DEPARTMENT OF THE ARMY
HEADQUARTERS EASTERN REGION
UNITED STATES ARMY CADET COMMAND
BUILDING 203, OLD IRONSIDES AVENUE
FORT KNOX, KY 40121-5610

REPLY TO
ATTENTION OF:

ATOE-RM

15 May 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eastern Region Policy Letter 12 - **Temporary Duty (TDY) Travel**

References:

a. Defense Finance and Accounting Service Center for Sustaining Forces - Indianapolis (DFAS) 37-1, dated Jan 00.

b. DOD Civilian Personnel Joint Federal Travel Regulations (JTR) Vol II, chapter 4 (Civilian), dated 1 Aug 01

c. The Joint Federal Travel Regulations (FTR) Vol I, chapter 3 (Military), dated 1 Aug 01.

2. Policy.

a. Temporary duty travel (TDY) will be limited to essential requirements necessary to accomplish Eastern Region's mission. Supervisors will ensure that itineraries, travel arrangements, and billeting arrangements are those that will result in the lowest possible cost to the government.

b. TDY trips will be combined to the extent possible so as to minimize costs. The number of personnel traveling will be limited to the very minimum number required to accomplish the existing mission.

c. Government vehicles should be used to the **maximum** extent possible.

d. When traveling to military installations travel orders will reflect the installation (i.e., Fort Knox, Ky) not the closest city. Government subsistence and government quarters will be used if available.

e. Military personnel must be away from their duty station in excess of 12 hours and civilian personnel must be away from their place of employment in excess of 24 hours before per diem is authorized. Per diem **is not** authorized when traveling within the local travel area (LTA). LTA is defined as within the duty station limits and the metropolitan area around that station which is ordinarily served by local common carrier; or within a local commuting area of the duty station which the commuting public travels during the normal business hours on a daily basis.

This memorandum supersedes Eastern Region Policy Letter 25, dated 7 Nov 03

(1) Example: Louisville, KY is considered LTA for Fort Knox because individuals live in Louisville and travel to Fort Knox on a daily basis due to employment. Reimbursement for travel within the LTA will be accomplished by filing SF 1164 (Reimbursement of Miscellaneous Expenses).

(2) Example: Nashville, TN is not considered LTA for Fort Campbell since it is uncommon for individuals living in Nashville to travel to Fort Campbell for employment. In these instances TDY is authorized.

(3) Example: If a military person is required to remain at a conference site after conclusion of the day's briefings for a mandatory reception/dinner then the individual would be reimbursed per diem for that day if in excess of 12 hours.

f. Travel voucher (DD 1351-2) will be filed within five (5) working days after completion of TDY. DD1351-2 will be reviewed and signed by the traveler's supervisor before forwarding to the servicing DFAS. Reviews will verify that itinerary agrees with orders, proper number of copies of essential documents is attached, voucher is signed, and required receipts are present. Review of the amount claimed ensures against fraudulent or extravagant claims.

g. Government travel cards (BOA) will be used for all official travel expenses unless an expense is exempted. Official travel expenses include, but are not limited to, billeting, rental car, fuel, and meals. Exemptions to using the BOA include laundry/dry cleaning, parking, local transportation systems, taxi, tips, meals (when use of the BOA for meals is impracticable), phone calls and relocation allowances. Payment will be made in full when BOA billing is received. Split disbursement is mandatory for both military and civilians and must be marked on the settlement voucher with dollar amount annotated.

3. This memorandum is intended only to expand upon existing regulations and to give additional guidance.

4. "COMMITTED TO EXCELLENCE!"

ROBERT J. FRUSHA
COL, IN
Commanding

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