejected back to Defense Travel System.

15.21.8.14.1. In order to resubmit the 'A/R' transaction, the traveler, Non-Defense Travel System Entry Agent, or Debt Management Monitor must amend the voucher. Upon approval, this will resubmit the 'A/R' transaction to the accounting system **(T-1)**.

15.21.8.14.2. If the amended voucher is approved with no changes, Defense Travel System resubmits the rejected transaction.

15.21.8.14.3. If the amended voucher includes modifications, Defense Travel System will send the applicable transactions to the accounting system prior to the resubmittal of the 'A/R'.

15.21.8.15. Clearing Old Debts from Defense Travel System. Debts that remain open require research to determine the status or cause. The Debt Management Monitor will clear them once their current status is confirmed. As a general rule transactions must be processed within Defense Travel System to adjust or close a debt. Use steps in USAF Defense Travel System Business Rules section 14.20 to confirm validity of the debt **(T-1)**.

15.21.8.15.1. In some instances a document may be locked or a transaction is unable to be processed within Defense Travel System which will require manual adjustments within the accounting system. If it becomes necessary to manually adjust or close an 'A/R', inform the appropriate Defense Finance and Accounting Service Field Site to perform the action to adjust or close the 'A/R' transaction. Ensure a copy of any direction from the Travel Assistance Center that the document is locked and cannot be adjusted in Defense Travel System, is included in the request (T-1).

STEPHEN R. HERRERA
Assistance Secretary of the Air Force
Financial Management and Comptroller

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 U.S.C. 552a – Privacy Act of 1974

5 U.S.C. 5705 – Advancements and deductions

10 U.S.C. 854 – Record of Trial

10 U.S.C. 865 – Transmittal and Review of Records

10 U.S.C. 2107 - Financial assistance program for specially selected members

10 U.S.C. 2601 - General gift funds

10 U.S.C. 8013 – Secretary of the Air Force

10 U.S.C. 8037 – Judge Advocate General

18 U.S.C. 287 – Fraud against the government

18 U.S.C. 1001 – False Official Statements

28 U.S.C. 2514 – Forfeiture of fraudulent claims

31 U.S.C. 3526 - Settlement of accounts

31 U.S.C. 3702 - Authority to settle claims

31 U.S.C. 3729 – False Claims

37 U.S.C. 476(f) -Travel and transportation allowances: dependents; baggage and household effects

37 U.S.C. 484 - Travel and transportation; dependents; household and personal effects; trailers; additional movements; motor vehicles; sale of bulky items; claims for proceeds; appropriation chargeable

37 U.S.C. 1007 – Deductions from pay

49 U.S.C. 40118 – Fly America Act

Uniformed Code Military Justice,

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AF 32, *Certification for Travel under Classified Orders*
AF 150, *Drayage/Storage Authorization-Government Quarters*
AF 819, *Invoice of Claim*
AF 847, *Recommendation for Change of Publication*
AF 828, *Incomplete Travel, Claim Notice*
AF 938, *Request and Authorization for Active Duty Training/Active Duty Tour*
AF 972, *Request and Authorization for Emergency Leave Travel*
AF 988, *Leave Request/Authorization*
AF 1486, *Unit Leave Control Log*
AF 1631, *NATO Travel Order/Ordre de Mission OTAN*
AF 1881, *Hostile Fire Pay Certification and MPO*
AF 2096, *Classification/On-the-Job Training Action*
AF 2282, *Statement of Adverse Effect-Use of Government Facilities*
AF 3541, *Relocation Income Tax Allowance Employee Information Handout*
AF 3544, *Taxable Reimbursement Worksheet*
AF 2451, *Financial Statement – Remission of Indebtedness*
DD 139, *Pay Adjustment Authorization*
DD 453-1, *Travel Order*
DD 577, *Appointment/Termination Record – Authorized Signature*
DD 788, *Private Vehicle Shipping Document for Automobile*
DD 1131, *Cash Collection Voucher*
DD 1300, *Report of Casualty*
DD 1337, *Authorization/Designation for Emergency Pay and Allowances*
DD 1351, *Travel Voucher*
DD 1351-1, *Travel Allowance Payment List*
DD 1351-2, *Travel Voucher or Subvoucher*
DD 1351-2C, *Travel Voucher or Subvoucher*
DD 1351-3, *Statement of Actual Expenses*
DD 1351-5, *Government Quarters and/or Mess*
DD 1351-6, *Multiple Payments List*
DD 1561, *Statement to Substantiate Payment of Family Separation Allowance*

DD 1610, *Request and Authorization for TDY Travel of DoD Personnel*
DD 1614, *Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel*
DD 1705, *Reimbursement for Real Estate Sale and/or Purchase Closing Cost Expenses*
DD 2278, *Application for Do-it-Yourself Move and Counseling Checklist*
DD 2912, *Claim for Temporary Quarters Expense (TQSE)*
FMS 2231, *Fast Start Direct Deposit Form*
SF 182, *Request, Authorization, Agreement and Certification of Training*
SF 788, *Private Vehicle Shipping Document for Automobile*
SF 1034, *Public Voucher for Purchases and Services Other than Personal*
SF 1080, *Voucher for Transfer between Appropriations and/or Funds*
SF 1199A, *Direct Deposit Enrollment*
SF 1170, *Redemption of Unused Tickets*
OF 1164, *Claim for Reimbursement for Expenditures on Official Business*
OPM 71, *Request for Leave or Approved Absence*
TD W-2, *Wage and Tax Statement*

Acronyms and Abbreviations

AETC—Air Education and Training Command
AFAA—Air Force Audit Agency
AFAFO—Air Force Accounting and Finance Office
AFFSC—Air Force Financial Service Center
AFIMSC—Air Force Installation Mission Support Center
AFOSI—Air Force Office Special Investigations
AFPC—Air Force Personnel Center
AMC—Air Mobility Command
A/R—Accounts Receivable
CBCA—Civilian Board of Contract Appeals
CSS—Commanders Support Staff
DEAMS—Defense Enterprise Accounting and Management System
DFAS-IN—Defense Finance and Accounting Service-Indianapolis
DoD FMR—Department of Defense Financial Management Regulation
DoDI—Department of Defense Instruction

DOHA—Defense Office of Hearings and Appeals

FMA—Financial Management Analysis

FOF—Financial Operations Flight

GAFS—General Accounting and Finance System

GSA—General Services Administration

JTR—Joint Travel Regulations

MAJCOM—Major Command

ORG—Organization

OUSD—Office Under Secretary of Defense

PDTATAC—Per Diem, Travel and Transportation Allowance Committee

PRA—Pay Record Accessibility

TANUM—Travel Authorization Number

USAFA—U.S. Air Force Academy

Terms

Advance—Providing the traveler with funds to be used to meet travel-related expenses before travel has been started or completed (normally only authorized if a traveler does not possess a government travel charge card).

Allowable Travel Time—The number of days allowed for official travel, determined after travel has been completed. Factors for determining allowable travel time are the itinerary of the member and or dependents, required reporting dates at duty stations, and transportation mode(s) used, as shown on the travel settlement voucher. Members are in a duty status during periods of allowable travel time.

Carrie—r—Transportation facilities that are for hire to carry all persons who may apply for passage, so long as there is no legal excuse for refusing.

Cardholder—DoD personnel (military or civilian) who have been issued a government travel charge card for use while performing official government travel under the guidelines of the Department of Defense Financial Management Regulation Volume 9 ch 3, Department of Defense Instruction 5154.31 Volume 3, Department of Defense Instruction 5154.31 Volume 4, and Joint Travel Regulations paragraph 010204.

Claimant—Person authorized to file a claim against the United States.

Constructed Travel Time—Time required to travel between two points of directed travel via a usually traveled route according to common carrier schedules, which most nearly coincide with the time of departure and arrival required to perform the mission. Travel time to and from terminal must be included in determining Constructed Travel Time.

Destination—For per diem purposes, the next location a member is temporary duty or has a stopover for the night.

DoD Standard Travel Advance Policy—Effective 30 September 1988, the Deputy SecDef directed the implementation of the DoD standard travel advance policy. This policy requires the implementation of the Office of Management and Budget-directed government travel charge card and the reduction of cash advanced for authorized travel expenses. The purpose of this policy is to improve the federal government's cash management program without imposing a personal financial burden on the traveler.

Education and Training Fees—Fees incurred by the Air Force for formal training of Air Force or other DoD personnel, both military and civilian. Includes expenses for tuition and other contractual expenses. This training is designed to meet the needs of the agency rather than the individual. Not to be charged to EEIC 409** as this is not a travel expense, therefore do not pay via the travel voucher.

Elapsed Time—The time spent between points of duty including the departure day through the arrival day for duty. This period is considered in determining authorized time a member is required to report to comply with the orders.

Employee—A civilian employed by the United States, Department of Defense, military services.

Estimated Travel Time—The maximum time that may be used for travel between duty stations as determined in advance and shown in the travel order. The transportation mode actually used can result in a lesser number of days of allowable travel time.

Field Duty—(per Joint Travel Regulations) All duty by travelers participating in maneuvers, war games, field exercises, or similar types of operations, and

a. The member is subsisted in a government dining facility or with an organization drawing field rations or meals, and is provided government quarters or is quartered in accommodations normally associated with field exercises (everything normally covered by per diem is furnished without charge, except that officer members are required to pay for rations at the discounted meal rate (basic meal rate), or

b. Students are participating in survival training and forage for subsistence and improvise their own shelter.

Travelers furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent official.

Government Travel Charge Card—A contractor-issued travel card issued to eligible or selected Air Force personnel under the guidelines of the government-sponsored Contractor-Issued Travel Card Program. The government-sponsored contractor-issued travel card is only for use on official government business.

Government Travel Charge Card Program—Department of the Air Force Secretariat, Air Staff organizations, MAJCOMs, separate operating agencies, and geographically separated units must offer a government travel charge card to all eligible Air Force members in accordance with Department of Defense Financial Management Regulation Volume 9 Chapter 3, Department of Defense Instruction 5154.31 Volume 3, Department of Defense Instruction 5154.31 Volume 4, and Joint Travel Regulations paragraph 010204. Commanders must ensure applications are processed expeditiously for all personnel who request a travel card. Commanders (or their designated representative) may make case-by-case exceptions to card issuance for personnel known to have personal financial difficulties or other related problems. The government travel charge card is only for use while on official government travel (temporary duty & permanent

change of station). **NOTE** See also definition of DoD standard travel advance policy for background information.

Meal Tickets—A request to a supplier to furnish meals and nonalcoholic beverages, used while traveling and the cost of passage does not include meals in hotels, restaurants, or other eating establishments.

Member—A person in the uniformed service of the United States military.

Out—of-Pocket Travel Expenses (not to be confused with recruiter related expenses)—Travel expenses that cannot be charged to a government travel charge card and are, therefore, paid using cash, personal check, or travelers check. The following expenses are out-of-pocket travel expenses:

a. Miscellaneous transportation expenses such as ferry fees; bridge, road, and tunnel fees and or tolls; airplane parking, landing and tie-down fees (when not supported by a Paying Agent);

b. Other varied expenses covered by the mileage for the use of a privately owned vehicle for official business;

c. Other authorized reimbursable expenses which cannot be charged using the government travel charge card and for which a cost can reasonably be estimated prior to travel;

d. Major travel expenses that could be incurred by personnel not eligible for a government travel charge card, such as commercial or government-contract procured lodging costs, rental car costs, and common carrier fares (in limited circumstances when authorized or approved by the appropriate order-issuing official), and

e. All expenses outlined in a. through d. above when the order properly states a cardholder will not be able to use a government travel charge card to charge all authorized expenses.

Pay Record Accessibility (PRA)—The FMF officer, Deputy, or designated individual conducts a semiannual audit of pay records of all personnel assigned to the Financial Management organization at the base.

Prepayment examination—audit of a voucher prior to payment. Does not apply to advance travel payments

Random sampling—a method of selecting settlement vouchers for prepayment audit that assures each qualifying voucher in a consecutive group has equal chance of selection. Random number tables, tossing a die, spinning a dial with five numbers, computer assisted number generator, or other unbiased methods are available. Sampling every fifth voucher is not random sampling, and is not approved for prepayment audits.

Registration Fee—Fees and related expenses for participants whose presence is necessary for adequate Air Force representation (requiring information exchange, not just attendance) in technical conferences, seminars, private association meetings and activities not convened for the purpose of formal training. The fee may be used to pay for guest speakers and expenses associated with sponsoring the function. Fees are chargeable to same EEIC used for travel.

Statistical sampling—used when it is wanted to determine the magnitude of a problem in a total population given that it is not economical to perform a 100 percent audit. And, where it is desirable to have a very high degree of confidence that the audit results would measure the population characteristic with a predictable precision. Statistical sampling requires random sampling to eliminate personal biases from the selection process.

Transportation in Kind—Transportation provided without direct cost to the member. This includes: (1) government aircraft, vessel, automobile; (2) AMC transportation; (3) use of (Transportation Request) “TR”s or warrants; (4) GSA transportation--owned or contracted; (5) foreign government transportation if at no cost; (6) government-procured transportation via commercial carriers (Centrally Billed Account used).

TraX—the training system built by Defense Travel Management Office to provide training for personnel with access to DTS.

Total entitlement—the amount on the "Total Entitlement" line in the voucher Summary of Payment block before any advance or accrued payments are deducted. Does not include expenses not paid directly by the traveler (example: transportation in kind).

Trainee—person not fully qualified to perform a function.

Attachment 2

LOCAL SERVICING TERMINALS OVERSEAS

A2.1. Local servicing terminals. Often are within the boundaries of the permanent duty station. The servicing terminal could be different for bus, rail, and air, but an installation does not have to have a servicing terminal for each transportation mode. For permanent duty travel, the local servicing terminal determines if Monetary Allowance in lieu of Travel PLUS per diem (mileage) or only per diem is payable.

Table A2.1. Local Servicing Terminals Overseas.

LOCATION	LOCAL TERMINAL	MODE OF COMMON CARRIER	DISTANCE
ALASKA:			
Clear AFS	None	Fly to Fairbanks and government transportation to Clear AFS	82 miles
Eielson AFB	Fairbanks Int	Airport	28 miles
Elmendorf AFB	Anchorage Int	Airport	12 miles
Galena AFS	Galena AFS	Gov Plane	on base
PACAF:			
Hickam AB, HI	Honolulu Int	Airport	3 miles
Kadena AB, JA	Naha Int	Airport	34 miles
Kunsan AB, KOR	Kunsan City	Bus or Train	7 miles
Misawa AB, JA	Misawa Shi, Aomori	Domestic Air	2 miles
Osan AB, KOR	Songtan Si	Bus or Train	1 mile
	Kimpo Int (Seoul)	Airport	40 miles
Taegu AB, KOR	Taegu City	Train	5 miles
Yokota AB, JA	Tokyo City Air	Intl Air	28 miles
	Terminal Narita IAP	Intl Air	68 miles
	Haneda AP (Tokyo)	Domestic	34 miles
	Fussa	Train	3 miles
GERMANY:			
Alzey AS	Monsheim, GE	Train	13 miles
Ansbach AIN	Ansbach, GE	Train	1 mile

LOCATION	LOCAL TERMINAL	MODE OF COMMON CARRIER	DISTANCE
Augsberg AIN	Augsberg, GE	Train	3 miles
Bad Kreuznach	Bad Kreuznach, GE	Train	5 miles
Bad Munder	Bad Munder, GE	Train	9 miles
Bamberg AIN	Bamberg, GE	Train or Bus	2 miles
Basdahl	Bremerhaven, GE	Train	17 miles
Boerfink Mtn	Neubrucke, GE	Train	15 miles
Bremerhaven	Bremerhaven, GE	Train	8 miles
Flak Kaserne (Army)	Aschaffenburg, GE	Train	1 mile
Fulda AIN	Fulda, GE	Train	2 miles
Geilenkirchen (North Atlantic Treaty Organization)	Geilenkirchen, GE Dusseldorf, GE Maastricht, GE	Train Intl Airport Commuter Airport	2 miles 51 miles 21 miles
Gonsenheim	Mainz, GE	Train	2 miles
Goeppingen	Goeppingen, GE	Train	3 miles
Grafenwoehr	Tressath, GE	Train	3 miles
Heidelberg AIN	Heidelberg, GE	Train or Bus	8 miles
Hessisch-Oldendorf AS	Hessisch-Oldendorf, GE	Train	.5 mile
Illisheim AIN	Bad Windsheim, GE	Train	5 miles
Kalker AS	Goch, GE	Train	12 miles
Kitzingen AIN	Kitzingen, GE	Train	6 miles
Mohringen AIN	Stuttgart, GE	Train	12 miles
Neubrucke AIN	Neubrucke, GE	Train	15 miles
Neu Ulm AIN	Neu Ulm, GE	Train	5 miles
Preum AS	Gerolstein, GE Erdorf, GE	Train Train	7 miles 32 miles
Ramstein AB	Landstuhl, GE	Train	6 miles
Rheindahlen	Dusseldorf, GE	Airport or Train	23 miles
Rhein Grafenstein	Bad Kreuznach, GE	Train	5 miles
Rhein Main AB	Frankfurt, GE	Int Airport or Train	6 miles

LOCATION	LOCAL TERMINAL	MODE OF COMMON CARRIER	DISTANCE
Sandhofen	Manheim, GE	Train	10 miles
Schnellentrup	Hamel, GE	Train	9 miles
Sembach AB	Enkenbach, GE	Train	5 miles
Spangdahlem AB	Speicher, GE	Train	8 miles
	Erdorf, GE	Train	14 miles
	Wengeroh, GE	Train	19 miles
	Trier, GE	Train or Bus	30 miles
Wanna	Bremerhaven, GE	Train	17 miles
Wuerzburg AIN	Wuerzburg, GE	Train	3 miles
Zweibruecken	Zweibruecken, GE	Train or Bus	3 miles
UNITED KINGDOM:			
RAF Alconbury (RAF Moleworth)	Huntindon, UK	Train	5 miles
RAF Bentwaters	Ipswich, UK	Train	10 miles
RAF Fairford	Swindon, UK	Train	20 miles
RAF High Wycombe	Heathrow (London)	Intl Airport	21 miles
RAF Lakenheath	RAF Mildenhall	AMC Terminal	6 miles
	Ely, UK	Train	19 miles
London	Heathrow (London)	Int Airport	16 miles
Menwith Hill	Leeds, UK	Train	23 miles
Royal Air Force-Mildenhall	Ely, UK	Train	13 miles
Mormon Hill	Aberdeen, UK	Train	8 miles
Prestwick	Glasgow, Scotland	Train	32 miles
St Mawgan	Newquay, UK	Train	8 miles
South Ruislip	Heathrow (London)	Int Airport	10 miles
RAF Uxbridge	Heathrow (London)	Int Airport	6 miles
ITALY:			
Aviano AB	Pordenone, IT	Train	8 miles
Decimomannu (Sardinia)	Cagliari, IT	Commuter Airport	10 miles
Ghedi	Desasano, IT	Train	12 miles

LOCATION	LOCAL TERMINAL	MODE OF COMMON CARRIER	DISTANCE
Mt Corna	Desasano, IT	Train	16 miles
Mt Limbara	Olbia, IT	Train	35 miles
Mt Venda	Padova, IT	Train	22 miles
San Vito AS	Brindisi, IT	Commuter Airport	8 miles
SPAIN:			
Menorca (Det 2, 1989 ISW)	Mahon, SP	Commuter Airport	35 miles
Moron AS	Seville, SP	Airport or Train	45 miles
Soller (Det 3, 1989 ISW)	Palma, SP	Airport	20 miles
TURKEY:			
Incirlik AB	Adana, TU	Airport or Train	13 miles
	Adana, TU	Bus	9 miles
Istanbul (include Cakmakli AIN)	Istanbul, TU	Intl Airport	15 miles
Izmir	Cigli, TU	Airport	12 miles
OTHER LOCATION:			
Anderson AB, Guam	Agana, Guam	Airport	12 miles
Chievres, Belguim	Brussels, BE	Intl Airport	36 miles
Copenhagen, Denmark	Copenhagen,	Intl Airport or Train	8 miles
Lajes FLD, Azores	Lajes	Airport	1 mile
Oslo, Norway	Oslo, NO	Int Airport	6 miles
SHAPE, Belguim	Brussels, BE	Int Airport	28 miles
Thule AB	Thule AB	AMC	On base
Volkel AB Netherlands	Oss, Netherlands	Train	8 miles
	Eindhoven, Netherlands	Train	23 miles
Woomera, Australia	Pima, Australia	Train or Bus	9 miles
Australia	government transportation only available		