



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850 BOX 10
APO AE 09033

NOV 28 2011

IMSW-ZB

MEMORANDUM FOR US Civilian and Military personnel assigned to United States Army Garrison (USAG) Schweinfurt

SUBJECT: Memorandum of Instruction (MOI) #01-08 - Temporary Duty Travel (TDY)

1. References.

- a. Joint Travel Regulation (JTR), 01 September 2011
- b. Joint Federal Travel Regulation (JFTR), 01 September 2011
- c. Army Business Rules for Defense Travel System, 29 January 2009
- d. DoD Financial Management Regulation (FMR), Volume 9, Chapter 2 & 3, August 2011
- e. Army in Europe Paired Communities, AE Reg 600-8-11, 02 November 2009
- f. DoD Defense Travel System (DTS) Best Practices, 22 November 2010

2. Purpose. To supplement above reference and to provide processing procedures for US civilian and military travel requests.

3. Applicability. The policy guidance applies to all US civilian and military personnel employed by USAG Schweinfurt.

4. Policy. This policy defines the basic requirements to secure approval to travel at government expense and to submit a voucher for payment. It is not designed to cover every situation. This policy applies to all personnel seeking travel reimbursement through USAG Schweinfurt or who will be paid with USAG Schweinfurt funds. Personnel will not begin official travel without approved travel orders unless specifically directed to proceed by the AO.

5. Procedures.

a. The Defense Travel System (DTS) operates on multiple levels. Resource Management Office (RMO) serves as the Lead Defense Travel Administrator (DTA) for USAG Schweinfurt. Directorates designate a DTA to serve as a traveler's primary point of contact and to assist with creating travel documents in DTS. Individual travelers will not contact the RMO DTA without

IMSW-ZB

SUBJECT: Memorandum of Instruction (MOI) #01-08 - Temporary Duty Travel (TDY)

first coordinating with his/her directorate's DTA. Routing officials work with the DTAs to streamline processes, handle exceptions, accelerate an approval and enforce regulations and policies. Routing officials are responsible for verifying that documents in DTS are complete, correct and in compliance with applicable regulations and policies. Routing officials perform one of four roles, as described below.

(1) Review: Primary reviewer in the routing of travel documents.

(2) Authorize: Secondary reviewer in the routing of travel documents. Authorizers have fiscal liability for incorrect/fraudulent travel documents that they review.

(3) Certify: Responsible for adding the line of accounting to travel documents and validating available funding.

(4) Approve: Final approving authority. An approving official (AO) has fiscal liability for incorrect/fraudulent travel documents. When approving vouchers, AOs provide legal authorization for the expenditure of funds.

b. Government Travel Charge Card (GTCC): As per DoD FMR Vol. 9, Ch. 3, 030302, A. 1. D., if TDY travel is performed more than two times per year, the traveler will obtain a GTCC and will use the card for all authorized TDY expenses. Travelers will comply with DoD FMR Vol. 9, Ch. 3, 030608, which requires the use of the split disbursement option when settling vouchers. Amounts charged to the GTCC will be disbursed directly to the travel card account. Any remaining entitlement will be paid directly to the traveler's personal bank account.

c. It is the traveler's responsibility to provide funding instructions to Resource Management if the TDY is centrally funded.

d. Travel Compensatory Time for Civilians: Civilians earn travel comp time for travel exceeding regular duty hours.

(1) For travel to and from Continental United States (CONUS), travelers will submit their request for travel compensatory time using the Garrison's "Travel Comp Time Request" worksheet (Encl 1). This worksheet will be added to the authorization's substantiating records in DTS after being signed by the traveler and the supervisor.

(2) Travel comp time requests for travel entirely Outside Continental United States (OCONUS) will be submitted through the normal approval channels on AE Form 690-110A, Request, Authorization, and Report of Overtime.

e. Travelers should refer to this policy and to the Traveler Quick Reference Guide (Encl 2) for assistance in creating DTS documents properly. Included in the guide is a listing of commonly-incurred expenses and required substantiating records for authorizations and vouchers. Substantiating records must be renamed in DTS after being attached.

IMSW-ZB

SUBJECT: Memorandum of Instruction (MOI) #01-08 - Temporary Duty Travel (TDY)

vouchers. Substantiating records must be renamed in DTS after being attached.

f. Meals and Incidental Expenses (M&IE)

(1) As per JFTR Para U4147-A., U4149, U4151; and JTR Para C4553 NOTE, travelers are authorized 75% of the M&IE rate on the first and last day of Temporary Duty (TDY).

(2) If any meals are provided by contract, included in a registration fee or if a meal card is issued, those meals will be marked as provided in DTS to reduce M&IE proportionately. Breakfast at German hotels is treated as a provided meal if the hotel offers a room rate reduction when breakfast is declined.

(3) As per JFTR Para U4400, military personnel lodging on an installation will be paid the Government Meal Rate (GMR) by marking meals available in DTS. If government mess is not available, the Soldier will acquire a statement of non-availability in order to claim the full meal rate on the voucher.

(4) As per JFTR Para U4149, U4151 and JTR C4554, travelers are entitled to incidental expenses for both CONUS and OCONUS TDY travel. The CONUS rate is \$5.00 per day. The OCONUS rate is \$3.50 per day, unless the approving official (AO) determines the higher locality rate is appropriate.

g. Airline Reservations: Airline reservations will be made via the reservation module in DTS if no leave is taken in conjunction with TDY. If leave in conjunction with TDY is approved, the traveler will make airline reservations in person with the commercial travel office (CTO) after requesting assistance in DTS and signing the authorization. If travel is personally coordinated and procured, traveler will obtain a statement from CTO reflecting the cost of the official travel and will limit the claim for reimbursement to that amount.

h. Travelers may pick up their tickets from the CTO with approved orders no earlier than 3 business days prior to travel. The AO must grant exceptions for earlier pickup.

i. Authorized Airport: Travelers will fly in and out of Frankfurt International Airport (FRA) unless an exception is granted by the Garrison Commander.

j. Transportation expenses to and from airports

(1) OCONUS: Transportation costs will be limited to the amount calculated on the Airport Constructive Cost worksheets (Encl 3), in accordance with JFTR U3300 and U3310; and JTR C2156 and C2198-B4. The worksheet will be included in substantiating records in the authorization and replaces the need for any receipts. The expense will be claimed as "Airport Constructive Cost" as a non-mileage expense.

IMSW-ZB

SUBJECT: Memorandum of Instruction (MOI) #01-08 - Temporary Duty Travel (TDY)

(2) CONUS: The traveler will select the method of transportation most reasonable and cost-effective to the government.

k. Ground Transportation

(1) Transportation Motor Pool (TMP): The preferred mode of transportation in OCONUS is a TMP vehicle, when available. If a TMP vehicle will be used during TDY, the use of AAFES Fuel Cards is mandatory.

(2) Privately Owned Vehicle (POV): Use of a POV is the next preferred alternative. If a POV is authorized, the traveler will claim mileage to and from the TDY location using the Defense Table of Distances (DTOD) in DTS. On duty days, the traveler may only claim mileage in excess of his or her normal commuting distance. Travelers needing to claim additional In/Around mileage while at TDY site must attach a mileage log (Encl 4) to the settlement voucher in DTS.

(3) Rental Vehicle: If a rental vehicle is necessary, it will be reserved through DTS after requesting Garrison Commander approval through the appropriate Director and RMO. Reimbursement of fuel is authorized. Gas receipts must be uploaded into DTS to ensure accurate reimbursement. Travelers may not use the refueling service provided by the rental car company and such charges will not be reimbursed. Travelers renting a car in Germany must obtain a fuel ration card from AAFES. The traveler will claim reimbursement only for actual liters used, not for the number of liters pre-paid.

l. The cost of Valued Added Tax (VAT) forms is a reimbursable expense.

(1) When a rental vehicle is authorized for TDY originating in Germany, travelers will obtain VAT relief for the rental. Travelers will not be reimbursed for taxes.

(2) To the extent possible, travelers will attempt to obtain VAT relief when staying in hotels on the German economy. Since many German hotels will not accept the VAT form, travelers will not be required to document their attempts to use the VAT form.

m. The following section pertains to miscellaneous reimbursable expenses, as outlined in JTR/JFTR Appendix G.

(1) CONUS Hotel Tax: Hotel Taxes incurred in CONUS are reimbursable. However, the U.S. General Services Administration (GSA) website (<http://www.gsa.gov/>) lists several locations where tax-exempt forms are honored. The traveler is responsible for obtaining and submitting the tax-exempt form upon arrival at the hotel. No reimbursement for hotel tax is authorized if a tax-exempt would have been accepted by the hotel.

IMSW-ZB

SUBJECT: Memorandum of Instruction (MOI) #01-08 - Temporary Duty Travel (TDY)

(2) Internet and Phone Expenses

(a) Internet charges at the TDY site will not be reimbursed unless access is specifically authorized on the travel orders and is for official business.

(b) Authorized business calls must be specifically authorized on the travel orders and will be limited to claims substantiated by billing statements. Telephone charges will not be reimbursed if the traveler is TDY to a US government installation where government phone services could reasonably be expected to be available.

(c) Authorized calls home from CONUS are limited to \$10.00. Exceptions to this limit will be approved on a case by case basis.

(3) Laundry: Laundry is a valid CONUS expense only. The rules are different for military and civilians. Military members may claim a flat \$2.00/day for laundry costs when in a TDY status for seven or more consecutive nights. Civilians may claim reimbursement for actual costs when the TDY is four or more consecutive nights.

(4) Tips: Tips are not authorized for valet parking or hotel maid service. Tips are authorized for transportation, including taxi, limousine and courtesy transport to/from terminals/hotels but will not exceed \$5.00/tip and must be claimed as a separate expense. Military members are authorized tips for baggage handling at a transportation terminal, not to exceed \$2.00 per bag.

(5) Registration Fees: Registration fees will be paid in advance with a Government Purchase Card (GPC) whenever possible. Payment of registration fees in advance of a TDY using a GTCC is authorized only if specifically instructed to use such. Use of a personal credit card is not authorized unless the traveler does not have a GTCC and payment may be made only upon reporting to the TDY location. Registrations fees will not be reimbursed unless expressly authorized on the travel orders.

(6) Automated Teller Machine (ATM) Fees: ATM fees are reimbursable when the traveler uses a GTCC for cash advances. ATM fees incurred using a personal card are only reimbursable for Soldiers who do not have a GTCC.

(7) Foreign Currency Conversion: Travelers will use the official historical exchange rates provided by 266th Financial Management Center (<http://www.21tsc.army.mil/266Finance/default.asp>) to convert Euro-denominated expenses into US Dollars. Conversion is calculated using either the date the bill was paid or the date the foreign currency was purchased, not the date the claim is filed. If payment was made by either GTCC or personal credit card, the exchange rate shown on the statement must be used. The statement showing the transaction must be included in substantiating records when filing the voucher. Any currency exchange fees separately charged by the GTCC vendor related to these transactions can also be claimed.

IMSW-ZB

SUBJECT: Memorandum of Instruction (MOI) #01-08 - Temporary Duty Travel (TDY)

reimbursed postage expenses incurred to mail course materials back when the cost is less than excess baggage fees the airline would charge.

n. Receipts: Airfare, hotel and rental vehicle receipts must be in the name of the traveler filing the settlement. Proof of payment is required; therefore the final bill must indicate that payment was made in full. Receipts are required for any registration fees, all gasoline and for civilians claiming laundry expenses, regardless of amount, as well as all other expenses greater than \$25.00. AOs may require receipts regardless of the amount if they deem it necessary to validate a specific claim for reimbursement. Travelers are encouraged to attach all receipts regardless of cost to avoid delays in voucher processing.

o. One-day Travel

(1) A traveler is not authorized per diem for travel that is performed entirely within 12 hours, regardless of location. Travelers will claim POV mileage using a local voucher in DTS.

(2) One-day travel exceeding 12 hours in duration entitles the traveler to 75% per diem for that day, in addition to mileage. The standard DTS authorization/voucher process will be used.

p. TDY will not be authorized for USAREUR paired communities established in AE 600-8-11. Mileage for travel to a paired community will be claimed on a local voucher in DTS.

q. Supervisors will ensure that travelers are provided with a copy of this policy prior to the initiation of TDY.

r. This policy remains in effect until superseded or rescinded.

6. Proponent. The functional proponent for this MOI is the Resource Management Office (RMO) at DSN at 354-6675/6936 or dtsusagschweinfurt@eur.army.mil.

4 Encls

1. Travel Comp Time Request
2. DTS Traveler Quick Reference Checklist
3. Airport Constructive Cost Comparison
4. Mileage Log


KEVIN L. GRIESS
Deputy Garrison Commander

Travel Comp Time Request

Traveler (LASTNAME, Firstname)	LASTNAME, Firstname
TDY Description	TDY Description
TDY Location	TDY Location

Flight Calculations

	Departure Trip 1	Return Trip 1
Departure Date (Origin time zone)		
Departure Time (Origin time zone)	hrs	hrs
Arrival Date (Destination time zone)		
Arrival Time (Destination time zone)	hrs	hrs
Time Difference	hrs	00:00 hrs
Calculated Flight Time	hrs	hrs
	Departure Trip 2	Return Trip 2
Departure Date (Origin time zone)		
Departure Time (Origin time zone)	hrs	hrs
Arrival Date (Destination time zone)		
Arrival Time (Destination time zone)	hrs	hrs
Time Difference	hrs	hrs
Calculated Flight Time	hrs	hrs
Total Calculated Flight Time	hrs	hrs

Comp Time Calculations

Flight Time	hrs	hrs
Airport Commute	02:00 hrs	01:00 hrs
Airport Wait	03:00 hrs	03:00 hrs
Post-flight Commute	01:00 hrs	02:00 hrs
Total travel time	06:00 hrs	06:00 hrs
Minus		
Normal Commute Time	01:00 hrs	01:00 hrs
Travel considered regular work hours	00:00 hrs	00:00 hrs
Required bona fide meal period	00:00 hrs	00:00 hrs
Additional meal/shopping time to deduct	00:00 hrs	00:00 hrs
Total Time Deducted	01:00 hrs	01:00 hrs
Creditable Comp Time	05:00 hrs	05:00 hrs

Creditable Comp Time	05:00 hrs	05:00 hrs
-----------------------------	------------------	------------------

Total Creditable Comp Time	10:00 hrs
-----------------------------------	------------------

x	x
----------	----------

Employee Signature

19 Sep 2011

Supervisor Signature

x

EVELINE MIKA
Resource Management Officer



US Army Garrison Schweinfurt



Defense Travel System Traveler Quick Reference Checklists

DTS Administrators
Resource Management Office

Werner Koch 354-6675
Barbara Schneider 354-6936

Last Updated: 06/02/2011

DTS Authorization Checklist

Substantiating Records

**Required for
all TDYs**

Course /conference info

**Additional
requirements for
CONUS TDYs only**

Airport constructive cost worksheet

Travel comp time worksheet (Civilian only)

Approved leave form

Documents Required

DTS Authorization Checklist

Expenses With Travel Card

Expense	Corresponding DTS Menu
<p><input type="checkbox"/> CTO (SATO) Fee (\$37)</p> <p><input type="checkbox"/> Foreign currency fee (1% of Airfare)</p> <p><input type="checkbox"/> "Airport constructive cost"</p> <p><input type="checkbox"/> Taxi-Terminal (x2: Airport-Hotel and Hotel-Airport)</p> <p><input type="checkbox"/> GTCC ATM Advance Fee</p> <p><input type="checkbox"/> Hotel Tax (Check for GSA tax-exempt form first)</p> <p><input type="checkbox"/> Mark meals provided</p> <p><input type="checkbox"/> Mark leave days</p>	<p>➤ Travel / Other Ticketed Transportation/ "CTO Fee (Indiv Bill)"</p> <p>➤ Expenses / Non-Mileage</p> <p>➤ Expenses / Per Diem Entitlements</p> <p>➤ Expenses / Per Diem Entitlements</p>
<p><input type="checkbox"/> Foreign Currency Fee (1% of dollar amount) (i.e. German hotel)</p> <p><input type="checkbox"/> GTCC ATM Advance Fee</p> <p><input type="checkbox"/> Private Auto- TDY/TAD (Mileage)</p> <p><input type="checkbox"/> Mark OCONUS Incidental Amount</p> <p><input type="checkbox"/> Mark meals provided</p>	<p>➤ Expenses / Non-Mileage</p> <p>➤ Expenses / Non-Mileage</p> <p>➤ Expenses / Mileage</p> <p>➤ Expenses / Per Diem Entitlements</p> <p>➤ Expenses / Per Diem Entitlements</p>

CONUS

OCONUS

DTS Authorization Checklist

Expenses

Without Travel Card

Expense	Corresponding DTS Menu
<input type="checkbox"/> CTO (SATO) Fee (\$37) <input type="checkbox"/> "Airport constructive cost" <input type="checkbox"/> Taxi-Terminal (x2: Airport-Hotel-Airport) <input type="checkbox"/> Hotel Tax (Check for GSA tax-exempt form first) <input type="checkbox"/> Mark meals provided	<ul style="list-style-type: none"> ➤ Travel / Other Ticketed Transportation / "CTO Fee (Central Bill)" ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Non-Mileage ➤ Expenses / Per Diem Entitlements
<input type="checkbox"/> Private Auto- TDY/TAD (Mileage) <input type="checkbox"/> Mark OCONUS Incidental Amount <input type="checkbox"/> Mark meals provided	<ul style="list-style-type: none"> ➤ Expenses / Mileage ➤ Expenses / Per Diem Entitlements ➤ Expenses / Per Diem Entitlements

CONUS

OCONUS

**DTS Voucher Checklist
With Travel Card**

- Delete any estimated expenses that were not incurred.
- Change expenses, including lodging, from estimates to actual amounts.
- Change amount of airfare cost to match GTCC statement.
- Add all receipts.
- Add airfare invoice indicating payment.
- Add GTCC statement showing converted airfare.
- Delete any estimated expenses that were not incurred.
- Change expenses, including lodging, from estimates to actual amounts.
- Add all receipts.
- Add German Hotel Inquiry for TDY Travel.
- Add GTCC statement showing any foreign currency conversions.

CONUS

OCNUS

**DTS Voucher Checklist
Without Travel Card**

- Delete any estimated expenses that were not incurred.
- Change expenses, including lodging, from estimates to actual amounts.
- Add all receipts.
- Add airfare invoice indicating payment.

CONUS

- Delete any estimated expenses that were not incurred.
- Change expenses, including lodging, from estimates to actual amounts.
- Add German Hotel Inquiry for TDY Travel.
- Add all receipts.

OCONUS

Resources

JFTR/JTR Travel Regulations

<http://www.defensetravel.dod.mil/site/travelreg.cfm>

GSA State Tax Exempt Forms

<https://smartpay.gsa.gov/about-gsa-smartpay/tax-information/state-response-letter>

Per Diem Rates

www.gsa.gov/perdiem

266FMC Exchange Rates

<http://www.21tsc.army.mil/266Finance/ExchangeCalculator/Default.aspx>

Airport Constructive Cost Comparison

Traveler (LASTNAME, Firstname)	LASTNAME, Firstname	
TDY Description	TDY Description	
TDY Location	TDY Location, State	
Departure Airport	Frankfurt	
Length of TDY	1 days	TDY and travel days only. No leave days!
Flight Departure Time	0000 hrs	Enter time in 24 hours format (e.g. 1300 for 01:00 pm)
Exchange Rate	0.7143	USD/EUR

114.81 USD
 is the **Maximum Reimbursement** amount for your trip to and from the Airport.
 Recommended mode of transportation is POV and Remote Long Term Parking

Reimbursable Cost Calculation		
Option to Frankfurt	POV Drop-off at Airport and Pick Up from Airport	\$107.11
Option from Frankfurt	Train and POV Drop-Off at/PickUp from Hauptbahnhof	\$67.84
Combined Transport Option		\$174.95

	Train and Taxi to/from Hauptbahnhof	Train and Bus to/from Hauptbahnhof	Train and POV Drop-Off at/PickUp from Hauptbahnhof	POV Drop-off at Airport and Pick Up from Airport	POV to Airport and Terminal Long Term Parking	POV and Remote Long Term Parking	One-Way Shuttle	Round Trip Shuttle	Rental Car (One-Way Rental)	TMP (Drop-off or Pick Up)	Combined Transportation
Parking	-	-	-	-	7.70	156.80	-	-	-	-	-
Mileage	-	-	-	-	107.11	107.11	107.11	2.04	-	-	-
Other Transport	-	-	-	-	-	-	-	-	-	-	-
Gas	-	25.00	-	-	-	-	-	-	-	-	-
Ticket or Fee	116.14	88.20	201.60	121.80	-	-	-	65.80	-	-	-
One-Way Cost	116.14	113.20		121.80			107.11	67.84			
Round Trip Cost	174.95	232.28	226.40	201.60	243.60	114.81	263.91	214.22	135.68		

