



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

REPLY TO
ATTENTION OF

16 NOV. 2016.

EAID-CG

MEMORANDUM FOR RECORD

SUBJECT: 2ID Policy Letter #14-1, 2ID Temporary Duty (TDY) Travel Approval Process

1. References.

- a. Joint Travel Regulations (JTR).
- b. DoD Government Travel Charge Card (GTCC) Regulations, March 2016.
- c. DoD Instruction 5154.31.
- d. USARPAC Regulation 37-2, Temporary Duty Travel Policies.
- e. DoD Financial Management Regulation 7000.14, Volume 9 (Travel Policy).

2. Purpose. To prescribe command policies, procedures, and responsibilities relative to TDY travel approval in 2ID. This document does not contain all applicable guidance relative to TDY travel, and should not be considered a substitute for the JTR or other travel related regulatory guidance.

3. Policy. Commanders and supervisors at all levels shall ensure travelers use the Defense Travel System (DTS) and contracted Commercial Travel Office (CTO) to coordinate commercial transportation and lodging in support of TDY. The GTCC, also referred to as an individually billed account (IBA), will be used by all DoD personnel (military and civilian) to pay for all costs (airfare/transportation, lodging) related to official government travel. Travelers who do not have a GTCC must contact their unit Agency Program Coordinator (APC) to obtain one. Personnel that have a GTCC application pending are exempt from mandatory use of the travel card, and will utilize a centrally billed account (CBA) to cover airfare. However, travelers must attach a memorandum to their authorization in DTS, signed by the approving authority (CofS or BDE CDR/DCO/XO), stating the traveler has a pending travel card application. Personal use of the travel card while not on TDY, or using the travel card to pay for someone else's travel expenses is prohibited. Use of the travel card for non-official expenses (i.e. not on TDY) will result in disciplinary action.

4. Responsibilities.

a. **Travelers.** Initiates and submits 2ID TDY Request Form (see enclosure 1) to their Primary/Special Staff Principal/Deputy or BN CDR/XO for review. For trips where multiple travelers are participating in the same mission and itinerary, only one TDY Request Form is required for the group, but it must include the names of all travelers. TDY Request Forms are required for both local travel where reimbursable expenses are incurred, and for travel outside of Korea. The approved TDY Request Form must be uploaded with the Defense Travel System (DTS) travel authorization. Travelers should create their travel authorization no later than 10 days prior to departure, to ensure the appropriate personnel have time to review and approve the travel. Travelers are primarily responsible for understanding their travel entitlements (i.e. daily per diem rate, max lodging, rental car, etc.) prior to travel. Travelers must have an approved DTS authorization (travel order) prior to beginning travel. Travelers are also responsible for gaining approval for any additional expenses from their approving authority. The traveler is liable for any expenses incurred in advance of CofS or BDE CDR/DCO/XO approval. Travelers are responsible for submitting travel vouchers within five business days of returning from official travel. Vouchers not submitted within 30 days will be settled with no reimbursement to traveler. Travelers are responsible for settling their GTCC balance regardless of whether they have settled their travel vouchers or not.

b. **Primary/Special Staff Principal/Deputy or BN CDR/XO.** Certifies that the TDY request is valid and cannot be satisfactorily accomplished through other means. The Primary/Special Staff Principal/Deputy or BN CDR/XO will then forward the request form to the applicable approving authority (CofS or BDE CDR/DCO/XO).

c. **CofS or BDE CDR/DCO/XO.** Authorizes travel entitlements. Provides justification for travelers that do not possess a GTCC. Serves as the final approval authority on the TDY Request Form, a prerequisite for funding travel.

d. **DTS Authorizing Officials (AOs).** Serves as the approving official at the operational level who has the responsibility for the mission and the authority to obligate funds to support travel for the mission. They will approve only travel necessary to accomplish the mission, ensures expenses are authorized, and certifies vouchers for payment. AOs may be held financially liable for erroneous payments resulting from the negligent performance of their duties, therefore, AOs should be in the rank of E-7/W-2/O-3 or above. AOs shall not approve authorizations for future travel for travelers with outstanding unsubmitted vouchers from previous travel. Once vouchers have been filed and submitted in DTS, future authorizations may be approved.

e. **Routing Officials (ROs).** Ensures supporting documentation is attached in DTS, confirms trip approval, and verifies reimbursable expenses are correct and authorized

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IAW JTR. G8 ROs certify funds for each authorization, and also audit travel vouchers and monitor travel expenditures to ensure adequate controls have been established at all levels. ROs must be E-5 or above due to the level of travel knowledge that must be applied in ensuring that travel documents are correct and legal.

f. **Organization Defense Travel Administrators (ODTA).** Responsible for the overall management of DTS within assigned organization. Because ODAs possess a significant amount of access within DTS, and are responsible for managing an organization's travel program, they must be in the rank of E-6 or above.

g. **G8.** Provides by name list of Unsubmitted Vouchers and GTCC delinquencies to MSCs and staff sections weekly to action on. Unsubmitted Voucher and Delinquency data will be presented during the weekly XO meetings. Creates "zero" vouchers for travelers that fail to submit their vouchers within 30 days of returning from travel.

h. **ACofS G8.** Serves as the approving official for Actual Expense Authorization (AEA) requests up to 150% of the maximum lodging rate as delegated by the Commander, 2ID. Travelers that identify lodging will exceed established maximum lodging rates must seek approval by submitting an AEA request (see enclosure 2) to G8. Approval should be sought before travel begins.

5. The ACofS G8 is the proponent for this policy memorandum.



THEODORE D. MARTIN
Major General, USA
Commanding

Encls

1. TDY Request Form
2. AEA Request