

US Army Corps of Engineers

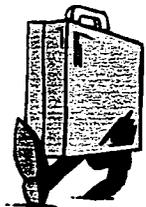


*Tips for*

*TDY*



*Travelers*



SWLP 55-1-10



Logistics Management Office



## Foreword

The Corps of Engineers has a reputation for integrity and professionalism in accomplishing its assigned missions. The responsibility for maintaining this stature rests with each member of the organization. Any perceived or actual improprieties by one affect all. Allegations of fraudulent travel claims could do grievous harm to our organization's ability to do its job and accordingly, must be dealt with decisively and immediately.

This pamphlet is provided as a means to inform all employees of the policies, procedures, and responsibilities in the performance of official travel. This pamphlet should be used as a guide and is written IAW DOD and Army regulations, which will be used to determine actual claims for reimbursement. Contact your Transportation Office for assistance with any specific questions regarding TDY travel entitlements.



**P. S. MORRIS**  
Colonel, Corps of Engineers  
District Commander

This SWLP supercedes SWLOM 55-1-10, October 1991

## Tips for TDY Travelers

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## Part One General Information



### Travel Orders

Your travel order is the key to an authorized temporary duty assignment. A travel order should be issued 2 weeks prior to travel. However, verbal orders may be used for emergencies and later confirmed in writing. Follow your orders carefully and make sure that you understand all instructions and limitations. You should complete your travel plans promptly and arrange for your departure as required by your orders.

Travel orders should be signed electronically by the requesting official and then approved electronically by the approving official. Your budget person or other authorized certifier for your organization should then certify travel orders funds. The order-issuing official will then authenticate your order after reviewing the orders for compliance with all applicable regulations.

If you do not understand the travel order - ask before you leave the duty station.



### Advance of Funds

A travel advance may be obtained using your Government charge card. Advances will be limited to cash transaction expenses (i.e., meals and incidentals; miscellaneous transaction expenses such as parking fees, taxi fares, ferry, bridge, road and tunnel fees; gasoline; other variable expenses covered by the mileage allowance for the advantageous use of POV; and other authorized expenses which cannot be charged to Government charge card). After completion of the travel, you must submit a travel voucher within 5 working days.

If you received an ATM advance, and the trip is cancelled, you must reimburse the Government charge card contractor promptly.

If you receive a check from the USACE Finance Center (UFC) and the trip is cancelled, you should return the advance check immediately



### **Miscellaneous Information on Preparation of Travel Order – ITINERARY.**

Indicate accurately the beginning date of official travel. (Official travel may begin as many as 7 days before or after the indicated date, but is not official until the date the travel order is issued.) The Corps of Engineers Financial Management System (CEFMS) will not allow a different start date than the one approved on the order. If the start date is different an amendment is required prior to the travel voucher being submitted.

Indicate places from and to which official travel is authorized. Do not include change of plane stopovers; reflect each TDY point only. Variation authorized should be used only if it is expected that the traveler may have to alter the prescribed itinerary to accomplish the mission.



### **Purpose of TDY Travel**

Select one of the categories in CEFMS for the purpose of the TDY and specify clearly and fully the purpose of the TDY. Attendance at meetings, conferences, seminars, and similar activities conducted by or on behalf of the Federal Government may be authorized under the same conditions that apply to normal TDY assignment. Attendance at non-Federal technical, scientific, professional, and comparable private membership societies, associations and organization meetings, requires Commander's approval (IAW AR 1-211).



### **Miscellaneous Items to be Included on Travel Order.**

- a. Excess baggage
- b. Vicinity mileage (must state number of miles authorized per c.

day)

c. Hire of special conveyance

d. Registration/conference fees

e. If utilizing Government quarters would adversely affect the performance of your assigned mission, a statement that you are not required to use Government quarters must be included on the order. If you are required to utilize Government quarters but quarters are not available, a non-availability statement from the facility must be submitted with the travel voucher.

f. If delay en route for personal reasons is authorized, an appropriate statement will be included indicating number of days of annual leave authorized (civilian personnel only).



### **Baggage**

The amount of baggage you can take with you depends on the mode of transportation you use. Ticket agents or travel representatives can advise you on how much free baggage is authorized. Any baggage weight that exceeds that which is carried free on a ticket is classed as excess. Your travel order must authorize excess baggage in order for you to claim reimbursement. You must pay the cost for any excess baggage and claim reimbursement on your travel voucher. You must submit receipts to substantiate your claim, showing weight or number of pieces transported between points.



### **Travel by Charter Aircraft**

A travel order should be issued when traveling on chartered aircraft from military or commercial sources. Charters must be arranged through the transportation office and approved by the Commander.



### **Leave in Conjunction with Travel**

Leave must be reflected on the travel order in the remarks section (Civilian and military personnel).



### **One Day Travel**

Generally, if duty is 12 hours or less, no per diem or actual expense is allowable. You may be reimbursed for mileage to and from the airport, parking and toll fees.



### **Computation of Per Diem for Reimbursement Purposes**

Per diem is based on the lodging plus system. Under this system the per diem allowance for each day of TDY is established on the basis of the actual amount you pay for lodging plus a pre-established allowance for meals and incidental expenses. Contact the Transportation Office for any specific rates.



### **Mixed Travel**

When travel includes per diem and actual expense allowance, your status and location at 2400 hours on any given day controls the method of reimbursement for that day.

Only one rate and reimbursement method will be authorized for a day. The reimbursement method and daily maximum for the day of departure from your official station will be the same as that authorized for the first location where lodging is required. The method and daily maximum applicable to the previous calendar day applies on the day of return.

When lodging and meals expenses exceed the pre-established rates, an actual expense request is required and should be submitted to the Transportation Office 2 weeks prior to travel IAW established guidelines in JTR, Vol II. Contact the Transportation Office on specific questions on rates and limitations.

A sample actual expense letter follows:

CESWL-LO (55)

21 November 1997

**MEMORANDUM FOR Chief, Logistics Management Office**

**SUBJECT: Request for Actual Expense Allowance (AEA)**

**1. In accordance with ER 55-1-2, chapter 3, JTR, para 4600 and 3603-6 (for civilians), the following information is submitted for approval of actual expense allowance to cover the lodging portion of John/Jane Doe's TDY.**

**a. Reason for TDY and destination (i.e., To attend MTMC Conference, Denver, Colorado)**

**b. Hotel where you will be staying (i.e., Regency Hotel, 446 Main Street, Denver, CO)**

**c. Traveler: John/Jane Doe, GS-12, SSN 123-45-6789**

**d. Dates of travel (i.e., Travel to Denver, CO on 29 Dec and return to Little Rock on 2 Jan 98)**

**e. This paragraph should include the conditions warranting approval of actual expense. Tell us what Government lodging rate is per day, as well as, actual rate you will be paying for lodging. List the names of the other hotels you called to try to book a room, and anything else that has a bearing on your request (such as the cost of transportation to/from the hotel vs staying in hotel where the conference is).**

**JOHN/JANE DOE  
Travel Approving Official**



**Departing from Office and Returning to Office**

If you go to the office before or after TDY, per diem starts at the time of departure from or return to the office.



### Meals at Permanent Duty Station

The cost of meals incurred at your permanent duty station, residence, or en route to or from a nearby terminal where your travel begins or ends is not allowed since they represent costs incurred for personal preference.



### Parking Fees

When your privately owned automobile is used for transportation from and return to your residence or place of business, parking fees at carrier terminals or other parking areas from which you depart on official business and return may be reimbursed for the period you are away. The parking fee plus mileage to and from the terminal may not exceed the cost of taxi fares to and from the terminal.



### Taxis and Airport Limousines

Taxis may be used between:

- a. Common carrier terminal or other terminal and your place of business or place of lodging.
- b. Common carrier terminals while en route when necessary to change from one common carrier to another.
- c. Common carrier terminal and place of lodging in connection with unavoidable delays en route incident to transportation.
- d. A TDY station and a place where meals are procured when suitable meals cannot be obtained at the TDY station (a statement of necessity must accompany your travel voucher).
- e. Place of abode or permanent duty station and common carrier terminal or other terminal.
- f. Place of abode and permanent duty station on the days of

departure from and return to your permanent duty station incident to TDY requiring one night lodging.

Available courtesy transportation service furnished by hotels/motels should be used to the maximum extent possible as a first source of transportation between place of lodging at the TDY station and the common carrier terminal. Reimbursement of 15% of taxi fare for tips is authorized. When the fare is less than \$1, a \$.15 tip is authorized. Authorized tips for drivers of a shuttle vehicle are \$1 each way.

#### **106352 Reimbursement on a Mileage Basis**

##### **MILEAGE – OVERNIGHT TRAVEL**

Privately Owned Vehicle (POV) from residence to a Corps compound to Temporary Duty (TDY) and return: MILEAGE WILL BE PAID ONLY ON NON-WORKDAY

POV from residence to a Corps compound (SWL District Office, project offices, etc.): MILEAGE WILL NOT BE PAID.

POV from residence to Permanent Duty Station (PDS) then to TDY point and return home: MILEAGE WILL BE PAID FROM PDS TO TDY POINT.

##### **MILEAGE – ONE DAY TRAVEL WITH NO OVERNIGHT LODGING**

POV from residence to a Corps compound (SWL District Office, project offices, etc.): MILEAGE WILL NOT BE PAID.

POV from residence to TDY point and return home: MILEAGE WILL BE PAID ON THE DIFFERENCE OF DAILY COMMUTING BETWEEN RESIDENCE AND TDY POINT. THIS ALSO APPLIES TO OVERNIGHT TRAVEL ON A WORK DAY.

POV from residence to PDS then to TDY point: MILEAGE WILL BE PAID FROM PDS TO TDY POINT.

Reimbursement for POV to terminal (i.e., plane, train, and bus) will be paid.

The total daily commuting miles must be stated in the remarks section of the travel voucher. If there are no commuting miles stated, no mileage will be paid.

Justification for "More Advantageous" must be stated in the remarks of the travel order. If no remark is stated, the travel order will be marked "N" and an amendment will need to be completed with correct justification or rate of mileage changed to 10 ½ cents per mile.

When mileage is claimed on a local voucher (orders not issued), the voucher must show daily commuting mileage (one-way mileage from residence to PDS) in remarks section and claim only difference of mileage.



#### Use of Government Quarters

Employees cannot be required to use Government quarters. However, if adequate Government quarters are available, reimbursement is limited to what the Government quarters would have cost.



#### Foreign Travel

When traveling to foreign countries you must consider whether the trip requires:

- a. Approval by the Assistant Secretary of the Army (CW)
- b. A theater/travel clearance
- c. A passport and/or visa

You should contact your travel office and your security officer.



#### **Gifts/Gratuities/Benefits**

You are obligated to account for any gift or benefit received while performing official travel. This includes promotional materials given by airlines, rental car companies, and motels, e.g.:

- a. Bonus flights
- b. Reduced fare coupons
- c. Cash
- d. Merchandise
- e. Gifts
- f. Credits toward free or reduced costs of future services.

You may keep certain items of nominal value e.g., pens, pencils or calendars. Promotional items you receive as a result of mixed travel (paid by the Government and from personal funds) are the property of the Government. If you use a bonus ticket for personal use, you must reimburse the value of that ticket to the Government.



#### **12 Constructive Travel**

Constructive travel is predetermined on the travel order in the remarks section. The traveler completes a cost comparison and submits before travel is authenticated. A copy of the comparison is furnished to the travel office. This comparison includes date and time you could have departed your duty point; the cost of round trip commercial transportation, limo service from the airport to the hotel and return; usual transportation cost between the terminal, and residence or duty station; per diem (according to air schedule), and reimbursable items. The private auto portion of the

comparison includes actual mileage and per diem you are authorized. (Again, mileage is verified from the Official Table of Distances.) You are paid for the cheaper form of travel. You must specify in the "remarks" area of your travel voucher the date and time actual TDY began and ended (this does not include travel time).

A sample of what your cost comparison might look like and what it should include follows:

**COST COMPARISON**

DATE: \_\_\_\_\_

TRAVELER: \_\_\_\_\_

COMPARISON BY: \_\_\_\_\_

DATE	AIRLINE	FLIGHT NO.	TIME
			Dep Arr
			Dep Arr
			Dep Arr
TRAINING/ CONFERENCE SCHEDULE	DATES FROM _____ TO _____	TIME BEGIN _____	TIME END _____

___ MILES FROM RESIDENCE _____ _ TO AIRPORT AND RETURN X .31	\$
PARKING @ <u>LITTLE ROCK, AR</u> AIRPORT: _7 DAYS X \$4.00 =	\$
SHUTTLE/TAXI COST FROM AIRPORT TO HOTEL AND RETURN:	\$0
AIR FARE COST = ROUNDTRIP	\$
RENTAL CAR ___ DAYS X ___ PER DAY	\$
TOTAL:	\$0

\*\*\*\*\*

___ MILES FROM _____ TO _____ AND RETURN X \$.31	\$
IN AND AROUND MILEAGE AT TDY LOCATION _ _ X \$.31	\$
TOTAL:	\$

Part Two  
Transportation



**Commercial Air**

Make commercial air reservations as far in advance as possible. Rates change often in the airline industry. The commercial travel office (CTO) must have your orders before your ticket is cut and mailed to the Transportation Office.

If you desire more expensive accommodations or an indirect route for personal reasons (such as taking leave in conjunction with TDY) you must pay any additional cost directly to the carrier.



**First Class Accommodation**

Travelers are not authorized first class air accommodations at Government expense. Authorization or approval for use of first class may be given only the Secretary of Defense or authorized designee.



**Car Rentals/Hotel Reservations**

Car rental reservations should be made using the CTO. Only authorized vendors that have rental agreements with the Military Traffic Management Command (MTMC) will be used.

Generally, car rental is not authorized for travelers attending training courses. The need for a car rental will only be authorized in extenuating circumstances. Written justification must be submitted to the Transportation Office for approval, prior to making arrangements for a rental car with CTO.

Hotel reservations should be made through the CTO whenever possible. This service is included in the DTR 5 travel contract with Carlson Wagonlit.



### Privately Owned Conveyances

If travel by your privately owned conveyance is determined more advantageous to the Government, you will be reimbursed \$.31 per mile. If use of your privately owned conveyance is not more advantageous to the Government (and you use it for personal convenience), you will still be entitled to \$.105 per mile but the actual amount reimbursed may not exceed commercial transportation cost.

If a Government-owned vehicle is available but you choose to use your own private vehicle, you will be paid \$.105 mileage rate.

If you are directed by the travel approving official to use a Government-owned vehicle but you choose to use your own private vehicle, you will be not be authorized reimbursement for mileage.

If an employee has committed to use/ride in a Government-owned vehicle but you chooses to use his/her private vehicle, and the Government-owned vehicle makes the trip anyway, you will not be authorized mileage reimbursement.

If traveling by private auto or motorcycle, the distance between points traveled will be determined from odometer readings or total number of miles claimed.

Mileage is verified from the Official Table of Distances. If mileage is more than that reflected in the table, you may be allowed a 3% deviation or 10 miles, whichever is greater. Local vicinity mileage should be claimed separately.

### Part Three Travel Voucher



#### Submitting Voucher

You must submit your travel voucher within 5 working days of your return from TDY travel. Receipts are now the responsibility of the traveler to be kept with their copy of the travel order and voucher for future audit purposes. You are responsible for keeping any receipts with your travel order and paid voucher for audit purposes. Unused tickets, transportation requests, or refund certificates are to be submitted to your transportation officer or transportation agent. Penalty checks from airlines for failure to provide confirmed reserved space should be submitted to the Transportation Office. Normal items that can be claimed on a travel voucher include:

- a. Mileage
- b. Taxi fares, including tips
- c. Cost of checking and transfer of baggage
- d. Cost of shipment of excess baggage when authorized or approved
- e. Cost of special conveyances
- f. Ferry fares, road, bridge, and tunnel tolls
- g. Cost of travelers checks or similar instruments purchased by you for normal expenses incurred incident to TDY, provided the total value is not more than the per diem and travel expenses administratively estimated for the ordered travel.
- h. Expenses of operating a Government conveyance (oil, gasoline, and parking fees).

- i. Registration and ATM fees
- j. Communication services, when authorized or approved.
- k. Entry fees, boarding taxes, and similar fees



### Items Needing Receipts

When practical, receipts should be obtained for all expenses, but receipts are not required for expenses that are less than \$75. Failure to obtain a receipt for items in excess of \$75 will result in denial of your claim, unless a full explanation is attached to your voucher explaining why a receipt was not obtained. Receipts are also required for:

- a. Car rental expense
- b. Lodging (money paid for lodging furnished by friends or relatives while on TDY is not reimbursable). Lodging receipts must have name, address and phone number of lodging establishment. You must state single occupancy cost of lodging, if spouse or friend accompanied you.



### Customary Reimbursable Items

Expenses must be authorized and actually incurred in order to claim reimbursement:

- a. Local phone calls for official business. Calls must be itemized to include number of calls and rate of each call. You must state the calls were for official business.
- b. Official long distance calls. You must show date calls were made, amount for each call and points between which conversation was held. Personal calls reserving hotel accommodations, calls applying for leave or inquiry concerning salary are not reimbursable.

Car rental expenses used for official business.

d. Rental of room at hotel or other places used in order to transact official business.

e. Cost of travelers' checks, money orders, or certified checks purchased in connection with travel inside or outside continental U.S.

f. Cost of excess baggage, when authorized or approved.

g. Taxi or bus from residence to airport and return. Taxi between place of lodging and place of business or between places of business. (This is considered "Hire of Special Conveyance" and must be approved on travel orders.) Tips to courtesy limousine drivers. Taxis for meals when meal facilities are not available at TDY point.

h. Bus, streetcar or subway between places of business and lodging while on TDY.

i. Tips at transportation terminals or at hotel/motel for handling Government property. (Redcap and skycap charges for handling personal baggage at transportation terminals and hotel/motels are expenses of travel payable from your per diem allowance and are not items for separate reimbursement.) An exception to this policy would be if the traveler has been certified as physically challenged.

j. ATM fees and processing fees, if any, charged by banking institution.

Expenses for lodging and meals that are included in tuition or registration fees are not reimbursable. A statement should be included on the travel order in the remarks section as to how many meals are being furnished and/or nights of lodging are being furnished.

Part Four  
Common Travel Terms

**Glossary**

**BAGGAGE.** Government property and/or personal property carried during a period of official travel.

**COMMON (COMMERCIAL) CARRIER.** Any firm furnishing commercial transportation as a public service under rates prescribed by lawful authority. This includes railroad, bus, airplane or ship.

**CONTINENTAL UNITED STATES.** The 48 contiguous States and the District of Columbia.

**FOREIGN TRAVEL.** Travel to all geographical locations outside the 50 United States, areas and installations in the Republic of Panama made available to the United States under the Panama Canal Treaty of 1977 and related agreements (as described in Section 3(a) of the Panama Canal Act of 1979). Trips to U.S. territories/possessions are no longer considered as foreign travel (ER 55-1-2, Chapter 5).

**GOVERNMENT CONVEYANCE.** Transportation facilities owned and operated, leased and operated, or chartered by the United States Government for transportation purposes on land, water, or in air, including Aero Club aircraft. This includes bulk space procured by contract or charter for exclusive use by the Government.

**MIXED TRAVEL.** Travel which includes reimbursement for both per diem and actual expenses.

**ORDER ISSUING/AUTHENTICATING OFFICIAL.** An order issuing official issues travel orders by delegated authority. A travel order is official when released by this official.

**OVERSEAS.** Outside the 48 contiguous States and the District of Columbia.

**PER DIEM.** A daily allowance paid instead of actual expenses for quarters, meals, and other necessary incidental expenses.

**PERMANENT DUTY STATION.** The building or other place (base, post, or activity) where you regularly report for duty.

**REIMBURSEMENT.** The amount computed to be due you based on your travel voucher, subject to authorizations and applicable limitations and conditions of a travel order.

**TRAVEL APPROVING OFFICIAL.** A travel approving official directs and approves/disapproves travel requests, and vouchers prior to claim settlement. Travel approving officials ensure the necessity and justification for travel authorizations.

**TRAVEL ORDER.** Authorization in writing directing you to perform travel away from your permanent duty station.

**TRAVEL REQUESTING OFFICIAL.** A travel requesting official initiates the request for a travel order and must have full knowledge of the purpose of, and requirements for, the travel mission. A travel request is subject to approval/disapproval by a travel approving/directing official.

**TRAVEL STATUS.** The elapsed period of time from the beginning to the end of your official travel. This includes incidental waiting time en route for transportation connections and delays en route beyond your control.

**USUAL MODE OF TRANSPORTATION.** A mode of transportation authorized, required, or furnished by the Government. It is the most practical way travel can be performed. It includes the use of transportation facilities that are available for points of official travel.