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# AIR COMMAND AND STAFF COLLEGE

## STUDENT REPORT

A POLICY GUIDE  
FOR THE AIR FORCE  
MILITARY TDY TRAVELER

MAJOR TIBURCIO R. RENDON, JR. 86-2095  
*"insights into tomorrow"*

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TDY TRAVELER

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## PREFACE

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Air Force temporary duty (TDY) travel policy is fragmented in many directives. The main reason for development of this guide is to consolidate certain areas of the fragmented policy. This travel guide is designed to be a single source document that provides general information to the novice or infrequent traveler who is scheduled to perform a normal TDY.

A normal TDY is defined in this guide as funded temporary duty of less than 30 days that does not involve (1) attendance of formal, flying, missile or special training courses or (2) support of contingency operations. The Consolidated Base Personnel Office (CBPO) staff will advise traveler of requirements for TDYs that involve training. Also, AFR 28-4, USAF Mobility Planning, and the Unit Mobility Officer/NCO will provide guidance for TDY requirements in support of contingency operations. While the primary focus of this guide is on funded "normal" TDY, a chapter is devoted to unfunded permissive TDY.

This guide is not designed to be the last word on policy -- the directives do that. It is, however, designed to furnish general but detailed information concerning some areas of TDY travel. The objective is to provide concise direction under one source and thereby eliminate the need to consult several directives to determine policy.

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## ABOUT THE AUTHOR

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Major Tiburcio (Butch) R. Rendon, Jr. received his commission through the Officer Training School in 1973. After completing several stateside assignments at Grand Forks AFB and Wilford Hall USAF Medical Center, he was transferred in 1976 to the USAF Southern Air Division in the Panama Canal Zone. He served initially as the Assistant Chief of Protocol and later as Chief of Protocol during the US/Panama treaty negotiations. In 1980, he was assigned to the NATO headquarters at Naples, Italy. There he served as an executive officer for an Italian general officer. He returned to the United States in 1983 to serve as the Executive Officer to the Air Training Command Inspector General at Randolph AFB. Major Rendon will be assigned as a Basic Military Training School Squadron Commander, Lackland AFB, upon graduation from the Air Command and Staff College resident course.

Major Rendon received a Bachelor of Science Degree in Business Management from Our Lady of the Lake University of San Antonio and a Master of Public Administration from Auburn University at Montgomery. He completed Squadron Officer School in residence in 1977 and Air Command and Staff College by seminar in 1982.

His decorations include the Defense Meritorious Service Medal, the Air Force Meritorious Service Medal with one oak leaf cluster, the Air Force Commendation Medal and a foreign Legion of Merit.

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## Chapter One

### INTRODUCTION

#### NEED FOR THE GUIDE

Frustration is often the case for the military member when preparing for a temporary duty (TDY) assignment, during the TDY, and when documenting the claim for reimbursement afterwards. This frustration is especially true if one is not a frequent traveler and most certainly if one has never been on TDY before. The reason is in the difficulty one faces in obtaining the answers to innumerable questions which arise as a result of a TDY. Some questions often asked are; who approves the TDY request, who authenticates and reproduces orders, can one get advance pay, what mode of travel does one use and who makes the decision and arrangements, what is a TR, how much travel time is authorized, what type support is authorized at the TDY location, what is a reimbursable expense, and when does one file a travel claim and what type correspondence is needed to file. These are but a few of the myriad of questions often asked by the novice or infrequent traveler. So where does one go to get the answers? Many places, and that is the basis for the frustration. There is no single publication that is all inclusive of Air Force TDY travel policy.

#### POLICY IS FRAGMENTED

As it now stands, travel policy for Department of Defense military personnel is described in Volume 1, Joint Travel Regulations (JTR), Members of the Uniformed Services. In addition, the United States Air Force has published further direction regarding control of travel. This policy guidance is dispersed among three different functional areas; the comptroller, administration, and transportation functional areas and promulgated in the regulations of each. Since each functional directive focuses on its own area of responsibility, no single regulation exists which could be used as an authoritative source by the TDY traveler. For example, the administrative aspects of TDY travel are governed by Air Force Regulation (AFR) 10-7, Administrative Orders. Accounting and Finance requirements are prescribed by AFR 177-103, Travel Transactions at Base Level. Traffic management functions are

published in Air Force Manual (AFM) 75-2, Military Traffic Management Regulation, and in AFR 75-8, Movement of Personnel. As a consequence, several directives have to be researched in order to obtain complete policy guidance.

This guide consolidates pertinent policy now fragmented in these and other related directives as it pertains to normal temporary duty travel performed by Air Force military personnel. A normal TDY is defined in this guide as funded temporary duty of less than 30 days that does not involve formal training or support of contingency operations. Unfunded permissive TDY is discussed in Chapter Five. The overall focus of the guide, however, is on responsibilities of the service agencies and individuals that are key players in the normal TDY administrative cycle.

#### WHO DOES WHAT?

The performance of official TDY travel by military personnel involves a cycle of close interaction by several offices and individuals. The commander or orders approving official determines the need for the TDY and approves requests for special authorizations. The Base Director of Administration or a representative authenticates travel orders and reproduces sufficient copies. The Transportation Officer or representative selects and arranges the most effective and cost efficient mode of travel. The comptroller staff verifies funds are available prior to publication of orders, computes traveler entitlements, and promptly pays travel claims.

## Chapter Two

### ADMINISTRATIVE PROCEDURES

#### EXPLANATION OF TERMS

##### Travel Order

A travel order is a written instrument issued by a competent authority that authorizes official travel. DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, is used to publish TDY orders.

##### Orders Issuing or Approving Official

This official is the competent authority mentioned above who determines need for an order, requests its publication, justifies special authorization, and approves claims for reimbursing items not authorized in the order or which require administrative approval. Usually they are commanders or their designated representatives.

##### Authentication

Authentication is the process that makes an administrative order official. Placement of a "seal" or signature in the authentication section of the orders and issuance of a special order number with date authenticates that order.

##### Authenticating Official

The authenticating official is the person designated to authenticate orders for the commander who has the authority to publish them. This person usually is a member of the staff in the office of the Base Director of Administration.

##### Special Authorization

A special authorization is something that adds to the cost of normal travel. For example, a special authorization is needed to hire a rental car. A request for special authorization is prepared on AF Form 1820, Request/Justification for Special Authorization.

## Privately Owned Conveyance (POC)

Privately owned conveyance normally means the traveler's privately owned motor vehicle, but it can also mean a privately owned aircraft or boat.

## GENERAL

A need for temporary duty is a determination made by almost anyone internal or external to your organization. It could result from a previously budgeted and scheduled event or could be an unscheduled out of cycle requirement. Regardless of the source that established the need for the TDY, the next step is to seek approval from the orders issuing official and start the administrative process or cycle that will eventually produce official TDY orders for the traveler.

## TRAVELER/ORDERS ISSUING OFFICIAL RESPONSIBILITIES

### Typing the Travel Order

The traveler or the administrative staff that provides support will type or prepare DD Form 1610 in accordance with AFR 10-7, Administrative Orders. The Base Director of Administration (DA), Special Orders Section, usually publishes a simplistic guide to follow when preparing DD Form 1610. One such guide is reprinted at Appendix B. This guideline for preparation of DD Form 1610 was developed by the Maxwell AFB DA office. Before you start typing, some decisions need to be made concerning mode of travel and special authorizations that may apply.

### Mode of Transportation

In preparing orders, item 12, Mode of Transportation, of DD Form 1610 is normally left blank. This gives the Traffic Management Office (TMO) the option to pick the best method of travel. TMO support will be discussed in Chapter Three. For now, just note that the orders issuing official has the option, with traveler's input, to select the mode but adequate justification is necessary. In other words, the reason must be mission related and not for convenience to the traveler. Also note that one mode of authorized travel is by privately owned conveyance (POC). Traveler may drive personal car with orders approving official approval and receive reimbursement as stated on this section of the DD Form 1610. Excess travel time, over the normal authorized one day there and one day back, is chargeable to leave.

### POC More Advantageous to the Government

Another area under POC is "more advantageous to government" which means that per diem allowances are payable for the actual time necessary to perform the directed travel. Generally, one day of travel time will be allowed for each 300 miles of the official distance when travel is performed by POC. Reimbursement of actual expenses incurred for the operation of a privately owned auto are usually limited to fuel, oil, parking fees, ferry fares, and road, bridge, and tunnel tolls. See JTR Vol 1, paragraph 4203, for reimbursable expenses when POC other than private auto is used. An AF Form 1820 must be prepared by the traveler and approved by the orders issuing official if this mode is selected.

### AF Form 1820. Request/Justification for Special Authorization

As you know by now, the traveler prepares the AF Form 1820 to justify special authorizations. There are no hard rules or established format for preparing this form. AFR 10-7, paragraph 2-30, lists factors to consider in determining special authorizations. As a general rule keep in mind that justification must be based on advantages to the government. Convenience to traveler is not reason for special authorizations. Therefore, member needs to prove to the orders issuing official, for example, that hiring a rental car at the TDY location will save government funds vis-a-vis total cost of taxi fees. TMO has cost figures or can get them for you.

The top section of AF Form 1820 lists specific needs that require special authorization. Member will prepare an AF Form 1820, sign it, and forward to the orders issuing official for approval. Insure typist includes approved special authorizations in item 16 of DD Form 1610. The AF Form 1820 should be approved by the orders issuing official before including special authorizations in the orders. This official will keep the completed AF Form 1820 on file. An AF Form 1820 is at Appendix C.

### Foreign Travel

Traveler should advise the orders issuing official immediately when travel is to foreign locations. This official needs to assure the USAF Foreign Clearance Guide is complied with before travel begins. Also, suggest the traveler follow-up to assure the required message is sent. Unnecessary delays are often caused when a message requesting country clearance is not released at the appropriate time by the unit providing the traveler with administrative support. Most bases have a limited number of copies of the USAF Foreign Clearance Guide. Base Operations normally maintains one copy.

## OTHER TRAVELER RESPONSIBILITIES

### Sign Out/In at Orderly Room

Air Force Manual 30-130, Volume II, provides specific requirements for duty status and deployment availability reporting. Basically, unit commanders must report to CBPO anytime an individual is absent or is projected to be absent from duty.

Traveler is therefore required by this directive to call or report in person to the unit orderly room on the last duty day prior to the TDY effective date and confirm departure date. Likewise, traveler returning from TDY must call or report in person to the orderly room on the day of return or not later than the morning of the first duty day after return from TDY to verify return date.

Failure to sign out and in will hamper CBPO's responsibility to maintain accurate data on an individual's duty status and availability for deployment during contingencies.

### Dependent ID Cards

Travelers should check the expiration date of dependent ID cards before departing on a lengthy TDY. Sponsors must sign the ID application before the CBPO Customer Service staff can issue a new dependent card. Plan ahead and prevent undue hardships for your dependents.

## ACCOUNTING AND FINANCE RESPONSIBILITIES

Once travel orders are signed by the issuing official, they are forwarded to the Travel Section of the Accounting and Finance Office for verification that funds are available. The finance staff will initial the fund citation at item 19 of the DD Form 1610.

## DIRECTOR OF ADMINISTRATION (DA) RESPONSIBILITIES

From the Accounting and Finance Office, orders are forwarded to the Special Orders Section in the DA office for authentication and reproduction. Member should allow plenty of lead time. The DA folks normally need five work days to get your orders out. Of course there are always exceptions that require special handling. Orders are usually returned to the traveler through the base distribution system. With sufficient copies of travel orders in hand, member is now ready to visit TMO.

## Chapter Three

### TRANSPORTATION PROCEDURES

#### GENERAL

The Traffic Management Office (TMO) provides a variety of services to the TDY traveler. TMO maintains familiarity with schedules, services, facilities, rates, fares, charges, and traffic agreements of commercial carriers. Traveler should not hesitate to give this office a call when evaluating options on selection of the most cost effective mode of transportation given specific circumstances of the TDY requirement. TMO issues Government Transportation Requests (GTR) for commercial transportation and Military Airlift Command (MAC) Transportation Authorizations (MTA) for transportation by military owned or controlled aircraft. GTRs and MTAs are often referred to simply as a "TR." TMO will also monitor activities of the Scheduled Airlines Traffic Office (SATO), arrange reservations for use of rental vehicles, and prepare requests for redemption of unused tickets or transportation requests.

#### SCHEDULED AIRLINES TRAFFIC OFFICE (SATO)

SATO is usually located in the TMO facility. This office is responsible for issuance of commercial air travel tickets when presented with a travel request issued by TMO. SATO will also distribute payments to servicing airlines and issue refunds of unused tickets. Some SATOs also act as agents for rail and bus lines companies.

#### DIRECTED MODE OF TRANSPORTATION

As mentioned in Chapter Two, the orders issuing official has the option to "direct" travel by a specific mode. For example, the urgency of the mission may dictate commercial transportation be used. Another example is when the orders issuing official directs travel by military air perhaps due to shortage of unit TDY funds. The point is that when travel is "directed" by a specific mode and so noted in item 12 of TDY orders, then that mode must be used.

### Travel Directed by Commercial Transportation

Traveler must report to TMO with at least three copies of TDY orders. TMO will make commercial reservations and issue a GTR. Take the GTR to SATO for issuance of travel tickets. Traveler is not authorized to make own travel arrangements.

### Travel Directed by Military Owned or Controlled Aircraft

All organizations have a designated individual, who may or may not be assigned to traveler's organization, who is authorized to coordinate information on operational support airlift requirements. This individual is called a Mission Request Validator (MRV). The traveler is responsible for notifying the MRV of travel needs. The MRV will coordinate flight reservations with Hq Military Airlift Command (MAC) at Scott AFB and notify the traveler when MAC confirms reservations. TMO will then issue a MTA to the traveler. The MTA will be given to the Passenger Service representative at Base Operations on the date of departure. Provide TMO with at least three copies of TDY orders.

### WHEN MODE OF TRANSPORTATION IS NOT DIRECTED

Traveler must report to TMO with at least three copies of TDY orders. TMO will determine the mode of transportation to be used when a particular mode of travel is not directed in the travel orders. TMO considers the requirement of the mission, material savings of actual productive time, subsistence, per diem allowance, availability and reliability of service, comfort and desires of the traveler, and then issues a GTR requesting commercial transportation or a MTA for government transportation. Military personnel must accept routing by military aircraft when TMO says it meets mission needs given in travel orders.

### RELEASE OF RESERVATIONS

Traveler is responsible to cancel reservations immediately in the event circumstances prevent the use of accommodations reserved. Further, traveler is required to present unused GTR, MTA, or carrier tickets to TMO. TMO will prepare DD Form 730, Receipt for Unused Transportation Request and/or Tickets Including Unused Meal Tickets. Traveler will attach DD Form 730 to the travel settlement voucher.

### DENIED BOARDING COMPENSATION

Most United States scheduled air carriers require payment of liquidated damages in certain situations if the carriers

fail to provide confirmed reserved space. Compensation under these circumstances must be made payable to the Treasurer of the United States and forwarded to the traveler's Accounting and Finance Office (AFO). See paragraph 16-59, AFR 177-103, Travel Transactions at Base Level, for further details.

#### **VOLUNTARY SEAT RELEASE COMPENSATION**

If a traveler relinquishes a confirmed air carrier seat voluntarily and the resultant delay does not impinge upon the performance of official duty and does not result in additional expenses to the government, then the traveler is authorized to keep any monies paid by the carrier. Under these circumstances, delays that cause additional expense must be reimbursed to the government but the traveler may still keep the excess monies paid by the carrier. Also, appropriate leave must be charged for additional time away from the permanent duty station because of the delay. Under no circumstances should traveler relinquish a confirmed seat voluntarily if the delay impinges upon performance of the mission.

#### **MOTOR VEHICLE RENTAL SERVICES**

As mentioned in Chapter Two, a completed AF Form 1820 is the instrument that authorizes use of a rental vehicle. TMO will not issue a TR to procure motor vehicle rental services. However, the TMO staff is responsible to provide information and assistance in the selection of the rental service to use and in the selection of the size vehicle that is the most fuel-efficient and that meets mission requirements. Services usually available are General Services Administration (GSA) interagency motor pools, GSA commercial contractors, and commercial rental companies that maintain discount agreements for DOD travelers on official business. Once type of service is selected, TMO can make reservations for the traveler.

#### **PAYMENT FOR MOTOR VEHICLE RENTAL SERVICES**

##### **GSA Interagency Motor Pools**

Traveler will not pay directly for this service. Rentals are billed to the Accounting and Finance Office (AFO) that supports the traveler. However, a copy of GSA Form 312, Daily Motor Vehicle Trip Ticket, must be submitted with the travel voucher. Traveler will obtain this form from the GSA office at the time she/he takes possession of the GSA vehicle.

## GSA Commercial Contractor Rentals

Rental fees may be billed to the using organization's AFO but traveler is encouraged to make payments in cash, by check or use personal credit cards acceptable to the contractor. If personal payment is made, provide a copy of the rental agreement to the AFO to support claim for reimbursement. Ask your TMO which method of payment they recommend. Traveler is authorized a cash advance to pay for car rental services.

## Commercial Rentals

Payments to companies like Avis or Budget will be made with funds received through a travel advance or with the individual's personal credit card or personal funds. Again, keep all receipts to support claim for reimbursement.

## Insurance

GSA Motor Pool Vehicle. Full coverage is provided.

GSA Commercial Contractor Rental. Full coverage is provided.

Commercial Rental Companies. These companies provide a deductible clause for collision coverage as part of the contract fee. The government will make reimbursement up to the deductible amount for repairs to an automobile damaged in the performance of official business. If the traveler purchased the full waiver at an additional charge in connection with renting an automobile within the United States, then that optional coverage is not reimbursable. If the traveler purchased the full waiver at an additional charge in connection with renting an automobile outside the United States, then that optional coverage is reimbursable. Again, keep all receipts to support travel claim.

## Military Traffic Management Command (MTMC)

MTMC is the DOD agency responsible for publishing a list of participating vehicle rental companies in the Federal Travel Directory, which is available at the local TMO. Additional information may be obtained from the Commander, Military Traffic Management Command, ATTN: MT-PT, 56611 Columbia Pike, Falls Church, VA 22041-5080.

## USE OF AERO CLUB AIRCRAFT

The use of Aero Club owned aircraft will not take precedence over normal government conveyance. When the use of

such aircraft is authorized for official duty travel, reimbursement will be the lesser of actual necessary expenses or the cost to the government for commercial transportation.

When a group of two or more travelers is authorized to accomplish official duty travel in Aero Club aircraft, reimbursement to the traveler, who is responsible for the aircraft, will be the lesser of actual necessary expenses or the aggregate equivalent commercial transportation costs to the government for the group. Other members of the group shall receive no payments for the transportation in the Aero Club aircraft. Necessary expenses incurred include the hourly fee imposed by the Aero Club, fuel charges if not reimbursable by the Aero Club, landing and tie-down fees (to include hangaring of aircraft under severe weather conditions) charged at en route and destination airports. Per diem is payable to all members using this mode of transportation for official duty travel for the actual time, including necessary delays, up to, but not more than, the amount which would have been payable if commercial transportation had been used.

Traveler will request special authorization on AF Form 1820 (discussed in Chapter Two). Orders issuing or approving official is the final authority for approval.

## Chapter Four

### FINANCE PROCEDURES

#### GENERAL

Military members of the United States Air Force are authorized additional funds to defray costs incurred during official TDY. The rules for per diem allowances are varied, complex and are documented in Volume 1 of the Joint Travel Regulation (JTR) and supplemented by AFR 177-103, Travel Transactions at Base Level. In this chapter, we will address issues concerning government financial support of TDY travelers. The focus will be on those issues most likely to be encountered while on a normal TDY that involve entitlements and documentation required to support claims for reimbursement. Members should, however, review directives or seek help from the Accounting and Finance Office to obtain details not discussed in this general overview of TDY finance procedures.

#### ADVANCE FUNDS

##### Initial Advance

Advance of funds prior to departure on TDY is authorized to defray justified and allowable expenses expected to be incurred in the performance of official travel. The base Accounting and Finance Office (AFO) will determine the amount of the advance based on the known conditions associated with the travel and the traveler's request. AFOs usually pay up to 80% of the total estimated authorized and allowable expense the traveler expects to incur during the travel. Payment of full advance not to exceed that estimated authorized amount is also permitted in certain circumstances.

##### Time of Payment

The advance is normally not paid more than three workdays before the traveler departs the permanent duty station on official travel. Traveler must report to the Travel Section of the AFO with copies of TDY orders to request an advance.

## **Additional Advance**

For second or additional advance, traveler must submit a request with lodging receipts and other evidence of authorized expenses to the TDY base AFO.

## **TRAVEL STATUS**

### **General**

Traveler is entitled to travel and transportation allowance as authorized in accordance with existing regulations but only while actually in a "travel status." Travel status begins at the time member leaves his/her place of abode, office, or other point of departure and ends when member returns to place of abode, office, or other point of arrival at the conclusion of trip.

### **Beginning of Travel Status**

When member departs home and proceeds to transportation terminal, then per diem begins when member departs from home. When member departs home and proceeds to office or another point of duty and then to the transportation terminal, then per diem begins when member departs from office or another point of duty.

### **Ending of Travel Status**

When a member returns to terminal and proceeds home, then per diem ends when member arrives home. When member returns to terminal and proceeds to office or other point of duty and then home, then per diem ends when member returns to office or other point of duty.

## **PER DIEM ALLOWANCES**

### **General**

Per diem is payable for whole days or partial days. The percentages indicated below are allocated for each commercial meal and element of the per diem allowance regardless of location:

### Full\_Days

EVENT -----	PERCENTAGE OF TOTAL_PAID----
BREAKFAST	13%
LUNCH	13%
DINNER	13%
MISCELLANEOUS	7%
LODGING	<u>54%</u>
	100%

### Partial\_Days

EVENT -----	PERCENTAGE OF TOTAL_PAID----
BREAKFAST	8%
LUNCH	10%
DINNER	21%
MISCELLANEOUS	7%
LODGING	<u>54%</u>
	100%

### Rates\_Payable

Rates of travel per diem allowances are as prescribed in Appendices A and F of the Vol. 1 JTR for travel outside the United States and in Chapter 4, Part A, and Appendix L, Vol. 1 JTR for travel within the United States. A sample page of Appendix A to Vol. 1 JTR is at Appendix D to this guide. The location of the member at 2400 of each day generally determines the applicable rate of per diem for the day.

### LEAVE\_WHILE\_ON\_TDY

#### General

A member on TDY may be authorized leave before, after or in the middle of a TDY.

When leave is authorized before or after the TDY, state the dates involved and the complete leave address in item 16 of travel order, DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel. After completion of TDY and leave, member will provide leave and TDY date data in item 1 of DD Form 1351-2, Travel Voucher or Subvoucher. Preparation of AF Form 988, Leave Request/Authorization, is not required.

AF Form 988, however, is required if member takes leave

from and returns to the TDY location. The TDY unit will issue and report leave to TDY base AFO. Member is required to attach a copy of AF Form 988 to travel voucher.

## USE OF GOVERNMENT FACILITIES

### General

Government quarters and mess facilities must be used to the maximum extent possible at the TDY location. AFR 90-13, Directory of Government Quarters and Dining Facilities, contains a listing of Air Force installations worldwide and shows, for each installation, whether these facilities exist. Extracts from AFR 90-13 are at Appendix E.

### DD Form 1351-5 Government Quarters and Mess

If government quarters or mess is not available at Air Force locations listed in AFR 90-13, then traveler must ask for this form to support entitlement to a rate of per diem based on nonavailability or nonuse of government quarters or government mess. The Accounting and Finance Office will not pay traveler the higher rate of per diem without this form. The TDY Base Billeting Office usually issues this controlled form to travelers.

DD Form 1351-5 is not required to support claims for per diem based on nonavailability of government facilities when AFR 90-13 shows such facilities are nonexistent.

Traveler is encouraged to ask the AFO staff before departure for assistance or review AFR 90-13 to determine availability of government facilities at the TDY location.

### AF Form 2282, Statement of Adverse Effect - Use of Government Facilities

This form is initiated by the traveler and approved by the orders issuing or approving official if the use of available government quarters or mess facilities would have impaired performance of duties essential to the mission. A blank AF Form 2282 is at Appendix F. The approving authority is the final word for issuing the statement of adverse effect. This form will be the basis for payment of increased per diem for meals or quarters or both at those locations listed in AFR 90-13 where government facilities are available. See AFR 177-103, paragraph 14-7f(1), for conditions on which this statement may be based.

## **REIMBURSABLE MISCELLANEOUS EXPENSES**

### **Receipts**

A receipt to support claim for a reimbursable item of travel expense will be furnished for any item in excess of \$25 when it is practicable to obtain it. Failure to furnish receipts must be fully explained on the reimbursement voucher.

### **Passport and Visa Requirements**

Traveler required to obtain passports or visas for the TDY as directed by AFR 30-4, Passports, is entitled to reimbursement of expenses. Member that requires a passport or visa must report to the Passport Section of CBPO for preparation of an application. The administrative process to acquire a passport or visa takes time, usually weeks. Therefore, this should be one of the first actions the traveler takes to prepare for departure.

### **Traveler's Checks Reimbursement**

Traveler is entitled to reimbursement of expenses for the purchase of traveler's checks or similar instruments purchased for the safe transportation of personal funds necessary for normal expenses incurred on TDY. Under certain circumstances, some AFOs now issue traveler's checks, at no cost to the member, when advance funds are requested.

### **Transportation To or From Carrier Terminals**

Reimbursement is authorized for the usual taxicab, bus, streetcar, subway, or other public carrier and for privately owned conveyance used for transportation to or from carrier terminals and home or office.

### **Checking and Transfer of Baggage**

Expenses incident to checking and transfer of baggage, when itemized, are reimbursable. The number of pieces of baggage checked or transferred, or both, will be shown on the travel voucher.

### **Tips**

**Terminal.** Tips for handling of personal and government baggage at terminals are authorized. The number of pieces of baggage handled in each category must be shown on the claim. An example of government luggage is containerized volumes of regulations, reports, and checklists carried by Inspector General (IG) inspectors. Government equipment a specialist may

require to perform the TDY mission is another example of government luggage.

Hotel. Such tips are not reimbursable for handling of personal baggage at hotels. Tips for handling government baggage at hotels, however, is reimbursable.

Taxi and Airport Limousine Drivers. Tips of 15% of the fare is reimbursable.

Drivers of Free Transportation. Tips given to drivers of hotel or airline vehicles that provide transportation without charge are reimbursable up to \$.50 for each one-way trip.

#### Entry Fees, Boarding Taxes, and Similar Fees

The cost of airport taxes, landing fees, port taxes, boarding taxes, airport fees or service charges, or other similar mandatory charges or fees assessed against members on departure from carrier terminals inside or outside the 50 states, territories, or possessions or upon arrival at carrier terminals outside the 50 states, territories, or possessions which are not included in the cost of tickets for passage are reimbursable.

### TRAVEL VOUCHER AND CLAIMS

#### Travel Voucher

The travel voucher is a claim if travel allowances are due or an advance or overpayment remains to be settled. The traveler must submit a DD Form 1351-2, Travel Voucher or Subvoucher, to the AFO upon completion of travel when monetary amounts are involved, such as transportation requests (TR), advances, leave, liquidation of obligations, etc., even if no amount is due. Voucher must be filed within five workdays after completion of TDY.

#### Payment Policy

Air Force policy is that vouchers are normally paid within two workdays after day of receipt at the AFO.

#### Traveler Responsibilities

While the AFO is responsible to help travelers prepare the travel voucher, the traveler has primary responsibility for preparation of this document and for the truth and accuracy of the information in it and on the substantiating documentation. By signing the travel voucher, traveler authenticates the

voucher regardless of who prepares it. Therefore, the signature makes the voucher an official statement and an integral part of the claim. As such, it is subject to Article 107, Uniform Code of Military Justice (UCMJ) and 18 United States Code (USC) 1001 (false official statements); Article 132, UCMJ and 18 USC 287 (frauds against the Government), and 28 USC 2514 (forfeiture of fraudulent claims).

Bottom line - do not sign a voucher that contains false information.

#### Data Required on DD Form 1351-2

Information required for completion of DD Form 1351-2 is mostly self-explanatory. However, items 4 and 8 may cause confusion. Traveler who uses privately owned conveyance will show odometer readings between points traveled in item 4. Traveler will not use item 8. Delays en route which may be chargeable as leave will be shown in item 1. A DD Form 1351-2 is at Appendix H. AFOs usually provide a sample completed form at their customer service lobby. See AFR 177-103, Chapter 14, Preparation, for more detailed instructions.

#### Standard Form (SF) 1164, Claim for Reimbursement for Expenditures on Official Business

TDY Within Limits of Permanent Duty Station (PDS). SF 1164, Appendix G, is used to file for claim of transportation expenses incurred on TDY within member's PDS when mode of travel is POV. If no other expenses are incurred, then preparation of DD Form 1351-2 (travel voucher) is not required. Per diem for meals is not authorized in this case.

Transportation at TDY Location. Occasionally a traveler will be billeted off base and forced to rely on commercial transportation when government motor pool service is not available. If trips from quarters to place of TDY are too numerous to document in item 5 of DD Form 1351-2, then use SF 1164 to file a claim for reimbursement of this expense. Preparation of DD Form 1351-2 is still necessary in this situation to document claim of other expenditures.

#### Travel Voucher Package

The traveler will provide the AFO with the following documents attached to the travel voucher:

1. At least three copies of travel orders (command and local procedures vary)
2. Any DD Form 1351-5, Government Quarters and Mess

3. Any copies of TRs issued by TMO
4. Any AF Form 2292, Statement of Adverse Effect
5. Any Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business
6. Any AF Form 988, Leave Request/Authorization issued while TDY.

**Review of Voucher**

Supervisor of traveler is authorized to review voucher to insure mission was accomplished as directed.

**Administrative**

Traveler should complete voucher using permanent nonerasable ink or typewriter. Lead pencil should not be used.

## Chapter Five

### PERMISSIVE TEMPORARY DUTY

#### GENERAL

Permissive TDY is an authorized absence that does not involve expenditure of government funds. Permissive TDY is not chargeable as leave and is authorized travel to attend a variety of events, some of which will be discussed later in this chapter. AFR 35-26, Permissive Temporary Duty, prescribes basic policy and procedures.

#### ADMINISTRATIVE PROCEDURES

##### Approval Authority

Any official who is authorized to direct funded TDY is also authorized to approve up to 10 calendar days permissive TDY.

Periods over 10 days but less than 30 days may be approved at base level.

Periods over 30 days must be approved by the Air Force Manpower and Personnel Center (AFMPC) located at Randolph AFB, Texas. Paragraph 4 of AFR 35-26 provides details.

##### Travel Orders

Traveler needs to use the same form as funded TDY, DD Form 1610, discussed in Chapter Two. AFR 10-7, Administrative Orders, paragraph 2-25, gives specific data that must be included in item 16, Remarks. The Base Director of Administration is responsible for authentication and reproduction as with funded orders.

## **TRANSPORTATION**

### **General**

DOD Regulation 4515.13-R, Air Transportation Eligibility, authorizes Air Force military personnel to use government owned or controlled aircraft while on permissive TDY. This travel is at no expense to the military member and is authorized only on a space available basis. The policy applies within the continental limits of the US (CONUS) as well as within and between overseas areas.

There are 18 categories of space required travel and four categories of space available travel. Permissive TDY falls within Category 3 of space available travel. While the odds may appear slim to catch a free ride, it certainly could prove well worth the effort.

Traveler desiring this type travel needs to visit the Passenger Service facility at Base Operations with a copy of permissive TDY orders.

Traveler may, of course, use POV or commercial transportation at her/his own expense.

### **Travel Time**

The number of days authorized include travel time. Leave will be charged when traveler exceeds the authorized number of permissive TDY days.

## **FINANCE REQUIREMENTS**

Even though government funds are not used, traveler must file a "no pay" travel voucher within 5 workdays after completion of TDY. The same form used for funded TDY, DD Form 1351-2, is filed. At least one copy of the permissive TDY order must be attached to the travel voucher.

## **WHEN PERMISSIVE TDY MAY BE APPROVED**

### **General**

Attachment 1 to AFR 35-26 lists 27 categories of events that may be attended by Air Force military personnel on permissive TDY status. Some of these categories are: sports, recreation and talent events; attend resident study under the Operation Bootstrap Program; present inspector general complaints; visit Major Command HQ (MAJCOM) or HQ USAF to

discuss career plans and review records; attend or participate in Base Advisory Council orientation trips; participate in scouting events; travel to new duty station to look for off-base housing; and support the Organ Donor Program.

Some sports events sponsored by DOD provide for funded transportation. Paragraph 7b of AFR 35-26 has details.

Again, complete details of all 27 categories and listing of related directives can be found at Attachment 1 to AFR 35-26.

### House\_Hunting\_Trips

This category has been singled out for further expansion since many consider pre-move trips a superb benefit. Any member qualifies who plans to occupy non-government quarters at the next duty station and has formal assignment notification. A house hunting trip may be made in advance of or in conjunction with the actual permanent change of station (PCS) move. A trip is also authorized in conjunction with an official funded TDY in advance of the PCS move. Only one trip is authorized per PCS. A maximum of 7 days, including travel time, may be approved for a trip in advance of the PCS move and 5 days when the trip is in conjunction with the PCS move. For further details review paragraph 24 of Attachment 1, AFR 35-26.

Members who make a pre-move house hunting trip are authorized to claim expenses on their individual income tax return. Authorized expenses include transportation, meals, and lodging for member and dependents while traveling to and from the area of new duty station and while there. These expenses are considered adjustments to income. The Internal Revenue Service (IRS) does not set a limit to the number of trips authorized. For further details see IRS Publication 521, Moving Expenses.

### CANCELED\_TRIPS

Traveler must prepare and sign a statement that travel was not performed. The immediate supervisor verifies the statement with his/her own signature. While no specific format is required, suggest the standard Air Force letter with the immediate supervisor signing at the first indorsement. Send the statement and a copy of the permissive TDY order to the Travel Section of the finance office. There is no need to revoke the order through the Base Director of Administration since funds are not involved.

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9. US Department of the Air Force. Travel Transactions at Base Level. AF Regulation 177-103. Washington, DC: Government Printing Office, 1976.

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10. US Department of the Air Force. HQ Air Force Audit Agency (AG). "Use of Commercially Rented Vehicles During Official Travel," report of audit. Norton Air Force Base, California, 2 July 1984.
11. US Department of the Treasury. Moving Expenses. Internal Revenue Service Publication 521. Washington, DC: Government Printing Office, 1985.
12. US Government: Office of the Assistant Secretary of Defense. Air Transportation Eligibility. DOD Regulation 4515.13-R. Washington, DC: Government Printing Office, 1980.
13. US Government: Office of the Secretary of the Army (Per Diem, Travel and Transportation Allowance Committee). Joint Travel Regulation, Volume 1. Washington, DC: Government Printing Office, 1985.

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# APPENDICES

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REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL						1. DATE OF REQUEST		
<i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.								
<b>REQUEST FOR OFFICIAL TRAVEL</b>								
2. NAME (Last, First, Middle Initial) AND SSAN			3. POSITION TITLE AND GRADE OR RATING					
4. OFFICIAL STATION		5. ORGANIZATIONAL ELEMENT		6. PHONE NO.				
7. TYPE OF ORDERS		8. SECURITY CLEARANCE		9. PURPOSE OF TDY				
10a. APPROX. NO. OF DAYS OF TDY (Including travel time)		b. PROCEED O/A (Date)						
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED								
<b>MODE OF TRANSPORTATION</b>								
COMMERCIAL			GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT	
<input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.							<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.	
<input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)								
<b>ESTIMATED COST</b>						15. ADVANCE AUTHORIZED		
PER DIEM	TRAVEL		OTHER		TOTAL			
\$	\$		\$		\$			
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) (Prior to travel overseas comply with the Foreign Clearance Guide for passport, immunization, and clearance requirements. Attach receipts showing cost of all lodgings used during the period of this claim. SUBMIT TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.)								
17. REQUESTING OFFICIAL (Title and signature)				18. APPROVING OFFICIAL (Title and signature)				
<b>AUTHORIZATION</b>								
19. ACCOUNTING CITATION								
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED		
						22. TRAVEL ORDER NUMBER		

INSTRUCTIONS FOR PREPARATION OF DD FORM 1610

PREPARED BY  
MAXWELL AFB DA OFFICE

The following guidelines are provided to help in the preparation of DD Form 1610. Please use this helpful guide each time you prepare a TDY order. Should you have any questions, the information below is listed in greater detail in AFR 10-7, Administrative Orders, or you may call the Orders Section, ext 7362.

Item 1: The date you prepare the request, i.e., 18 Jun 83.  
**NOTE:** If month is abbreviated, the year must be abbreviated.

Item 2: Ensure all names are typed in capital letters. Last, first, middle initial and then the SSAN (without FR or FV preceding the SSAN). For contingency TDY, add AFSC (DAFSC for officers, CAFSC for airmen) and Force Requirement Number (FRN) after each member's name.

**NOTE:** If an order pertains to less than 9 people, include no more than 2 in items 2 through 3; then include in item 2 "See item 16" and type the remaining in item 16 (space permitting). For orders pertaining to more than 9 travelers, or if space in item 16 does not permit including names, include "See Reverse" in item 2 and type all the names and applicable information on plain bond, so they can be reproduced on the reverse of the order. At no time will the names be included in all three locations. (AFR 10-7, page 2-39)

Item 3: Ensure grade or rank is typed in all capital letters. Abbreviate the rank in accordance with AFR 11-2. Far right corner: Enter "(SIK)" for an enlisted traveler receiving subsistence-in-kind (not on separate rations). For those receiving other than normal BAS type "B", and "BAS-H" or "BAS-K", as appropriate. (AFR 10-7, page 2-39)

Item 4: Enter in lower case letters, capitalizing the first letter of each word, the permanent duty station, i.e., Maxwell AFB AL 36112 (no comma between base and two letter state (abbreviated)).

Item 5: Enter current unit of assignment and office symbol, i.e., HQ 3800 ABW/SS.

Item 6: Enter duty phone of individual with knowledge of TDY. This number will be called if questions arise or problems exist with the order.

Item 7: Enter in capital letters "ROUTINE" for regular TDY.

Enter "REPEATED", "BLANKET" (Only Commanders and Commandants are delegated authority to approve blanket TDY orders for their personnel. All Headquarters Air University staff sections must have their requests approved by HQ AU/CS). "PERMISSIVE", or "CONFIRMATORY", when orders other than routine are required. You must refer to the appropriate paragraphs 2-22 through 2-25 for required statements, or see the specific example that is attached.

Item 8: Enter for each member the security clearance (in capital letters) only when access to security information is required while on TDY. If the same security clearance applies to all members on the order, enter only once. If no requirement exists, enter "NA".

Item 9: Preceding the purpose, identify mission essential (MSN) versus administrative travel (ADM) using the following Office of the Secretary of Defense definition: Administrative travel is that for which the fundamental purpose could be achieved by alternate means or cancelled without impacting directly upon the accomplishment of essential or critical mission objectives. Enter (MSN) or (ADM) before the purpose. DO NOT use general statements such as "official business" or "USAF matters". Type the purpose in upper and lower case letters. When attending a school or course of instruction, include course title, number of course and Class ID (if unknown state: "This is a course of instruction."), start date and graduation date. For those courses managed in the Pipeline Management System (PMS), also include Training Requester Quota ID (TRQI) and Training Line Number (TLN) for each training event. (If TRQI and TLN cannot be provided by the allocation authority, cite authority for member's attendance). (AFR 10-7, page 2-40.)

Item 10a: Enter approximate number of days of the TDY plus two days travel time from the permanent duty station to TDY location(s) and return. DO NOT include delay en route (DDALV). If TDY is for 30 days or more at one location, the following statement must be included in item 16. "Pursuant to AFR 30-15, you will report to the Base Housing Referral Office servicing your new duty station before entering into any rental, lease or purchase agreement for off-base housing." For permissive TDY line out the word "Approx." Air Force military personnel will not be placed on funded TDY (including travel time to and from) at any one location within a twelve month period for more than 179 days (waivers require Secretary of AF approval).

Item 10b: Abbreviate the date, i.e., 19 Aug 83.

Item 11: Variation Authorized. Not to be used

indiscriminately (see AFR 10-7, Page 2-40, Item 11 and para 2-31 for guidance). This authorization should only be granted when it is essential to the success of the mission or purpose of the TDY. Do not authorize variations in itinerary in repeated, blanket, permissive, or confirmatory orders.

Itinerary. Enter "FROM:" in all capital letters, followed by the location where the traveler is assigned or currently located (in all capital letters). Directly underneath, enter "TO:" in all capital letters followed by the specific location(s) at which TDY will be performed (in all capital letters), for example, unit and military installation (air base, air station, site, test range, foreign government, military installation, etc) or building and city, and state (two letter state abbreviation) or country (completely spelled out). Underneath "TO" enter "RETURN TO:" in capital letters. Normally return will be to traveler's permanent duty station. Type this in all capital letters.

Item 12: Mode of Transportation. The modes of transportation need only be indicated when the requirements of the mission to be performed can be met by a specified mode of transportation. Approving Officials have at their discretion the option to direct modes of transportation. In these instances the statement "Travel by (mode) is directed", is shown in item 16.

NOTE: Travel by POV cannot be directed. The directed mode may be modified to include "when available". Servicing TMO could then exercise discretion and return travelers(s) to home station by the most economical method when directed modes are not available. If commercial air to and from CONUS is being used then refer to AFR 10-7, para 2-30i.

Privately Owned Conveyance:

For Military - Leave blank except when travel is determined more advantageous to the government. When more advantageous to the government, include current rate per mile, and "X" More Advantageous to Government block.

For Civilian - Leave blank unless the member is driving a POV. If driving, include current rate per mile and "X" More Advantageous to Government block or Mileage Reimbursement block, whichever is applicable.

NOTE: When travel is more advantageous to the government, and there isn't a message/letter authorizing this, an AF Form 1820 must be prepared and maintained in the office of the orders issuing/approving official. Include in item 16: "Justification for determining the special authorization(s) in

this order is maintained in (functional address symbol)." If the traveler will accompany or be accompanied by other persons in an official travel status in a privately owned conveyance, an appropriate statement must be included in Item 16 giving the names of the persons involved.

Item\_13: "X" the "Per Diem Authorized in Accordance with JTR" block. Very seldom will it be "Other Rate of Per Diem" block.

Item\_14: Complete on all For Self Specific Allotment Funded (local funds) TDYs.

Item\_15: Leave blank for military. A civilian employee may, upon request, be granted an advance of travel and transportation allowance funds. The amount of this advance will not exceed 75% of the total that is due the traveler. Orders issuing/approving official may contact the organization's funds manager prior to publication of order to determine amount of advance authorized.

Item\_16: The following items must be reflected in this block, if applicable:

a. The RC/CC Code will be listed first if funded by the organization of the individual.

b. List any special authorization such as excess baggage and hire of special conveyance along with required statements (see AFR 10-7, para 2-30).

NOTE: The orders issuing/approving official is responsible for determining the necessity for including special authorization and therefore the issuing/approving official must read and become familiar with AFR 10-7, para 2-30.

c. If leave is to be included in conjunction with TDY, indicate as follows:

Military: \_\_\_ (Number of days ordinary leave authorized following completion of TDY. Provide complete leave address and emergency telephone number if possible).

Civilian: Number of hours or days of annual leave authorized, i.e., "7 days annual leave authorized".

d. If an order is confirmatory, the following statement is required: "VOC, orgn, this stn, eff date of order, are confirmed, exigencies precluded written orders in advance. Submit a travel voucher within 5 workdays after receipt of order".

e. If TDY is over 30 days, do not forget required housing statement. (AFR 10-7, para 2-41)

f. Authority: List this as the last item in the remarks section. Auth:

Enlisted: AFR 39-11, Chap 6 and any message and/or letter pertaining to the TDY.

Officer: AFR 36-20, Chap 6 and any message and/or letter pertaining to the TDY.

Civilian: JTR, Vol 2, Chap 6 and any message and/or letter pertaining to the TDY.

When registration fee is authorized for a military member to attend a non-federally sponsored meeting, use AFR 30-9 and JTR, Vol II, para M4409, as the authority. For federally sponsored meeting, use the JTR reference only. When a registration fee is authorized for civilian personnel to attend a non-federally and federally-sponsored meeting, use JTR, Volume II, para C4708, as the authority in both categories.

When travel is outside the CONUS, include "Assure USAF Foreign Clearance Guide is complied with before travel begins. (AFR10-7, page 2-43, para ah).

Item\_17: Not used at (AU).

Item\_18: Type signature element of orders issuing/approving official and complete with signature in same block.

NOTE: Keep signature within the confines of block 18 as much as possible so as not to obstruct any other items.

Item\_19: Flush with the left margin insert the following in all capital letters:

DEPARTMENT OF THE AIR FORCE  
HQ 3800 AIR BASE WING (AU)  
MAXWELL AFB AL 36112  
TDN; FOR THE COMMANDER (Omit "TDN" on Permissive TDY orders)

The funds manager will enter fund citation and CIC on the right side of this item directly under the last letter of the word "Authorization" and certify with signature or initials. Distribution will be shown in lower right side of this item directly under the last letter of the word "Authorization".

Item\_20: Type signature block of authorizing official.

Item 21 and 22: Leave blank. To be completed by Special Orders Section.

**SPECIAL NOTE:** If other than normal distribution must be made, so indicate, and if necessary attach a separate sheet indicating the complete address element and number of copies to send.

## REQUEST/JUSTIFICATION FOR SPECIAL AUTHORIZATION

**TO:** (Approving Official)

**FROM:** (Project Officer)

**DATE**

Request the following Special Authorization(s) be approved for traveler(s) indicated below (Refer to paragraph 2-30, AFR 10-7.)

- |  |  |
|--|--|
| <p>1. <input type="checkbox"/> SPECIAL CONVEYANCE<br/> <input type="checkbox"/> RENTAL CAR <input type="checkbox"/> TAXI <input type="checkbox"/> GSA VEHICLE</p> <p>2. <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE (Including privately owned aircraft) WHEN DETERMINED TO BE MORE ADVANTAGEOUS TO THE GOVERNMENT</p> <p>3. <input type="checkbox"/> EXCESS UNACCOMPANIED BAGGAGE ALLOWANCE</p> | <p>4. <input type="checkbox"/> NONUTILIZATION OF AVAILABLE GOVERNMENT QUARTERS AND/OR MESSING FACILITIES</p> <p>5. <input type="checkbox"/> TRAVEL WITHIN AND AROUND DUTY STATION</p> <p>6. <input type="checkbox"/> OTHER (Specify)</p> |
|--|--|

**JUSTIFICATION** (Fully justify each item separately and identify items by item number. Continue on reverse, if necessary. Identify all travelers.)

**CERTIFICATE STATEMENT - WHEN RENTAL CAR/GSA VEHICLE IS AUTHORIZED.** I understand I may obtain government fuel from Air Force Base Service Stations (motor pool) by presenting a copy of my orders, and the rental agreement. I understand I will not be reimbursed for optional insurance should I purchase it. I will rent the least costly vehicle that will satisfy mission requirements.

<b>PHONE NO.</b>	<b>NAME AND GRADE OF TRAVELER/PROJECT OFFICER</b>	<b>SIGNATURE</b>

All Remarks by Approving Officials/Coordination Agencies Are on Reverse.

APPROVED (Totally)     
  APPROVED (Partially - See Remarks)     
  DISAPPROVED

<b>DATE</b>	<b>NAME, GRADE, AND TITLE OF APPROVING OFFICIAL</b>	<b>SIGNATURE</b>

Concurrence as Prescribed Locally (ACF, TMO, etc.)

					<b>S.O. NO. and DATE</b>

EXTRACT

Appendix A, Part II

Members of the Uniformed Services

Locality	Travel Per Diem Rate	Effective Date
Tunisia:(Cont'd)		
Lamarsa .....	\$75	9-1-85
Sfax .....	44	9-1-85
Sidi Bou Said .....	75	9-1-85
Sousse .....	44	9-1-85
Tozeur .....	55	9-1-85
Tunis .....	75	9-1-85
Other .....	35	9-1-85
Turkey:		
Adana .....	51	6-1-85
Ankara .....	61	6-1-85
Istanbul .....	85	8-1-85
Izmir-Cigli .....	59	6-1-85
Other .....	28	8-1-85
Turks and Caicos Islands .....	136	6-1-85
★ Tuvalu .....	40	11-1-85
★ Uganda .....	70	11-1-85
★ Uganda <sup>18</sup> .....	45	11-1-85
Union of Soviet Socialist Republics <sup>10</sup> .....	100	4-1-85
United Arab Emirates .....	206	10-1-85
★ United Kingdom:		
Aberdeen .....	99	11-1-85
Alton .....	61	11-1-85
Banbury .....	86	11-1-85
Barton .....	54	11-1-85
Basingstoke .....	86	11-1-85
Bath .....	83	11-1-85
Bedford .....	62	11-1-85
Bicester .....	62	11-1-85
Bournemouth .....	79	11-1-85
Brighton .....	84	11-1-85
Bristol .....	74	11-1-85
Burtonwood .....	61	11-1-85
Cambridge .....	80	11-1-85
Caversham .....	92	11-1-85
Chatham .....	89	11-1-85
Cheltenham .....	65	11-1-85
Cirencester .....	83	11-1-85
Crawley .....	86	11-1-85
Deddington .....	77	11-1-85
Dover .....	54	11-1-85
Dunoon .....	64	11-1-85
Dunstable .....	80	11-1-85
Edinburgh .....	97	11-1-85
Edzell .....	55	11-1-85

## EXTRACT

AFR 90-13

Attachment 1

16 December 1985

## DIRECTORY—CONUS LOCATIONS

Location (Command)	TDY OFFICERS				TDY ENLISTED			
	Govt		Govt Meals		Govt		Govt Meals	
	Qtrs	M	N	E	Qtrs	M	N	E
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	
Altus AFB OK (MAC)	yes	no	no	no	yes	all	all	2-6
Andrews AFB MD (MAC)	yes	no	no	no	yes	all	all	all
Arnold AFS TN (AFSC)	yes	yes	no	no	yes	no	no	no
Avon Park Range FL (IAC)	yes	all	all	all	yes	all	all	all
Barksdale AFB LA (SAC)	yes	no	no	no	yes	all	all	2-6
Barksdale AFB Leadership School and NCO Academy (SAC)	no	no	no	no	yes	all	all	all
Beale AFB CA (SAC)	yes	no	1,7,8	2	yes	all	all	2-6
Bergstrom AFB TX (IAC)	yes	no	no	no	yes	all	all	2-6
Blytheville AFB AR (SAC)	yes	all	1,7,8	2-3	yes	all	all	2-6
Bolling AFB DC (MAC)	yes	1,7,8	no	no	yes	all	all	2-6
Brooks AFB TX (AFSC)	yes	1,7,8	1,7,8	1,8	yes	all	all	all
Buckley ANGB CO, 2CS (SPACECMD)	no	no	all	no	no	no	all	no
Calumet AFS MI (IAC)	yes	all	all	2-6	yes	all	all	2-6
Cannon AFB NM (IAC)	yes	no	no	no	yes	all	all	all
Cape Cod AFS MA (SPACECMD)	no	no	all	no	no	no	all	no







<b>TRAVEL VOUCHER OR SUBVOUCHER</b>			<small>Complete by typewriter, ink or ball point pen. PRESS HARD, do not use pencil.</small>			<b>10. FOR DO USE ONLY</b>		
<b>READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM</b>						10. VOUCHER NO.		
LAST NAME - FIRST NAME - MIDDLE INITIAL (Print Type)			GRADE/RANK		SSN	SUBVOUCHER NO.		
CHECK MAILING ADDRESS (Include ZIP Code)					DUTY PHONE NO.			
ORGANIZATION AND STATION						<b>PAID BY</b>		
TRAVEL ORDERS (Paragraph 20 No. Issuing HQ. Date, include amending orders)								
SHORT TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, EO Voucher No., Date received, Place paid or EO Station No. If none, so state)								
<b>1. ITINERARY - (See Item 25 for Symbols)</b>								
DATE	LOCAL TIME <small>24 Hour Clock</small>	PLACE <small>(Home, Office, Base, Air, by City, and State, City and Country, etc.)</small>	MILE OF TRAVEL	MILEAGE FOR STOP	2. COST OF LODGING	3. NUMBER OF MEALS		4. POC MILES
						GOVT DED*	OPEN MESS	
DEP								
ARR								
DEP								
ARR								
DEP								
ARR								
DEP								
ARR								
DEP								
ARR								
DEP								
ARR								
DEP								
ARR								
DEP								
ARR								
<b>5. REIMBURSABLE EXPENSES CHARGE FOR DEDUCTIBLE MEALS (See Item 24)</b>						<b>COMPUTATIONS</b>		
DATE	NATURE AND EXPLANATION				AMT CLAIMED	ALLOWED		
<b>6. Long distance telephone calls are certified as necessary in the interest of the Government</b>						<b>APPROVING OFFICER (31 USC 1504)</b>		
						SIGNATURE		
<b>7. TR'S/MTA'S/MT'S (If none, so state)</b>						<b>SUMMARY OF PAYMENT</b>		
NUMBER	FROM		TO			Per Diem		
						Actual Expense		
						Mileage or Transp Allowances		
						Reimbursable Expenses		
						Total Entitlement		
						Less Previous Payments		
						Less Voucher Deductions		
						Amt Charged to Accty Class		
<b>9. LEAVE STATEMENT: _____ days _____ hours taken between _____ and _____</b>						<b>11. PAYMENT DESIRED</b>		
<b>1. POC TRAVEL</b> <input type="checkbox"/> <b>OWNER/OPERATOR</b> (See Item 24) <input type="checkbox"/> <b>PASSENGER</b>						<input type="checkbox"/> CHECK <input type="checkbox"/> CASH		
<b>12. PER DIEM REQUESTED</b>						<b>13. BAS RATE</b>		
<small>PENALTY: The penalty for willfully making a false claim is A MAXIMUM FINE OF \$3000 OR MAXIMUM IMPRISONMENT OF 5 YEARS OR BOTH.</small>								
I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.					14. SIGNATURE OF CLAIMANT			
15. APPROVING OFFICER'S SIGNATURE								
16. OTHER DATA								
17. DATED BY	18. RECEIVED BY	19. TELEPHONE NO.	20. RECEIVED (Place stamp and date)					

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