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	Transportation and Travel  TRAVEL MANAGEMENT CH1, ENG 327, ENG 2772	
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DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

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Change 1

CELD-TT

Regulation  
No. 55-1-2

1 November 1993

Transportation and Travel  
TRAVEL MANAGEMENT

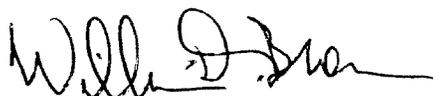
1. This Change to ER 55-1-2, 1 May 1993 delegates authority to CONUS Commanders/Directors to issue OCONUS TDY orders for their mission assigned projects.

2. Substitute the attached pages as shown below.

Chapter	Remove Pages	Insert Pages
	i and ii	i and ii
2	2-1 thru 2-4	2-1 thru 2-4
3	3-7 thru 3-16	3-7 thru 3-16
5	5-1 and 5-2	5-1 and 5-2
Appendix A	A-1 and A-2	A-1 and A-2
Appendix B	B-1	B-1

3. File this change sheet in front of the publication for reference purposes.

FOR THE COMMANDER:



WILLIAM D. BROWN  
Colonel, Corps of Engineers  
Chief of Staff

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

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1 May 1993

Transportation and Travel  
TRAVEL MANAGEMENT

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This regulation supersedes ER 55-1-2, 31 January 1990, and rescinds  
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CHAPTER 1

1-1. Purpose. This regulation prescribes policies for controlling official travel of USACE military and civilian personnel as well as procedures for processing relative travel orders. For full understanding of the policies and procedures involved, herein, this regulation must be used in conjunction with other Government publications considered basic on Government-authorized travel (Appendix A).

1-2. Applicability. This regulation applies to HQUSACE/OCE elements, major subordinate commands (MSCs), districts, laboratories, and field operating activities (FOA).

1-3. References. See Appendix A.

1-4. Glossary of Terms. See Appendix B.

1-5. Policy. The following guidelines will be closely followed in authorizing travel for either USACE or contract personnel.

a. TDY travel must be directly and clearly related to mission achievement. Its authorization, therefore, must be based on the principle that travel is essential.

b. Approval authority for TDY travel must be at a level that ensures judicious control and use of funds.

c. A travel authorization must be issued prior to the incurrence of travel expenses. The authorization will be as specific as possible on the circumstances requiring travel.

d. Travel restrictions will apply for the following:

(1) Single purpose travel. USACE personnel who would travel for a single purpose will be held to a minimum. Alternative means should be actively pursued.

(2) Travel considered nonessential, i.e., for matters that may be resolved by mail or telephone.

(3) Travel on blanket travel orders. (See Chapter 2, paragraph 2-2, for further instructions on this type of travel.)

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e. Coincidental travel, such as nontechnical, post-conference tours, is not authorized. USACE personnel may, however, participate in nontechnical, post-conference tours at their own expense provided annual leave is approved for that purpose.

f. Military personnel traveling outside of CONUS must have been tested for Human T-Lymphotropic Virus Type III (HTLV-111)/Human Immunodeficiency Virus (HIV) within the last six months prior to travel.

g. Requests for clarification of and/or deviation from the provisions contained in the Joint Federal Travel Regulations (Volume 1) for military personnel and the Joint Travel Regulations (Volume 2) for civilian personnel will be submitted through command channels to HQUSACE (CELD-TT), Washington, DC 20314-1000.

1-6. Responsibilities. USACE Commanders/Directors will ensure that:

a. The policy outlined in the preceding paragraph is effectively enforced at all times,

b. The designated travel approving/directing official will be at an organizational level that will ensure effective travel control, having as primary objective travel control on the basis of necessity.

c. The designated official authorizing or authenticating travel orders has full knowledge of applicable regulations and is equal to the task of representing the Commander/Director in the issue of travel orders.

CHAPTER 2

TRAVEL ORDERS

2-1. Authority to Issue Travel orders. In addition to the provisions contained in AR 310-10, authority to issue travel orders is delegated as follows:

a. PCS or TDY involving travel within CONUS. Commanders/Directors are delegated authority to issue and approve travel orders for PCS and/or TDY within CONUS. This authority may be redelegate to subordinate commands, as necessary.

b. PCS travel orders involving travel to, from, or between locations outside CONUS. Commanders/Directors are delegated authority to issue and approve travel orders for civilian PCS. This authority may be redelegate to subordinate commands, as necessary.

\* c. TDY travel orders involving travel to, from, or between locations outside CONUS. Authority to issue orders for OCONUS TDY will be in compliance with AR 1-40.

(1) Commanders/Directors are delegated authority to issue travel orders for foreign travel reflected in Chapter 5 of this regulation; or when approved in the FQTP, or as noted below. (This authority may be redelegate to subordinate commands.)

(a) CENCD. OCONUS travel to Canada in conjunction with the International Joint Commission (IJC) when travel does not concern sensitive subjects or projects.

(b) CEPOD. Travel in support of work in the Marshall Islands and the Federated States of Micronesia in support of the Federal Response Plan.

(c) CENPD. OCONUS travel to Canada to participate in Columbia River Treaty activities and activities connected with Joint U.S./Canada Technical Task Force regarding joint flooding problems; travel to Hawaii in connection with Mobilization Planning for WESTCOM.

(d) CECRL, OCONUS travel to Canada in support of:

Existing approved research programs requiring field work and/or coordination with Canadian researchers.

Joint Us/Canadian sponsored field exercises.

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- \* (2) Additionally, CONUS Commanders/Directors are delegated authority to issue TDY orders as follows:
- (a) For Travel to USACE activities.
  - (b) For travel to OCONUS locations listed in paragraph 5-5. (Authority is not delegated if attendance at conferences sponsored by private organizations is involved.)
  - (c) For projects specifically authorized/approved by OASA(CW) under a memorandum of agreement/memorandum of understanding provided by blanket OASA(CW) approval for such travel has been obtained. HQUSACE will seek such approval in the decision memorandum to OASA(CW) when seeking approval of the MOU/MOA.
  - (d) Authority may be redelegate to subordinate commands, as necessary.
- (3) OCONUS travel orders except, as indicated in subparagraph (1) above, and orders involving travel to foreign countries specified in Chapter 5 will be forwarded NLT 45 days prior to HQUSACE(CELD-TT) WASH DC 20314-1000.
- d. Commanders OCONUS are delegated authority to issue and approve orders for travel within their respective areas of operation/responsibility and to OCONUS and CONUS USACE activities. \*

2-2. Blanket Travel Orders.

a. MSC Commanders may approve blanket travel orders for subordinates. This authority may not be redelegate. Format for preparation of orders is shown in Appendix C.

b. Commanders/Directors will submit blanket travel orders for their individual travel to HQUSACE (CELD-TT) WASH DC 20314-1000, for approval. DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, will be completed through items 17 and 19. Item 18 will be completed by HQUSACE.

c. Blanket travel orders will be used only if regular TDY orders or repeated orders will not accomplish the mission.

d. Blanket travel orders will be authorized only for personnel performing missions considered absolutely essential to the operation of the mission.

e. Blanket travel orders will be reviewed on an annual basis to determine their validity and need. Commanders will maintain appropriate records indicating the number of requests reviewed, approved and denied.

f. Commanders/Directors will thoroughly evaluate requests for approval of blanket travel orders to ensure they are fully justified and include specific reasons why blanket travel orders are required. Evaluating requests for blanket travel orders will apply the following criteria prior to approving requests:

(1) The urgency of the mission is such that there is insufficient time to process a normal request for TDY.

(2) The requirement cannot be satisfied by another type of order, e.g., repeated travel orders.

(3) The requirement occurs often enough to justify blanket travel orders.

g. Commanders/Directors will ensure that blanket travel orders are not used to compensate for administrative workloads.

2-3. Repeated Travel Orders.

a. Commanders/Directors are delegated authority to approve repeated travel orders. Authority may be redelegate, as deemed necessary.

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b. Repeated travel orders allow any necessary number of separate round trip journeys from the permanent duty station to and from or between specified locations. Each separate journey may necessitate stopover for duty at one or more places before returning to the permanent duty station. Travel must not be solely between the place of duty and the place of lodging.

c. Repeated travel orders may be issued for periods up to 60 days and may be reissued if necessary.

2-4. TDY Orders - Military Personnel. Commanders/Directors are delegated authority to approve TDY up to 179 calendar days for military personnel. Requests for TDY in excess of 179 calendar days will be submitted to HQUSACE (CEHR-MS) WASH DC 20314-1000 for forwarding to DA level for approval, NLT the completion of the 145th day of TDY.

\*

2-5. TDY Orders - Civilian Personnel. Commanders/Directors should review the provisions of JTR, par. C4455 prior to authorizing long term TDY assignments in excess of 180 days. Commanders/Directors are delegated authority to approve TDY in excess of 180 calendar days. This authority may be redelegate. The 180 day limitation does not apply to civilian personnel assigned to periods of TDY at more than one location for a total of more than 180 days, provided the period of duty at each location is 180 days or less. The time limitation also does not apply to TDY for training. \*

2-6. Invitational Travel Orders.

a. CONUS Commanders/Directors, or designee (transportation officer or appropriate official in logistics) are delegated authority to issue invitational travel orders for travel within CONUS, except as indicated in subparagraphs b, d and f below. Division Commanders' authority may be redelegate to District Commanders, as necessary. Commanders/Directors will ensure that the issuing authority will adhere to the provisions of the Joint Travel Regulations, Volume 2, Chapter 6, Part A.

b. Commanders OCONUS are authorized to issue invitational travel orders from, to, and between OCONUS areas.

c. Requests for invitational travel orders for travel OCONUS, except as indicated in paragraph b above, and d below will be forwarded to the appropriate element within HQUSACE for review and concurrence. Requests will be transmitted on ENG Form 4960-R, Request for Approval of Foreign Travel. After review by the responsible HQUSACE official, requests will be forwarded to HQUSACE(CELD-TT) for necessary action.

d. Travel of foreign nationals must be approved by HQDA, Office of the Deputy Chief of Staff for Intelligence (ODCSINT) prior to issuance of invitational orders. All requests for travel of foreign nationals, to ir within CONUS or from CONUS to OCONUS, will be forwarded to HQUSACE(CEPM-S-FL) for coordination and subsequent approval by DA. After DA approval, CEPM-S-FL will forward requests to CELD-TT for issuance of invitational order.

e. Invitational travel orders may be issued to individuals who are not Federal Government employees or members of the uniformed services. Employees from other Government agencies who travel/perform work for USACE should not be issued invitational travel orders. Sample format contained in Volume 2 of the Joint Travel Regulations may be used.

f. Request for Invitational travel orders for family members of employees will be forwarded to HQUSACE(CELD-TT) WASH DC 20313-1000 for review and/or approval.

g. Travel allowances authorized for individuals traveling under invitational travel orders are limited to those normally authorized for employees in connection with temporary duty.

h. An advance of funds is not allowed for persons traveling under invitational travel orders.

#### 2-7. NATO Travel Orders (AR 310-10).

NATO travel orders are required for U.S. military personnel directed to travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or the United Kingdom. NATO travel orders will not be issued to civilian personnel.

b. Commanders/Directors who are delegated authority to issue OCONUS orders are required to ensure that NATO orders are issued in the format shown in Appendix D.

c. The military member will be given one copy of NATO order. NATO orders must be printed in English and French.

#### 2-8. Preparation of Travel Orders.

The fund approving official will ensure that item 19 of DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, reflects complete fund citation, including appropriation number and title and fiscal station number.

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b. When travel orders include points outside the continental United States and transportation is furnished by the Military Airlift Command (MAC) a Customer Identification Code (CIC) will also be included in the accounting citation block.

c. All travel orders, except as indicated in subparagraph d below, will include the amounts of estimated costs. All estimates will be as realistic as possible.

(1) "Per Diem" estimate includes only costs for per diem, based on the number of days in travel status, applicable rates for locations of travel each day, and reduction for any partial day amounts.

(2) "Travel" estimate includes the cost of commercial transportation (normally Government Transportation Requests) or travel to and from the temporary duty location by privately owned conveyance.

(3) "other" estimate includes all costs, except those in (1) and (2) above, for items reimbursable to the traveler (e.g. taxi fares, rental car costs, registration fees, use of privately owned conveyance at place of temporary duty, etc.).

d. Blanket travel orders will reflect a NTE dollar limit for the fiscal year.

e. Block 16 of the travel order, except orders for military personnel, will reflect any annual leave approved in conjunction with the TDY assignment.

f. Commanders/Directors will:

(1) Ensure that travel orders which authorize the use of commercial lodging and hire of special conveyance are held to the absolute minimum.

(2) Require approval by the travel approving official, for those travelers who utilize commercial facilities that are in the vicinity of existing Government quarters, when utilization of existing Government quarters would adversely affect the performance of assigned mission.

(3) Direct the requesting official and the traveler to furnish the travel approving official specific justification, in writing, why use of Government quarters is impractical.

CHAPTER 3

TEMPORARY DUTY TRAVEL

3-1. Leave in Connection with TDY Assignments.

a. Leave authorized for military personnel will be approved in accordance with AR 630-5.

b. The authority to approve annual leave in connection with TDY travel OCONUS is limited to Commanders/Directors. Approved leave will be reflected on ENG Form 4960-R.

c. Commanders/Directors should carefully evaluate all requests for leave in conjunction with foreign travel. The image that the official TDY has been arranged to afford the traveler the opportunity to take leave in a foreign country must be avoided.

d. Annual leave authorized and approved will be reflected in item 16 of DD Form 1610 for civilian personnel only.

e. Any nontechnical post conference tour taken before or after the conclusion of a formal conference will be chargeable to annual leave.

3-2. Travel to High Risk Areas.

Information on the identification of specific areas designated as high risk areas will be provided, as required by the Assistant Secretary of Defense/International Security Affairs and Defense Intelligence Agency. Information on the identification of specific measures taken to reduce personnel vulnerability to terrorist acts will be protected as information FOR OFFICIAL USE ONLY (FOUO).

b. Travel itineraries of high risk personnel and all general officers or civilian equivalents will be marked FOR OFFICIAL USE ONLY, when the travel is to, or through, DoD designated potential threat countries or DoD designated potential physical threat countries. Use of security classifications CONFIDENTIAL or higher may be used when warranted by the threat and authorized by appropriate regulations.

Distribution of all itineraries should be strictly limited and classified itineraries will be automatically declassified upon completion of travel.

d. Commanders/Directors will ensure that personnel

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traveling through or to high risk areas are given threat briefings and receive instructions on appropriate personnel security measures to be taken when conducting such travel. Requirements are also contained in AR 380-5 and AR 380-67.

e. Commanders/Directors should strictly limit TDY to or through terrorist threatened areas.

f. Commanders/Directors will implement the following procedures which are intended to lower the symbolic profile of travelers and increase the individual's chances of surviving a terrorist incident:

(1) Authorize, if appropriate, reimbursement for the purchase of a Regular Fee (Blue) Passport, if the area traveled to or through is identified as a high risk area. Passport requirements and procedures are described in paragraph 3-12.

(2) Require the use of US facilities for billeting and other requirements when hosting meetings, conferences, or seminars in affected areas.

(3) Discourage unofficial travel to terrorist threatened areas.

(4) Require authorization for civilian clothing to be stated on travel orders.

(5) Eliminate reference to rank and military organization (title) when possible. Use office symbols on orders and tickets.

(6) Plan for use of Military Airlift or Scheduled Military Airlift Command (MAC) flights when possible.

(7) Direct that travel arrangements, e.g., itineraries, be made without reference to rank, etc.

(8) Disapprove carrying classified material unless absolutely necessary. Send classified material through approved channels ahead of scheduled travel.

(9) Authorize travelers the use of foreign flag airlines and/or indirect routings to avoid threatened airports (only those areas identified as high risk areas).

g. Transportation officers/travel agents who arrange travel via an indirect routing or on a foreign flag air carrier will cite GAO Decision 57 Comp Gen 519, 522 (1978) as the

justification for using a foreign flag carrier. The use of this citation must be documented in each case and attached to each travel voucher. Commanders/Directors are reminded that this is not authority to totally disregard the requirement in the Joint Travel Regulations, Volume 2, paragraph C2204-2 or the Joint Federal Travel Regulations, Volume 1, paragraph U3125-C, to use US certified air carriers where available.

h. Travelers who are authorized to avoid specific airports or routings must disembark at the nearest interchange from point of origin and continue the journey on an American flag carrier.

In addition to the guidance provided above, military personnel are further encouraged to:

(1) Avoid wearing military uniforms on commercial aircraft when traveling through or to a terrorist threatened airport.

(2) Wear nondescript civilian clothing on commercial flights, and avoid wearing apparel clearly of U.S. origin, such as cowboy hats, belts, buckles, etc., or the wearing of distinctive military items.

(3) Obtain written authorization on travel orders to wear civilian clothing when traveling on military aircraft connecting with a commercial flight which will transit a terrorist threatened area.

(4) Eliminate all references to military rank on documents used to arrange or coordinate travel, e.g., itineraries.

(5) Avoid including in hand baggage ID, military rank, insignia, or duty station.

(6) Use U.S. facilities, i.e., BOQ/BEQ or other U.S. approved facilities, when requiring overnight lodging.

(7) Limit the number of documents in their possession which confirms affiliation with DOD. Documents not used for travel should be placed in checked baggage.

(8) Avoid loitering in public sections of an airport. When possible, travelers should proceed expeditiously through security check-points to secure areas to await flight.

(9) Avoid discussing military association with anyone.

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3-3. Actual Expense Allowances (AEA).

a. Actual expense allowances are not intended for normal, routine travel. AEA are authorized for specific travel assignments within and outside CONUS when:

(1) Necessary subsistence expenses are unusually high due to unique or special circumstances and payment of a normal per diem allowance is inappropriate.

(2) The allowable per diem rate is insufficient for a particular travel assignment because of special duties or lodging costs that have escalated temporarily during special events.

b. Employees should make every effort to locate lodging at a TDY site which does not exceed the established per diem rate. Use the Federal Travel Directory (FTD) issued by the General Services Administration to determine rates before travel begins. Use the normal procurement channels to order the FTD.

c. The current limits established for meals and incidental expenses are generally adequate. Requests for excess meal costs should be the exception rather than the norm. In instances where an employee submits a request for excess meal costs, the request must contain justification. Expenses associated with the purchase of wine, beer or other alcohol beverages are the responsibility of the employee. Expenses associated with other food related expenditures such as snacks and coffee breaks are also the responsibility of the employee.

d. When attending conferences or meetings, an employee should locate lodging at a nearby hotel/motel if the cost at the recommended meeting site exceeds the locality per diem rates. Normally, only when the host organization requires the employee to stay at the meeting headquarters should a request for AEA be submitted. However, when expenses involved result in lower costs (compare additional transportation expenses, i.e., taxi, bus fares, car rental, to travel between the meeting site and the residence hotel) AEA may be granted.

e. Commanders/Directors should ensure that all requests for AEA have the approval of the appropriate travel approving official, and include a complete justification of the circumstances relative to the choice of lodging.

f. In addition to the criteria contained in paragraph U4215-F, Joint Federal Travel Regulations, and C4603-6, Joint Travel Regulations, Volume 2 requests will include:



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directly from commercial companies. This applies to travelers who travel to their destination by common carrier, e.g., airplane, train, or bus and would customarily rent vehicle for local transportation in the destination area. Government furnished automobiles should continue to be used in isolated areas where commercial rental contractors are not available.

b. When an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty, a Government-furnished automobile is the first resource. If a Government-furnished automobile is unavailable, a commercial rental may be used

c. Special conveyances, such as rented or hired automobiles, taxis, boats, aircraft, livery or other means of transportation, may be utilized by travelers in a TDY status if authorized and approved.

d. Generally, car rental is not authorized for travel while attending training courses/conferences. The need for a car rental should only be authorized in extenuating circumstances. Written justification must be submitted with orders and approved prior to making arrangement for rental car.

e. Travelers on official business are not subject to any fee for Collision Damage Waiver and, in the event of an accident, will not be subject to any collision damage responsibility (see the Federal Travel Directory). Personal Accident Insurance or Personal Effects Coverage may be offered to the traveler but is not a prerequisite for renting a vehicle. When renting from companies not participating in the Military Traffic Management Command program, standard Collision Damage Waiver practices will apply. Reimbursement for the cost of purchasing extra collision insurance when official travel is performed wholly within the continental United States, Alaska, Hawaii, Puerto Rico, or the territories and possessions of the United States is prohibited.

### 3-6. Use of Government Quarters.

a. The JFTR and JTR prescribe that, although an employee may not be required to use Government quarters, the per diem payment will not include payment for quarters, except when:

- (1) The order issuing authority issues a statement

that the utilization of Government quarters adversely affects the performance of the mission.

(2) Prior to travel, the order issuing authority, as a result of direct communication with the Commanding Officer responsible for quarters at the TDY site, issues a statement that adequate quarters will not be available.

(3) The Commanding Officer responsible for quarters at the TDY site furnishes a statement that utilization of Government quarters was impracticable.

(4) It is determined that an employee's duties will require official travel in excess of 50% of the total number of the employee's basic administrative work weeks during the current fiscal year.

b. The provisions of subparagraph a above apply to all TDY employees, except general officers. For flag officers in grades O-7, O-8, O-9 and O-10, a statement that "the use of existing Government quarters was not considered to be in the best interest of the Government," is required.

c. Civilian personnel, including Senior Executive Service (SES) are required to utilize Government quarters, except when conditions outlined in subparagraph a above exist. Aides or other military personnel traveling with general officers are required to utilize Government facilities when available unless stated otherwise in travel orders.

3-7. Use of Air Taxi Service. Only those chartered air taxi operators holding the Standardized Tender of Service for Passenger Air Transportation by Chartered Air Taxi Service, approved by HQ Military Traffic Management Command, may be used for movement of personnel. Guidance is provided in AR 55-355.

3-8. Use of Travel Agencies.

a. Travel agencies under contract to the U.S. Government may be used to secure passenger transportation.

b. Commanders/Directors may not enter into unilateral agreements with travel agents.

\* c. Travel approving officials/transportation officers will advise travelers that use of travel agencies other than those under contract to the U.S. Government will not be used to secure any passenger transportation service under the conditions prescribed in JFTR, Vol I, par. U3120 and JTR, Vol II, par. C2207-2. \*

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d. If an employee is not aware of the procedures contained in the above paragraphs and purchases transportation for official travel with personal funds from a travel agent, the employee will be reimbursed the amount paid, not to exceed the cost which would have been incurred if the transportation had been purchased directly from a commercial carrier. In such cases, the travel approving officials/transportation officers will advise the employee that recurrence of such use of travel agents will result in denial of any reimbursement for the transportation purchase unless it can be demonstrated that there was no other alternative.

3-9. Temporary Duty Away from Initial location of Training Program.

Commanders/Directors will ensure that travelers who are required to perform additional TDY away from their initial TDY location are not paid two travel allowances for the same day.

b. JTR, Vol II, par. C4552-2r, provides that when it is necessary for an employee to procure or retain lodgings for other than personal convenience at more than one location on a calendar day, the lodging used at or close to 2400 hours will be used as the lodging cost on that day. Cost of lodging required to be retained at the initial TDY site is reimbursable as an allowable travel expense when approved by the travel directing official, that is, it may be in addition to the per diem payable for the travel actually performed.

3-10. Temporary Duty in Connection with Attendance at Private Organization Meetings.

a<sub>m</sub> Attendance at international meetings will be prioritized and approved on the basis of those trips which will produce the highest return to USACE. Normally, travel will be approved for persons who:

- (1) Present papers at meetings.
- (2) Participate in the meeting in some meaningful way, such as a member of a panel or work group.
- (3) Are Officers of the organization sponsoring the meeting.

b. Authority to approve TDY is delegated as follows:

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\*

(1) From CONUS to OCONUS. All requests will be submitted to HQUSACE(CELD-TT), in accordance with Chapter 5.

(2) From OCONUS to CONUS. OCONUS commanders will submit requests for personnel attending meetings in CONUS to HQUSACE(CELD-TT).

(3) Between overseas commands. OCONUS commanders may approve requests submitted by personnel of their command to attend meetings held within that division's or district's boundaries. All other requests will be submitted to HQUSACE(CELD-TT) in accordance with Chapter 5.

(4) Within CONUS:

(a) CONUS Commanders/Directors are delegated approval authority for CONUS meetings held by professional societies (e.g., American Society of Civil Engineers (ASCE), Society of American Military Engineers (SAME)). This authority may be redelegated to district commanders and division/office chiefs in grade GM-13 or higher. No further delegation is permitted.

(b) HQUSACE/OCE, Directors and Chiefs of Separate Offices are designated approving officials for personnel attending CONUS meetings.

Requests not included in the Quarterly Foreign Travel Plan specified in Chapter 5 will be forwarded to HQUSACE(CELD-TT), NLT 45 days prior to anticipated date of departure. In those isolated cases where this time cannot be met, a justification for late submission will accompany the request. ENG Form 4960-R, Request for Approval of Foreign Travel, together with accompanying documents (i.e., DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel) will be forwarded to HQUSACE(CELD-TT).

d. Attendance of accompanying spouses. Generally, spouses may travel at Government expense only if there exists an unquestionable official requirement in the National interest such as a diplomatic or public relations benefit to the country. (Refer to JFTR, par. U7700, and JTR, par. C6000.)

(1) Accompanying spouse travel requires the approval of the Director of the Army Staff or the Secretary of the Army, depending on the mode of transportation. All requests for spousal travel will be submitted to HQUSACE(CEZX), not later than three weeks prior to the proposed travel.

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\* (2) Spouses granted authorization to travel are limited to reimbursement for transportation only. Per diem is not authorized.

(3) Requests must include specific information as to how the spouse will participate in official activities and functions.

### 3-11. Use of Hotel/Motel Sales Tax.

a. The Comptroller General, in his decision B-172621, 16 July 1986, ruled that a Government employee traveling on official business is not exempt from state and local taxes imposed by hotel/motel. However, his decision does not prohibit a traveler from accepting an exemption if offered by a state, city or county.

b. Travelers should be encouraged to query the establishment (in advance) at the time lodging reservations are requested if they may be tax exempt and if tax exemption certificates are acceptable. When a hotel/motel honors the tax exemption status, use of the local (state) exemption form is required.

If a request for tax exemption is refused, the traveler has no legal basis to demand such an exemption. Taxes paid for lodging and meals will continue to be reimbursed as part of the traveler's per diem.

d. Commanders/Directors should ensure, whenever possible, that tax exempt certificates be available for those states, cities, and local municipalities that exempt federal travelers on official business from paying hotel/motel tax.

e. Although many states, cities and local municipalities offer tax exemption certificates, their use and distribution is not permitted unless certificates are listed in the Federal Travel Directory. This precaution is necessary to avoid the risk of fraud, since many instances of counterfeit and other abusive usage have been reported. Generic tax exempt certificates may not be developed by commands.

### 3-12 Passport Requirements for Travel to High Risk Areas.

a. Personnel traveling on official orders to, through, or from "High Risk Areas" are authorized to obtain and carry Regular Fee (BLUE) Tourist Passports.

b. Only personnel traveling via commercial air to, \*

\* through, or from one of the countries identified as "High Risk" are eligible for issuance of Tourist Passports.

c. When issued, the Tourist Passport will be carried in addition to any other passport or document(s) required for entry by the host country, e.g., ID Cards, NATO Orders. Additional passports, if required, will be secured in checked baggage.

d. No visas will be obtained by the Army for inclusion in the Tourist Passport. Travelers are responsible for securing appropriate visas, if required.

e. Reimbursement for Tourist Passports is authorized under the provisions of JFTR, par. U4325-A, and JTR, par. C4709. Reimbursement, however, is limited solely to passports issued in conjunction with official travel. (Note: Reimbursement for Tourist Passports issued prior to 13 September 1985 is not authorized.)

f. Travelers who currently possess a valid Tourist Passport are not eligible to apply for a second Tourist Passport nor may they be reimbursed for the Tourist Passport they currently possess.

g. Reimbursement authority for a Tourist Passport must be specifically stated in travel orders. Orders will cite the appropriate paragraph of the JFTR and/or JTR.

h. Upon issuance, Tourist Passports become the sole property of the traveler. Custody of the Tourist Passports for future official or personal travel is a traveler's responsibility.

i. If required by the country visited, personnel will travel on NO-FEE (RED) Passports and/or on official orders with military identification card. Command sponsored family members will continue to use the HO-FEE Regular (BLUE) Passport with an official endorsement where required.

j. The Official Passport or other document required by AR 600-290 or the U.S. Air Force Foreign Clearance Guide will continue to be the primary documents to be used when performing official travel, i.e., transiting, customs and immigrations. \*

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i. Reimbursement for expenses associated with acquiring a Tourist Passport will be itemized on DD Form 1351-2, Travel Voucher or Subvoucher, Item 5.

3-13. SF 1169, U.S. Government Transportation Request (GTR).

a. As the regionalization of travel services in Defense Travel Regions (DTR) is instituted, the Government Travel System (GTS) Corporate Charge Program will be the primary method of payment for commercial air transportation. A GTR will only be used under special circumstances where GTS issued documents will not be accepted. GTR may also be used for those USACE activities not yet under the DTR or using the Local Payment of Airlines (LOPA) and/or centralized billing system.

b. GTS tickets for travel orders citing USACE Civil Works funds may only be issued by the travel service office supporting the Corporate Charge Program for the activity whose funds are cited. Order issuing offices and travelers should be aware that a GTS ticket will be issued only if the civil funds cited can be charged to an account of the servicing finance and accounting office. A GTS ticket will not be issued for orders citing civil funds of another activity.

c. When a GTR is required, officials responsible for its issuance will ensure that the GTR is logged on ENG Form 4032, Control of Travel Orders and/or Record of T/Rs Issued, and will reflect the GTR number, date issued, and name of the traveler. Remarks block should include itinerary.

d. All unused GTRs, tickets, refund applications, exchange orders, and other transportation documents or portions thereof will be turned in by the traveler to the Commercial Ticket Office (CTO), and/or the issuing transportation officer or to the transportation officer nearest traveler's duty station. Cancellation of reservation will be made as soon as it is known that travel will no longer take place.

e. The CTO and/or transportation officer will take prompt action to issue a receipt for unused GTR and/or tickets and void GTRs that have been issued and not used.

3-14. Invalidation of Insurance on MAC Flights. Alleged invalidation of insurance by a traveler will not be justification for exception to the use of MAC flights. Travelers are encouraged to avail themselves of the many standard airline insurance contracts that will afford them coverage while using MAC flights.

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\* 3-15. Discounts/Gifts/Prizes/Mileage Bonus Programs.

a. While acceptance of promotional materials/services or enrollment in mileage accumulation programs is not mandatory, Commanders/Directors should encourage travelers to participate to help reduce overall costs of official travel.

b. Employees are obligated to account for any gift, gratuity or benefit received from private sources when performing official travel. This includes promotional materials given by airlines, rental car companies and hotel/motels, such as bonus flights or reduced-fare coupons.

c. When an employee receives promotional material, the employee is accepting it on behalf of the Government. All rights to gifts, prizes, incentives, benefits and services become the property of the Government and must be relinquished.

d. Employees may keep items of nominal intrinsic value (e.g., pens, pencils or calendars) or items offered for customer relations purposes (e.g., free wine on delayed flights).

e. Employees are encouraged to enroll in mileage accumulation (FREQUENT FLYER) programs to gain full or discounted travel which would ultimately accrue to the Government. Employees should be advised that any mileage credits earned are the property of the Government and that official and personal credits should not be mixed.

f. Employees must turn in travel bonuses carrying expiration dates, and nontransferable travel coupons, even if they cannot be used by the Government for future official travel.

g. Employees accepting promotional materials must turn in material or documents to the nearest transportation officer:

(1) Transferable tickets, coupons or certificates should be used/applied toward future official travel of employees traveling for the activity.

(2) Nontransferable tickets or other discount documents should be turned in and applied to future travel requirements of the individual. Whenever possible, documents should be requested in the name of the U.S. Government or the Department of the Army.

h. Promotional coupons that carry a cash-surrender value should be redeemed immediately. Cash received from redeemed coupons should be turned in to the finance and accounting office. \*

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\* i. Trading stamps, precious metals and physical articles, such as clocks, sports equipment, appliances and luggage, should be turned in to the appropriate office responsible for supply and accountability.

j. Tickets, coupons or certificates turned in by the traveler that cannot be used should be disposed of in accordance with appropriate property disposition procedures. If price reductions in lieu of trading stamps, precious metals and physical articles cannot be negotiated and if the activity has no practical use for these items, Commanders/Directors, or designee, should arrange for transfer of the property to a nearby Federal Hospital or similar institution that is operated, managed or supervised by the DOD or the Veterans Administration.

k. Procurement of transportation for official purposes is based on cost effectiveness rather than participation in promotional programs. Consequently, all policies relating to routing and selection of modes/carriers remain unchanged. Travelers should be warned against patronizing or requesting the transportation officer/travel agency to select carriers solely for the purpose of receiving the extra benefits that may be provided by any particular carrier.

### 3-16. Travel Voucher Review and Approval.

a. All DD Forms 1351-2, Travel Voucher or Subvoucher, will be approved by a duly authorized travel approving official.

b. All travel vouchers or subvouchers will be reviewed to ensure as a minimum that:

(1) Claim is presented on an original travel voucher with an original signature and date.

(2) The administrative data on the voucher agrees with the orders. The complete fund citation is reflected on the voucher.

(3) Original receipts for rental cars and lodging are attached.

(4) Vouchers reflect any leave taken; if no leave taken, vouchers must reflect none.

(5) Advance and partial payments are properly indicated in appropriate block.

\*

\* (6) Statement of nonavailability for quarters is attached, when applicable (military and civilian personnel).

(7) Statement of non-availability for meals is attached, when applicable (military personnel).

(8) The claim is reasonable and consistent with the mission, and claims for reimbursement are in harmony with authorizations on the travel order.

(9) If rental car is authorized, the most economical car was used to perform the TDY assignment. When a travel agent or transportation officer has made rental car reservations under the Military Traffic Management Command (MTMc) contract rates and the size of car used was appropriate for the mission (number of people or load requirements), the most economical Car is considered to have been used. Otherwise, the reviewer must determine that the rate and size of car were in accordance with the requirements for using the most economical car to perform the TDY requirements. Determine if the traveler acted in a prudent manner by filling the gas tank prior to turn-in or the car was refueled by the rental car company at a much higher cost.

(10) Traveler did not use more days than necessary to perform the mission or request reimbursement for additional expenses incurred for personal convenience or pleasure.

(11) All claims in excess of \$25 are supported by a receipt.

(12) When foreign currency is used while on official business, travelers report their reimbursable expenditures, by items, in foreign currency converted into U.S. dollars at the rate(s) of exchange at which the currency was obtained. The rates of conversion and the commission charges must be shown on the voucher.

c. After the review is completed, the travel approving official will type, write or stamp "reviewed and approved (date)" and sign in the upper right corner of the DD Form 1351-2, using the 1/2 space just above block 10.

d. Approval of a designated official is required on travel vouchers when the employee claims expenses not authorized by a travel order. All approvals will be made at the travel approving official level by signature above block 10. Items that require approval should be shown on the original DD Form 1351-2 in the Remarks Section, block 26. Signature in block 6 and block \*

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\* 27 are no longer required. The following are examples of expenses that require approval:

(1) The hire of a special conveyance (e.g., taxi or rental car) when specific authorization was not contained in the travel order.

(2) Local travel performed within and around duty stations.

(3) Official long distance telephone calls.

(4) Questions of prudence/necessity that cannot be resolved when the facts presented do not contain sufficient authority for, or a complete record of, the travel and duty performed.

e. A specific designation is required for each official authorized to review and approve travel vouchers. The designation will be made on an authenticated DD Form 577 (Signature Card) which will be furnished to the paying finance and accounting office. The signature card will include a statement as to the specific type(s) of travel which may be approved by the designated official, e.g., "to review and approve TDY and PCS travel vouchers of (organization(s))" and/or "to approve local travel vouchers of (organization(s))," and "to approve long distance calls." The statement must include all of the types of travel which may be approved and, if applicable, must specifically authorize approval of long distance calls.

f. Finance and Accounting officers must ensure that the designated travel approving official has signed above block 10 to indicate that the travel voucher has been reviewed and approved before a travel voucher is paid. This requirement will be included in the quality assurance review checklist.

g. Commanders/Directors may establish internal procedures whereby first-line supervisors may review vouchers and provide their recommendations to the travel approving officials. However, only travel approving officials will sign above block 10.

h. In any case where fraud is suspected, the voucher should immediately be referred to the office of Security and Law Enforcement.

i. Travelers will indicate on the travel voucher whether the Government Transportation Request was used, unused, lost or stolen.

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CHAPTER 4

FUNDING

4-1. Travel of HQUSACE and OCE Personnel for Field Operating Activities.

a. Military Field Funding. Travel expenses for personnel from HQUSACE and OCE will be funded by the USACE Command activity requesting the service of HQUSACE and OCE representatives when the services provided will be charged to military project or activity funds. These requests will be limited to work which normally would be performed on-site if the expertise were available. Expenses of field trips for purposes such as general inspection, general supervision, and auditing will be charged to HQUSACE and OCE Travel funds.

b. Civil Field Funding. Travel expenses for personnel from HQUSACE will be charged to project funds only when the travel contributes directly to the accomplishment of the project. The general guide is, projects benefit directly when the service performed would be performed in the district if the expertise were available. However, a permissible exception would be consulting service or assistance requested in writing. When HQUSACE personnel are actually engaged in design or redesign, travel costs incurred are also properly chargeable to project funds. The term "actually engaged" is intended to cover only those HQUSACE personnel directly in the design and redesign actions, not those engaged in supervision and review.

4-2. Temporary Duty Travel of USACE Personnel for Another Office.

a. When a USACE employee performs TDY travel for which the expenses will be reimbursed by another Department of Defense Office, authorization and payment of travel expenses should be accomplished by use of DD Form 448, Military Interdepartmental Purchase Request (MIPR). They may be accomplished by direct citation of the funding office funds on the travel order or issuance of the travel order by the funding office when necessary, but the traveler will not be able to obtain a GTS ticket except from the travel office supporting the funding activity for a civil works fund citation.

(1) DD Form 448. Reimbursement by another office should be authorized and funded by DD Form 448. This procedure allows the traveler to obtain a local travel advance, assures that the proper finance and accounting office receives the

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appropriate records for posting to DD Form 1588, Record of Travel Payments, allows the traveler to obtain a GTS ticket locally for a civil works fund citation, and prevents attempts by other agencies to cross-disburse civil funds, which is prohibited.

(2) Direct Fund Cite.

(a) When military funds are cited and the traveler's finance and accounting office can disburse military funds, a direct citation of the requesting office funds may be used on the travel order when a non-USACE office will not issue or accept a DD Form 448. If a travel advance is issued for a direct fund citation the advance should be promptly transferred to the requesting office and appropriate records maintained with adequate procedures to assure recoupment of the advance upon settlement of the travel voucher. Compliance with the provisions of Army regulations is required.

(b) A direct citation of civil funds may be used when necessary in emergency situations if use of DD Form 448 is impractical due to time constraints or conflict with policy of a non-USACE office. The travel order must specifically identify the name and address of the appropriate office to be billed for all costs. A direct fund citation must be a written authorization and the issuing finance and accounting officer must certify fund availability. The traveler will only be able to obtain a GTS ticket from the travel office supporting the funding activity. Payment of a travel advance or travel voucher for reimbursement of travel expenses may only be made by the disbursing station stated in the fund citation unless that station has issued an official request for reimbursable services authorizing payment of the advance by another disbursing station. The travel order must state in item 16 that a travel advance and the travel voucher may only be paid by the disbursing station identified in the fund citation. A copy of the travel order must be furnished to the disbursing station identified in the fund citation.

(3) Orders issued by funding office. A travel order may be issued by the funding office for an employee of another office when required by unusual circumstances. When this procedure is used, the following provisions are required:

(a) The employee's supervisor and travel approving official must concur with the travel assignment.

(b) A travel advance for Civil Works funds may only be issued by the disbursing station stated in the fund citation.

(c) GTS tickets must be obtained from the travel office supporting the funding activity.

(d) All travel payments for Civil Works funds must be paid by the disbursing station stated in the fund citation.

(e) Copies of the paid travel documents must be furnished to the employee's servicing finance and accounting office for posting to the DD Form 1588.

b. Travel of USACE personnel for another office should be closely coordinated in advance of actual travel to preclude hardship on the part of the traveler, especially when a travel advance is necessary for performance of travel. Travel funded by DD Form 448 is preferable for maximum fund control and efficiency in processing travel advances and reimbursement vouchers. When a direct fund citation is necessary the traveler must be aware that a travel advance can only be issued by the finance and accounting officer whose funds are cited and a GTS ticket must be obtained from the travel office supporting and funding activity. In such a case the advance can be made if the issuing office is at the travel destination. Otherwise, travel must be performed without an advance or the advance must be mailed to the traveler.

#### 4-3. Issuance of Travel Advances.

a. Amount authorized for travel advances.

(1) A maximum travel advance is limited to 80% of the per diem rate(s) applicable to the employee's TDY point(s) plus 100% of other reimbursable expenses.

(2) The amount of a travel advance for an employee authorized to have a Government sponsored charge card is limited not to exceed the estimated amounts shown on the travel order for meals and incidental expenses (M&IE) of CONUS per diem or 50% of the estimated OCONUS per diem amount, plus 100% of the estimated other reimbursable expenses amount not payable by the Government charge card. The estimated per diem amount must be an accurate estimate of the required per diem for the time necessary to complete the approved travel, including partial day amounts. It does not include any expenses other than the daily authorized per diem for the number of days in travel status. The estimated other reimbursable expenses amount must be an accurate estimate of necessary expenses in consideration of the circumstances involved for the approved travel.

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(3) In some instances a travel advance may be approved for an amount not to exceed the maximum travel advance limit. Approval documentation must be signed by the travel approving official and submitted to the finance and accounting officer with the request for advance. The approval may be made with a statement in the remarks section of a travel order when appropriate. This provision is applicable under the following circumstances:

(a) A travel advance for an employee who is not authorized to have a government sponsored charge card. This provision does not apply to any employee who is eligible to have a card regardless of whether the employee actually has one. Employees are considered to be eligible to have government sponsored charge cards if they meet the basic qualification criteria such as performing TDY travel two or more times a year. Any employee whose card has been revoked is considered to have been authorized to have one for travel advance purposes and is therefore not included in this provision.

(b) It is known in advance that major travel expenses are not chargeable to a government sponsored charge card. This provision includes expenses at remote areas where it is known that the card cannot be used. In these instances the amount of the advance should be increased only for the expenses not chargeable to the charge card.

(4) The advance authorized block on the travel order, DD Form 1610 must be left blank. The finance and accounting officer will determine the advance amount and complete this block.

b. Payment of travel advances.

(1) Authorized temporary duty (TDY) travel advances may be paid by travelers checks or treasury checks. Local policy may be established to control this option. However, treasury checks should be used when the traveler does not intend to retain travelers checks for use during the course of travel.

(2) Permanent change of station (PCS) travel advances may be paid by travelers checks for per diem and temporary subsistence expenses when authorized by the servicing disbursing officer. Otherwise, all PCS travel advances will be made by treasury check. When a partial PCS advance is paid by travelers checks, the disbursing officer must establish adequate controls to prevent issuance of a duplicate advance by treasury check.

(3) The minimum amount of an advance to be paid by

travelers checks is \$100.00. Travelers checks are available in denominations of \$20.00 or higher and are packaged in various multiples with a minimum amount of \$100.00. In order to avoid unnecessary financial hardship, a \$100.00 travel advance may be paid by travelers checks when this amount does not exceed the maximum travel advance limit. Similarly, an advance amount may be increased to the next available travelers check package combination amount when the authorized advance amount exceeds an available package combination amount by \$25.00 or more as long as the maximum travel advance limit is not exceeded. This provision to increase an advance amount is authorized without specific approval of the travel approving official.

(4) A travel advance may not be paid through an imprest fund, except at remote locations where travelers checks are not available and the travel requirement is not known in time to obtain an advance by treasury check. Compliance with AR 37-103 is required, and the emergency conditions must be documented and approved by the travel approving official. A reimbursement voucher for the imprest fund payment must be submitted to the servicing finance and accounting officer within two work days after the advance is paid.

c. Permanent or retained advances. Permanent or retained travel advances may be authorized in accordance with AR 37-106, paragraph 14-4 and the following provisions:

(1) For a traveler with a Government sponsored charge card, the amount of the permanent or retained advance may not exceed the estimated amount of travel advance which would be otherwise authorized for out of pocket expenses for a period not exceeding a maximum of 45 days.

(2) A permanent or retained advance may only be issued to an employee who would otherwise have an unsettled advance 90% of the time.

(3) The amount of a permanent or retained advance may not exceed the average amount that the employee would otherwise be authorized for per diem on individual trip advances. The average amount should be determined by adding the estimated advance amounts for projected travel and dividing by the number of months involved.

(4) An individual with a permanent or retained advance may not be issued additional separate travel advances.

d. An advance for a travel order citing USACE Civil Works funds (96XXXXX) may only be paid by the disbursing officer whose

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fiscal station number (FSN) is included in the fund citation unless a reimbursable order (DD Form 448) is issued for the amount of the advance. This restriction includes issuance of travelers checks only by an agent whose payments to Citicorp are made by the FSN cited on the travel order.

e. Reimbursement to Citicorp for travelers checks issued must be paid at least twice a week by disbursing officers. When the daily amount of travelers checks issued is high or the issuing office is at a remote location and the data is mailed to the disbursing officer, reimbursement to Citicorp should be more frequent. This requirement is necessary to provide prompt payment to Citicorp in an effort to avoid instances of negative float days. The USACE agreement with Citicorp provides for daily reimbursement for travelers checks issued, so all disbursing officers must exercise prudent procedures for prompt reimbursement in consideration of dollar amounts involved.

4-4. Issuance of Government Transportation Request (GTR) and Government Bill of Lading (GBL) with Civil Works Fund Citation.

a. In any instance where a Government Transportation Request (GTR) or a Government Bill of Lading (GBL) may be issued with a USACE Civil Works fund citation, the fund citation must be complete with appropriation number, appropriation title, fiscal station number, and correct billing name and address. A Civil Works fund citation may not be used on a GTR or GBL with a billing address for the Defense Finance and Accounting Service - Indianapolis Center (DFAS-I) regardless of where the GTR or GBL is issued. Since most GTRs and GBLs for Army installations are preprinted with the DFAS-I billing address, special attention is required when Civil Works funds are cited.

b. In any instance when it is necessary to furnish a Civil Works fund citation to another office for GTR and GBL, or PCS travel order, the office issuing the fund citation is responsible to ensure that the complete fund citation and correct billing name and address are appropriately included on the document. All Civil Works funded transportation bills misdirected to DFAS-I for payment are referred to HQUSACE for payment. Since HQUSACE does not pay these bills, they must be returned to the vendor for redirecting to the appropriate office. Continuing instances of transportation bills referred to HQUSACE will be identified to the appropriate division or separate office for an explanation of the cause for the improper billing and corrective action taken to prevent reoccurrence.

CHAPTER 5

FOREIGN TRAVEL

5-1. General.

a. For the purposes of this chapter, "foreign travel" or "international travel" is defined as all travel outside the 50 states of the United States of America.

b. In order to ensure that USACE international activities are conducted in a manner consistent with applicable U.S. Government rules and regulations and OASA(CW) policies, all official travel to a foreign country for non-military related purposes, requires OASA(CW) approval. This includes civil works funded as well as reimbursable funded travel.

c. Missions combining FMS related plus other purposes not in direct support of U.S. Forces overseas require OASA(CW) approval.

d. Foreign travel approval procedures required to implement international reimbursable technical assistance projects will be addressed on a case-by-case basis.

e. The Office of Interagency and International Activities is the OASA(CW) management official for USACE foreign travel.

f. Commanders/Directors will ensure that all USACE, DA and DOD requirements for foreign travel are adhered to, when USACE personnel are traveling under the sponsorship of other U.S. Government agencies. When travel is performed as part of work for another U.S. Government agency (e.g., Department of Energy), USACE personnel cannot assume that the other U.S. Government agency will satisfactorily complete all security clearances and related requirements.

5-2. Conferences, Symposia, and Workshops. Travel to conferences, symposia, and workshops will be limited to a maximum of five USACE personnel and a maximum of seven days, including travel time and site visits, unless otherwise approved by the OASA(CW). USACE personnel should focus on the segment of the conference most beneficial to USACE.

5-3. Military-Related Foreign Travel. Routine travel strictly related to an approved activity does not require OASA(CW) approval when in support of military construction

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(MILCON) or projects in direct support of U.S. forces overseas, (e.g., Non-Appropriated Funds); a Commander in Chief's (CINC'S) mission in direct support of U.S. forces overseas; Foreign Military Sales (FMS) Cases; the African Civic Action Program (ACAP); or the North American Treaty Organization. The primary test to determine if work is in direct support of U.S. forces overseas is whether the U.S. military or the foreign country will ultimately benefit from the project(s).

5-4. Military Funded Foreign Travel Not in Direct Support of U.S. Forces Overseas. When travel is military funded but is not in direct support of U.S. forces overseas, approval is required by OASA(CW), if to a destination on the OASA(CW)'s list of sensitive countries. This category of travel includes reimbursable military funded travel from another DOD agency, approved FMS cases and ACAP projects. HQUSACE (CECW-I) is the point of contact for the Countries of Interest.

5-5. Geographic Areas Not Requiring OASA(CW) Approval.

a. Travel to the OCONUS areas identified below which is in direct support of routine mission or approved project agreements does not require OASA(CW) approval unless the area is included in the OASA(CW) list of Countries of Interest:

- (1) Commonwealth of Puerto Rico
- (2) Commonwealth of Northern Mariana Islands
- (3) U.S. Virgin Islands
- (4) American Samoa
- (5) Guam
- (6) Trust Territory of Palau
- \* (7) Alaska
- \* (8) Hawaii

b. When in doubt if the proposed foreign travel requires OASA(CW) approval, the requests should be submitted to HQUSACE for a determination.

5-6. Emergency Foreign Travel. If immediate approval of overseas travel is required due to a nonmilitary emergency,

requests should be telephonically coordinated with the office of Interagency and International Activities (CECW-1) which, in turn, will ensure coordination with the OASA(CW). After normal duty hours, phone numbers are available from the HQUSACE Staff Duty Officer.

5-7. Participation in International Organization. Policy related to participation in International Organizations is being developed by HQUSACE (CECW-I).

5-8. Prohibition Against Accepting Host Nation Payment of Travel Expenses. USACE personnel will not engage in exchanges wherein the host country pays local travel, food, and/or lodging expenses while in the host country. Further policy guidance is being developed by HQUSACE(CECW-1).

5-9. Quarterly Foreign Travel Plan (QFTP).

a. The purpose of the QFTP is to attain the OASA(CW) approval or disapproval of all civil funded programed travel to foreign countries. The QFTP provides information that will be used to determine distribution of the civil funded foreign travel ceiling. The plan also provides information of USACE involvement in international activities to the OASA(CW). All trips in which the ultimate funding source is civil works will be included in the QFTP. Major subordinate Commands (MSC), Laboratories and FOA will review and provide a consolidated QFTP prior to the beginning of each quarter. The QFTP schedule is as follows:

(1) From the Laboratories to HQUSACE(CELD-T) NLT 45 days prior to the beginning of each quarter.

(2) From each MSC, FOA and HQUSACE staff element to HQUSACE(CELD-T) NLT 45 days prior to the beginning of each quarter.

(3) From HQUSACE (CELD-T) to CECW-1, CERD-L, and the OASA(CW) NLT 35 days prior to the beginning of each quarter.

(4) Within 30 days prior to the beginning of each quarter, CECW-I will schedule a meeting with the OASA(CW) and representatives from CELD-T and CERD-L to review requested travel.

(5) From HQUSACE(CELD-T) to each MSC, Lab, and HQUSACE staff element NLT 21 days prior to the beginning of each quarter.

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b. The QFTP will consist of a consolidated summarized list of trips, ENG Gorms 4960-R (Appendix E), and an official program, if available, for each trip listed. DD Form 1610 will not be included in the QFTP.

c. The summarized list will consist of the following information, civil funded trips broken down by divisions and districts:

- (1) Name of traveler(s).
- (2) Destination(s).
- (3) Date of departure.
- (4) Number of days of TDY.
- (6) Purpose(s).
- (7) Type of Funding (civil or military)

d. The proposed QFTP will be reviewed by HQUSACE and ASA(CW) and annotated to indicate:

- (1) Trips which are approved.
- (2) Trips which require additional information for separate approval.
- (3) Trips which are disapproved.
- (4) Approved trips which require submission of Trip Reports.

5-10. Procedures for HQUSACE and OASA(CW) Annotations of QFTP.

a. Approved. Personnel are authorized to proceed with the travel within the stated parameters and any noted conditions.

(1) DD Form 1610 will be submitted to HQUSACE (CELD-TT) NLT 45 days prior to departure unless authority is otherwise delegated in Chapter 2 of this regulation. Indicate in item #16, "This travel has been approved by OASA(CW) on the QFTP."

(2) HQUSACE(CELD-TT) will verify order against the approve QFTP, authenticate and return the travel order to the requesting command.

b. Additional information.

(1) When required, submit additional correspondence which may be necessary to satisfy the OASA(CW) or other HQUSACE element requirements, NLT 10 days after receipt of the annotated QFTP.

(2) HQUSACE will review input and, upon concurrence, forward to the OASA(CW).

(3) OASA(CW) will notify CECW-I or CERD-L of approval/disapproval of the request who will, in turn, notify CELD-TT.

(4) HQUSACE(CELD-TT) will forward approval/disapproval to the requesting command.

5-11. Trip Reports. Trip reports are required for all foreign travel involving meeting with foreign government officials, as specified in the approved QFTP, or as otherwise required. Travel in connection with IJC is exempt, except for sensitive subjects and projects. The individual making the trip, or in the case of travel by a group, the senior member of the group will submit the report.

(a) Trip reports, when required will be submitted to HQUSACE(CECW-I) or (CERD-L) respectively, in triplicate, NLT 30 days after completion of travel.

(b) HQUSACE will review reports and forward to the OASA(CW).

5-12. Unprogrammed Travel. If a requirement for foreign travel arises after the QFTP has been submitted, and the travel is of a nature requiring OASA(CW) approval, the travel request will be processed on an individual basis. Such unprogrammed travel should be kept to a minimum by effectively planning and projecting travel requirements on the QFTP. The procedures to be followed are:

a. Contact HQUSACE(CECW-1) or HQUSACE(CERD-L), to request separate approval.

b. Submit ENG Form 4960-R, DD Form 1610 and official program, if applicable, to HQUSACE(CELD-TT) NLT 45 days prior to departure.

c. HQUSACE will review input and if recommended, coordinate with OASA(CW) for approval.

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d. HQUSACE(CELD-TT) will forward approval/disapproval to the requesting command.

5-13. Submission of Orders to HQUSACE. Commander/Directors (CONUS) will submit all TDY orders, including those pre-approved on the QFTP, to HQUSACE(CELD-TT) for review and authentication, NLT 45 days prior to anticipated date of departure. Commanders/Directors delegated authority in paragraph 2-1c(1) and (2) need not submit TDY orders to HQUSACE.

5-14. Civil Works Funded Foreign Travel Report  
(RCS: CELD-19).

a. Purpose. USACE has an OASA(CW) established annual ceiling as to the amount of civil funds which can be expended for foreign travel. In order to keep the OASA(CW) informed of the status of the expenditures, Commander/Directors will submit a quarterly report to HQUSACE(CELD-T) NLT 15 calendar days after the quarter has ended. Negative replies are required. The report will be unclassified. Identify separately locally approved civil funded foreign travel by Corps employees. Each quarterly report will contain the following information:

(1) Report trips in which civil funds were expended in that quarter. For the purpose of this report civil funds means the "ultimate" funding source, not necessarily the funding shown on the DD Form 1610. List only trips in which the ultimate funding was Corps civil funds. Do not report trips that were ultimately Corps military or reimbursable from other than USACE.

(2) Provide any updated actual amounts for trips that were reported as estimated amounts on prior reports.

(3) Add any data that was changed, omitted or erroneously reported on prior reports.

b. Trips to U.S. territories/possessions specified in para 5-5a. are not considered as foreign travel; therefore, civil funds expended for these trips need not be reported to HQUSACE(CELD-T).

c. Reporting Activities. The organization to which the traveler was assigned at the time of the travel should report his/her travel. List any trips which are reimbursed with civil funds from another organization indicating the location of the ultimate funding source. When invitational orders are issued, the organization requesting the travel will report the travel. The report will be prepared by the

elements shown below:

(1) Each MSC (one consolidated report should be submitted for the division and districts).

(2) Each separate HQUSACE element.

(3) Each laboratory.

d. Report content. The report will consist of the following information:

(1) Name of traveler.

(2) Destination(s) (location in which business is to be conducted. Do not list transit points).

(3) Date of departure.

(4) Number of days of TDY.

(5) Purpose(s).

(6) Total of estimated cost (must be taken from the total estimated cost block found in item #14 of DD Form 1610).

(7) Total actual cost (the amount must be taken from paid vouchers and airline ticket stubs/GTR's). This information may not be available when trip is initially reported, but should be provided in later reports.

5-15. Contacts with Foreign Governments. Policy related to contacts with Foreign Governments is being developed by HQUSACE(CECW-I).

5-16. Use of United States-Owned Foreign Currencies.

a. Every effort will be made to use U.S. -owned excess currencies for international travel and transportation without regard to origin or destination.

b. Procedures and policy are contained in AR 37-103.

5-17. Foreign Travel Security Briefing.

a. Paragraph 10-104, AR 380-5 and paragraph 9-203, AR 380-67 require that all personnel who have access to classified defense information be given a foreign travel briefing, before travel, to alert them to possible

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exploitation under the following circumstances:

(1) Travel to or through communist controlled countries.

(2) Attendance at international scientific, technical, engineering or other professional meetings in the U.S. or in any country outside the U.S. where it can be anticipated that representatives of communist controlled countries will participate or be in attendance.

b. Individuals who travel frequently, or attend or host meetings of foreign visitors as reflected in paragraph a(2) above, need not be briefed for each occasion, but shall be provided a thorough briefing at least once every 6 months and a general reminder of security responsibilities before each such activity. These briefings can be arranged through HQUSACE, Office of Security and Law Enforcement (CEPM-S).

CHAPTER 6

CLEARANCE REQUIREMENTS AND PROCEDURES FOR TRAVEL  
OUTSIDE CONTINENTAL UNITED STATES (OCONUS)

6-1. General. This chapter will be used in conjunction with AR 1-40 and DoD 4500.54-G.

A country, theater and/or special area clearance (hereafter referred to as clearance) is required for travel OCONUS, except as otherwise indicated in DoD 4500.54-G.

b. Commanders/Directors will:

(1) Ensure that appropriate clearance(s) are obtained prior to actual travel of personnel.

(2) Designate a travel clearance manager who will be responsible for processing messages requesting clearance(s).

6-2. Clearance for Senior USACE Officials. General officers and their civilian equivalent (SES) are likely targets of terrorist attacks or incidents whenever they travel OCONUS and the increasing threat requires additional efforts to insure their personal safety. The disclosure of sensitive information provided in travel itineraries and other rosters/agenda for senior officials are of importance and value to terrorist organizations and individuals. This vulnerability of key officials, increased by publicity and high day-to-day visibility, can be effectively reduced by restricting access to movement arrangements. To reduce officials vulnerability, all foreign travel itineraries and other rosters/agenda for general officers and civilian equivalents will be marked FOR OFFICIAL USE ONLY. Exceptions include travel documents, such as airline tickets or orders which must be displayed to uncleared personnel to arrange travel. Military rank and position should be omitted on items such as airline tickets.

6-3. Foreign Travel Policy Briefing. Commanders/Directors will ensure that their security officers are notified at least 15 days prior to commencement of travel to permit adequate scheduling of briefing as may be necessary.

6-4. Submission of Clearance Requests.

Travelers will submit requests for clearance to the clearance manager on DA Form 2374-R, Notification of Foreign Visit. Sample format for preparation of DA Form 2374-R is

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shown at page F-1. DA Form 2374-R (page F-2) will be reproduced locally.

b. The official designated as the travel clearance manager will:

(1) Obtain and keep current the Department of Defense Foreign Clearance Guide (FCG).

(2) Ensure that personnel applying for OCONUS travel meet all clearance requirements of the FCG, ARs that apply, and local policies.

(3) Request authority to obtain clearance from CELD-TT, NLT 45 days prior to departure. Approval must be requested in writing, preferable via Corpsmail. The request will include:

(a) Name, grade and social security number of traveler(s).

(b) Details of Visit (purpose).

(c) Itinerary (to include date, city and country to be visited).

c. CELD-TT's approval will include an authorization code. This code must be included in each message prepared requesting clearance. The following statement will be included in each message: "HQUSACE(CELD-TT) has approved request for country, theater, or special area clearance (use whichever is applicable) by authorization code -----." (list authorization code number).

d. A copy of outgoing clearance messages and a copy of all clearances received will be furnished CEPMS-S. To accomplish this, include CEPM-S as an information addressee on all outgoing clearance requests.

CHAPTER 7

LOCAL TRAVEL

7-1. General. Generally, per diem allowances are not authorized when an employee does not incur additional subsistence expenses because of a temporary duty assignment in the vicinity of, but outside, the permanent duty station area, regardless of whether travel begins or ends at the employee's place of duty or at the residence.

7-2. Temporary Duty at Nearby Places Outside the Permanent Duty Station Area. Commanders/Directors will establish local travel policies on temporary duty assignments, whether they should be performed on local travel basis, continuous basis, or whether employees should be directed to return home on nonwork days.

7-3. Designation of Local Travel Area. Commanders/Directors will ensure that a local travel area has been designated, defined by geographic boundaries, for each duty station in their command, provided this will not conflict with express contractual provisions or past practice which relates to employees in exclusive bargaining units. In those cases where union contracts or existing practices are in conflict with this policy, exception is granted to deviate. However, at the time of contract negotiation, every effort should be made to conform with the policy incorporating geographical boundaries.

CHAPTER 8

TRAVEL SUPPORT FORMS

8-1. General. The forms listed herein are prescribed to support travel and transportation activities. Forms are available through normal publications supply channels except ENG Form 4743-R, ENG Form 4960-R and DA Form 2374-R, which are available through local reproduction. Forms will be reproduced locally on 8 1/2 by 11 inch paper.

8-2. Engineer (ENG) Forms.

a. ENG Form 327 - Schedule of Travel Performed may be used as a draft to prepare travel vouchers. Travelers may use ENG Form 327 to keep a personal record of travel and related expenses. Information recorded on ENG Form 327 will be transcribed to DD Form 1351-2.

b. ENG Form 2772 - Itinerary and Reservation Memo may be used when requesting reservations. Individuals requesting reservations directly from a commercial carrier or a travel agency may record itinerary on ENG Form 2772. This form is given to the traveler for ready schedule information.

c. ENG Form 3339 - Passport Receipt is used to control official passports. This form will be used when passports are picked up and returned by the traveler.

d. ENG Form 4032 - Control of Travel Orders and/or Record of T/Rs Issued may be used to log in travel orders and T/Rs issued. Transportation officer, or designee will record travel order, date of issue and name of traveler on ENG Form 4032. If applicable, transportation request number will also be recorded.

e. ENG Form 4743-R - Claim for Temporary Quarters Subsistence Expenses/Foreign Transfer Allowance (SE) is used to record daily itemization of expenses (APPENDIX G).

f. ENG Form 4960-R - Request for Approval of Foreign Travel is used to submit requests to HQUSACE (APPENDIX E).

8-3. Army-Wide Forms.

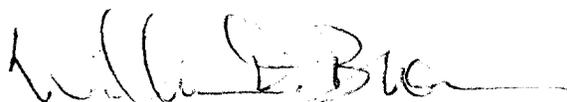
a. DA Form 410 - Receipt for Accountable Forms is used as a receipt for Government Transportation Requests.

b. DA Form 2374-R - Notification of Foreign Visit is used in accordance with AR 381-15 (Appendix F).

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- c. DD Form 448 - Military Interdepartmental Purchase Request (MIPR) is used for reimbursable services.
- d. DD Form 1351 - Travel Voucher is used for applying for an advance of funds.
- e. DD Form 1351-2 - Travel Voucher or Subvoucher is used to prepare travel voucher upon completion of trip.
- f. DD Form 1351-3 - Statement of Actual Expenses is used to submit expenses when traveler has been authorized an actual expense allowance.
- g. DD Form 1588 - Record of Travel Payments is used to post advance of funds and travel settlements.
- h. DD Form 1610 - Request and Authorization for TDY Travel of DOD Personnel is used to authorize travel and prescribe entitlements. This form may be used for amendments and revocation of travel orders. For travel order revocations a rubber stamp may also be used. If a rubber stamp is used the stamp should, as a minimum, provide the dates and signatures of the approving official, authenticating official and the finance and accounting official.
- i. SF 1164 - Claim For Reimbursement for Expenditure on Official Business is used to claim expenses for local travel and when appropriate registration fees, and telephone or telegraphs.
- j. SF 1169 - U.S. Government Transportation Request may be used to procure commercial transportation.

FOR THE COMMANDER:



WILLIAM D. BROWN  
Colonel, Corps of Engineers  
Chief of Staff

#### Appendixes

- APP A - References
- APP B - Glossary of Terms
- APP C - Blanket Travel Order
- APP D - NATO Travel Order
- APP E - ENG Form 4960-R
- APP F - DA Form 2374-R
- APP G - ENG Form 4743-R

APPENDIX A

REFERENCES

1. Federal Air Regulation, Part 135.
2. Joint Federal Travel Regulations, Volume 1.
3. Joint Travel Regulations, Volume 2.
4. Federal Travel Directory.
5. DoD 4500.54-G, Department of Defense Foreign Clearance Guide (FCG). Publication may be obtained by writing to Defense Mapping Agency Combat Support Center, ATTN: TMSA, Washington, D.C. 20315-00100.
6. AR 1-40, Clearance Requirements and Procedures for Official Temporary Duty Travel Outside Continental United States.
7. AR 1-211, Attendance of Military and Civilian Personnel at Private Organization Meetings, As Supplemented.
8. AR 37-103, Disbursing Operations for Finance and Accounting Offices.
9. AR 37-106, Finance and Accounting for Installations Travel and Transportation Allowance.
10. AR 55-46, Travel of Dependents and Accompanied Military and Civilian Personnel to, from, or Between Overseas Areas.
11. AR 55-71, Transportation of Personal Property and Related Services.
12. AR 55-355, Defense Travel Management Regulation.
13. AR 310-10, Military Orders.
14. AR 335-15, Management Information Control System.
15. AR 380-5, Department of the Army Information Security Program Regulations, As Supplemented.
16. AR 380-67, Personnel Security Program.
17. AR 600-290, Passports and Visas.
18. AR 630-5, Leave, Passes, Administrative Absence and Public Holidays.

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- \* 19. ER 37-1-18, Conferences, Workshops and Training.
- 20. ER 95-1-1, Control and Use of Aircraft.
- 21. ER 350-1-416, HQUSACE Centrally and Locally Sponsored Long Term Training (LTT)

APPENDIX B

GLOSSARY OF TERMS

MAJOR SUBORDINATE COMMAND (MSC) COMMANDERS/DIRECTORS. MSC Commanders and Commanders/Directors of Laboratories and Field Operating Activities (FOA) (does not include District Commanders).

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

\* OCONUS TRAVEL. Travel outside the continental 48 United States.

PERMANENT DUTY STATION. The location where the employee is actually stationed, i.e., the place where the employee expects and is expected to spend the greater part of his/her time. Generally, the corporate limit of the city or town determines an employee's official station.

POST CONFERENCE TOURS. Peripheral tours offered before the start or after the conclusion of the formal conference program, usually a tour of a nontechnical nature.

Appendix C

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial) SSN for military and civilian			3. POSITION TITLE AND GRADE OR RATING AS APPROPRIATE			
4. OFFICIAL STATION Geographical location, such as Washington, DC			5. ORGANIZATIONAL ELEMENT AS APPROPRIATE _____		6. PHONE NO	
7. TYPE OF ORDERS BLANKET TRAVEL		8. SECURITY CLEARANCE AS APPROPRIATE		9. PURPOSE OF TDY In connection with the activities of  or as appropriate		
10a. APPROX. NO. OF DAYS OF TDY (Including travel time) LEAVE BLANK		b. PROCEED O/A (Date) LEAVE BLANK				
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED You will proceed on temporary duty at such times and in such order and frequency as may be necessary from your home or place of business to any point within the Continental limits of the United States during the period _____ to _____, both dates inclusive. Upon completion of each tour of temporary duty, you will return to permanent station.						
12. MODE OF TRANSPORTATION						
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	RATE PER MILE
X	X	X		X	X	<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR		
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify) _____ THIS BLOCK IS CHECKED FOR CIVILIANS ONLY						
14. ESTIMATED COST						15. ADVANCE AUTHORIZED
PER DIEM	TRAVEL	OTHER	TOTAL			
\$ 7300.00	\$10,000.00	\$ 1600.00	\$ 18,900.00			
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Travel by privately-owned-vehicle is authorized. You are authorized use of special conveyance. You are authorized travel within and around temporary duty station. You are authorized to make changes in above itinerary and to proceed to additional places as may be necessary to accomplish this mission. Use of existing Government facility would adversely affect the performance of the assigned mission. You are authorized 100 pounds of air baggage. You may wear civilian clothing while in the travel status directed by these orders. Individual designated Acting Transportation Officer under provisions of AR 55-13. Individual designated a courier.						
17. REQUESTING OFFICIAL (Title and signature)				18. APPROVING OFFICIAL (Title and signature) Individual as designated by head of agency concerned		
AUTHORIZATION						
19. ACCOUNTING CITATION Insert appropriate accounting citation.						
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION  LEAVE BLANK.				21. DATE ISSUED AS APPROPRIATE		
				22. TRAVEL ORDER NUMBER AS APPROPRIATE		

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APPENDIX D  
(Letterhead of organization issuing the NATO travel order)

NATO TRAVEL ORDER/ORDRE DE MISSION OTAN

Country of Origin: United States  
Pays de provenance:

Order number: (enter PCS or TDY order no)  
Numero de serie:

1. The bearer (and group as shown hereon or on attached list)  
Le porteur (et personnel porte ci-dessus ou sur la liste jointe)

Social Security number/No Mle	Grade of rank/Grade	Name/Nom
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Will travel from \_\_\_\_\_ to \_\_\_\_\_  
Fera mouvement de \_\_\_\_\_ a \_\_\_\_\_  
via \_\_\_\_\_ Date of departure \_\_\_\_\_  
via \_\_\_\_\_ Date du depart \_\_\_\_\_

Expected date of return (leave blank when member has PCS orders)  
Date probable de retour \_\_\_\_\_

3. Authority (is) (is not) granted to possess and carry arms.  
Autorisation de port d'armes (accordee) (non accordee).

4. The person named in paragraph 1 is authorized to carry \_\_\_\_\_  
La personne indiquee au paragraphe 1 est autorisee a porter  
sealed dispatches, containing only official documents, numbered \_\_\_\_\_  
plis scelles, ne contiennent que des documents officiels, numerotes \_\_\_\_\_

5. I hereby certify that this individual/group\* is/are\* member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.  
(\*Delete if not applicable)

Je soussigne certifie que le personnel vise appartient a une armee telle que definie clans l'Accord OTAN sur le statut des Forces armees et que ce remplacement est officiel selon les termes de cet Accord.

6. This travel order is to be produced to civil and military authorities on request.

Cet ordre de mission devra etre presente sur demande des autorites civiles et militaires.

FOR THE COMMANDER: (or appropriate authority line)

(Officer authorizing movement)  
(Officer autorisant le mouvement)

(Date of issue)  
(Date de l'autorisation)

INSTRUCTIONS WHICH MAY BE SHOWN ON THE BACK  
OF THE NATO TRAVEL ORDER

1. This travel order is to be used for both individual and collective movement. When the travel order is issued to partks of 20 or over, detailed arrangements are to be made as necessary for movement, reception, staging, etc. If more than one person is traveling, the attached list (as referred to in paragraph 1) should show traveler's social security number, grade of rank name, and unit.
2. The country from which travel is authorized and the country or countries to and through which travel is authorized must be shown in paragraph 2. The inclusion of the town or city from and to which travel is authorized is optional.
3. The traveler must have an Active Duty Military Identification Card or an Armed Forces Identification Card.
4. Paragraph 4 should be deleted if not applicable.

## APPENDIX E

**REQUEST FOR APPROVAL OF FOREIGN TRAVEL***(ER 55-1-2, See Instructions on Reverse)*

TO: CELD-TT

FROM:

DATE:

1. NAME(s) and OFFICE SYMBOL(s) OF TRAVELER(s):

2. PURPOSE:

3. JUSTIFICATION:

*(Additional information may be provided as an attachment on plain bond paper.)*

4. DATES OF TDY:

5. DESTINATION(S):

6. FUND SOURCE(s):

 CIVIL MILITARY REIMBURSABLE:

Source: \_\_\_\_\_

7. ESTIMATED COST:  
\$8. INVITATIONAL TRAVEL ORDER:  YES  NO9. TRAVEL IS EXCLUSIVELY IN DIRECT SUPPORT OF U.S. FORCES OVERSEAS:  YES  NO10. RECOMMENDED APPROVAL LEVEL:  MSC/LAB  HQUSACE  ASA(CW)11. OTHER USACE PARTICIPANT(s) *(Name(s) and Office Symbol(s))*:12. *I HAVE REVIEWED THE NEED FOR THIS TRAVEL AND RECOMMEND APPROVAL.*-----  
COMMANDER/DIRECTOR

SIGNATURE

DATE

INSTRUCTIONS

1. SELF EXPLANATORY. ALL TRAVELERS FROM ONE MSC, DISTRICT, LABORATORY, OR FOA ARE TO BE INCLUDED ON ONE FORM.
2. INSTRUCTIONS ARE THE SAME AS FOR BLOCK 9 OF DD FORM 1610.
3. SPECIFY WHY THE TRAVEL IS NECESSARY AND THE IMPACT OF MISSION ACCOMPLISHMENT IF TRAVEL IS DISAPPROVED. FOR TRAVEL WITH MULTIPLE DESTINATIONS, JUSTIFICATIONS MUST BE PROVIDED FOR EACH DESTINATION. INCLUDE ANY CONTEMPLATED LAYOVERS OR ANNUAL LEAVE THAT WILL BE TAKEN IN CONJUNCTION WITH THE OFFICIAL TRAVEL; IF NONE, INDICATE "NO LAYOVERS OR ANNUAL LEAVE WILL BE TAKEN IN CONJUNCTION WITH OFFICIAL TRAVEL."
4. PROVIDE DATES OF ALL ARRIVALS AND DEPARTURES, EXCEPT TRANSIT POINTS. INCLUDE ANY CONTEMPLATED LAYOVERS OR ANNUAL LEAVE TO BE TAKEN IN CONJUNCTION WITH OFFICIAL TRAVEL.
5. INDICATE TDY STATIONS. DO NOT INCLUDE STOPOVERS EN ROUTE FOR THE PURPOSE OF AWAITING TRANSPORTATION
6. INDICATE WHETHER THE FUND SOURCE WILL BE FROM MILITARY OR CIVIL WORKS APPROPRIATIONS OR FROM REIMBURSABLE SOURCES. IF REIMBURSABLE FUNDING IS TO BE USED, IDENTIFY THE U.S. AGENCY, FOREIGN GOVERNMENT, OR OTHER SOURCE OF THE FUNDS.
7. PROVIDE THE ESTIMATED COST THAT WILL BE INDICATED IN BLOCK #14 OF DD FORM 1610. IF COSTS ARE SPLIT BETWEEN MILITARY, CIVIL, AND/OR REIMBURSABLE FUNDS, INDICATE SPLIT OF FUNDS IN BLOCK #3. IF PURPOSE IS SPLIT BETWEEN TRAVEL WHICH IS IN DIRECT SUPPORT OF U.S. FORCES OVERSEAS AND OTHER PURPOSES, INDICATE SPLIT OF FUNDING BY PURPOSE IN BLOCK #3.
8. IF YES, INDICATE MAILING ADDRESS OF TRAVELER(S) IN BLOCK #1. PROVIDE AS AN ENCLOSURE ON PLAIN BOND PAPER SPECIFICS ON THE NEED FOR INVITATIONAL TRAVEL ORDER(S), SPECIAL INSTRUCTIONS, FUND CITE(S), AND SPLIT BETWEEN TYPES AND PURPOSE OF TRAVEL AS SPECIFIED IN 7. ABOVE, IF APPLICABLE.
9. SEE ER 5-1-8 FOR DEFINITION OF ACTIVITIES WHICH ARE DIRECT SUPPORT OF U.S. FORCES OVERSEAS.
10. CRITERIA IDENTIFYING APPROVAL LEVELS IS CONTAINED ER 5-1-8 AND ER 55-1-2. IF PREAPPROVED BY ASA(CW), INDICATE PREAPPROVAL MECHANISM, E.G., QUARTERLY FOREIGN TRAVEL PLAN, DECISION MEMORANDA, ETC.
11. LIST NAME(S) AND ORGANIZATION SYMBOL(S) OF OTHER USACE PARTICIPANTS, IF KNOWN. IF UNKNOWN, INDICATE "UNKNOWN".
12. INDICATE AUTHORIZED SIGNATURE BLOCK OF COMMANDER OR DIRECTOR. ENG FORMS 4960-R WILL BE SIGNED BY THE COMMANDER OR DIRECTOR OF THE MSC, DISTRICT, LABORATORY, OR FOA AND WILL CERTIFY THAT (a) THE COMMANDER OR DIRECTOR RECOMMENDS APPROVAL OF THE TRAVEL AND (b) DISAPPROVAL OF THE REQUEST WILL ADVERSELY IMPACT MISSION ACHIEVEMENT.

APPENDIX F

Sample DA Form 2374-R

NOTIFICATION OF FOREIGN VISIT		DATE
<p><b>AUTHORITY:</b> National Security Act of 1947, Executive Order 11652  <b>PRINCIPAL PURPOSE:</b> To provide US Army Intelligence and Security Command, ACSI, HQDA and other Federal agencies with information on contacts between US and foreign personnel for evaluation of potential intelligence exploitation.  <b>ROUTINE USES:</b> Information used to support intelligence planning and military operations. Information may be disclosed to US or foreign law enforcement, security, intelligence, or intelligence community agencies in order to comply with requirements imposed by, or to claim rights and actual or potential agreements and arrangements including those relating to the national defense. Information may be disclosed to US or foreign law enforcement, security, intelligence, or intelligence community agencies in order to comply with requirements imposed by, or to claim rights and actual or potential agreements and arrangements including those relating to the national defense. Disclosure is voluntary however failure to provide requested information could result in denial of attribution to travel to foreign countries, consistent with foreign personnel.</p>		28 MAR 93
<p><b>DISCLOSURE:</b> TO: (include Sig Code)                  FROM: (include Sig Code)                  DOE, Wolfgang James.                  ACTON DTZ/ZA                  COL CUSE                  PHONE NO.                  02-XXX-XXXX                  1. LAST NAME - FIRST NAME - MIDDLE NAME                  DOE, Wolfgang James                  2. GRADE                  GM-14                  3. DATE OF BIRTH                  1 JAN 54                  4. U.S. CITIZEN                  Serves <input type="checkbox"/> No                  5. SOCIAL SECURITY NO.                  123-45-6789                  6. PLACE OF BIRTH (City, State, Country)                  Slipperty Rock, PA, USA                  7. PERMANENT ADDRESS (Number, Street, City, State and Zip Code)                  1234 Fifth Avenue                  ANYWHERE, USA                  8. ASSIGNMENT (Number, Unit, Address and phone and HQ/USACE)                  HQUSACE (CEXX-XXX-X)                  WASH DC 20314-1000                  (202) 272-XXXX                  9. POSITION TITLE                  Supervisory Civil Engineer                  10. TRAVELER'S PERMANENT DUTY ASSIGNMENT                  Secret                  11. FOREIGN LANGUAGES (List if Read, Written or Spoken)                  German: read, write and speak                  12. ARMY SECURITY CLEARANCE                  Secret                  13. AREA OF INTEREST                  Landscaping                  14. SCIENTIFIC AND TECHNICAL FIELD OF INTEREST                  Landscaping                  15. PURPOSE OF VISIT (Use continuation sheet as necessary)                  DETAILS OF VISIT (Use continuation sheet as necessary)                  Attend the Int'l Conference on Landscaping. (PROVIDE SUFFICIENT DETAILS TO EVALUATE READILY THE PURPOSE AGAINST THE PRESCRIBED CRITERIA: INCLUDE BRIEFING OFFERED/REQUESTED AND SUBJ TO BE DISCUSSED). ESTIMATED DEPARTURE AND ESTIMATED RETURN. Include CERTIFICATION.                  16. ITINERARY (Use continuation sheet as necessary)                  DATE                  05 Jul 93                  CITY AND COUNTRY                  Paris, France                  CONFERENCE, INSTITUTION, FIRM, PLANTS, AGENCIES                  Int'l Conf at Sorbonne                  NAME AND POSITION OF FOREIGN PERSON TO BE CONTACTED                  M. Pierre Depointe, Chairman of Conf                  CERTIFICATION: Visit cannot be combined with other proposed visits; information to be obtained from visit cannot be obtained from staff elements in OSD, OJCS or HQDA.                  CLASSIFIED INFORMATION WILL NOT BE DISCLOSED.                  17. REMARKS (Use Remarks sheet as necessary)                  Logistical support is required; Briefings &amp; accommodations. Mode of transp: Govt aircraft and coml. Exact flt schedule is: 04 JUL 93 Lv WASH DC , 05 JUL Ar Paris</p>		

- TO Block - Leave Blank.
- 1. Enter full name of traveler; additional members of party may be listed on reverse side of form, giving full data on each.
- 5. Furnish traveler's Social Security Number.
- 7. Home address of traveler.
- 10. Traveler's permanent duty assignment.
- 13. Areas of interest, traveler may wish to discuss with personnel to be visited.
- 15. Provide concise and specific reasons and purpose of trip, including estimated date of departure and return from duty station include "Certification".
- 16. Give exact dates, specific addresses and as detailed information as available.
- 17. If appropriate, include date and nature of invitation upon which visit is based. Also include logistical and administrative support required, billeting and ground/air transportation.

DA FORM 2374-R, 1 Sep 78. REPLACES EDITION 1 JUL 68, WHICH IS OBSOLETE.

NOTIFICATION OF FOREIGN VISIT			DATE
For use of this form, see AR 381-15: the proponent agency is The Assistant Chief of Staff for Intelligence.			
DATA REQUIRED BY THE PRIVACY ACT			
<b>AUTHORITY:</b>	National Security Act of 1947, Executive Order 12036.		
<b>PRINCIPAL PURPOSE:</b>	To provide US Army Intelligence and Security Command, ACSI, HQDA and other Federal agencies with information on contacts between US and foreign personnel for evaluation of potential intelligence exploitation.		
<b>ROUTINE USES:</b>	Information used to support contingency planning and military operations. Information may be disclosed to US or foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries where DOD military and civilian personnel and other countries where there is a routine reciprocal exchange of information.		
<b>DISCLOSURE :</b>	Disclosure is voluntary however Failure to provide requested information could result in denial of authorization to travel to foreign country, or to meet with foreign personnel.		
<b>TO:</b> (Include Zip Code)		<b>FROM:</b> (Include Zip Code)	
		<b>ACTION OFFICER</b>	
		PHONE NO.	
<b>1. LAST NAME - FIRST NAME - MIDDLE NAME</b>	<b>2. GRADE</b>	<b>3. DATE OF BIRTH</b>	<b>4. U.S. CITIZEN</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>5. SOCIAL SECURITY NO.</b>	<b>6. PLACE OF BIRTH (City, State, Country)</b>		
<b>7. PERMANENT ADDRESS (Number, Street, City State and Zip Code)</b>	<b>8. PLACE NATURALIZED</b>		<b>9. DATE NATURALIZED</b>
<b>10. ASSIGNMENT (Command, Unit, Address and phone no)</b>	<b>11. POSITION TITLE</b>		
	<b>12. ARMY SECURITY CLEARANCE</b>		
<b>13. SCIENTIFIC AND TECHNICAL FIELDS IF INTEREST</b>	<b>14. FOREIGN LANGUAGES (List if Read, Writes, or Speak)</b>		
<b>DETAILS OF VISIT (Use continuation sheet as necessary)</b>			
<b>15. PURPOSE OF VISIT. (Include estimated date of departure and return and mode of travel, if appropriate)</b>			
<b>16. ITINERARY (Use continuation sheet as necessary)</b>			
<b>DATE</b>	<b>CITY AND COUNTRY</b>	<b>CONFERENCE, INSTITUTION FIRMS, PLANTS, AGENCIES</b>	<b>NAME AND POSITION OF FOREIGN PERSON TO BE CONTACTED</b>
<b>17. REMARKS (Use Reverse side as necessary)</b>			

APPENDIX G

**CLAIM FOR TEMPORARY QUARTERS SUBSISTENCE EXPENSES/FOREIGN TRANSFER ALLOWANCE (SE)**  
(ER 55-1-2)

THIS FORM IS FOR USE IN SUMMARIZING AND CLAIMING DAILY ACTUAL SUBSISTENCE EXPENSES INCURRED DURING OCCUPANCY OF TEMPORARY QUARTERS INCIDENT TO A TRANSFER. SUBMIT WITH TRAVEL VOUCHER OR SUBVOUCHER (DO FORM 1351-2).

EMPLOYEE NAME	SSN	GRADE
NEW DUTY STATION:	DATE REPORTED FOR DUTY (New Station)	DATE TOSE BEGAN
DATE VACATED OLD RESIDENCE:	DATE OCCUPIED NEW RESIDENCE:	
EMPLOYEE: _____	EMPLOYEE: _____	
DEPENDENTS: _____	DEPENDENTS: _____	

NAME(S) OF DEPENDENT(S) INCLUDED IN CLAIM (Show only eligible members of family included in travel authorization).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

INSTRUCTIONS

ALL EXPENSES WILL BE ITEMIZED AND ONLY ACTUAL EXPENSES CLAIMED. HOME MEAL COST WILL BE ACCUMULATED AND AVERAGED FOR ALL MEALS PREPARED AT HOME.

IF EXPENSES CLAIMED ARE FOR TEMPORARY QUARTERS OCCUPIED AT DIFFERENT LOCATIONS BY THE EMPLOYEE AND DEPENDENT(S) USE SEPARATE EXPENSE ITEMIZATION SHEET FOR EACH LOCATION. TEMPORARY QUARTERS OCCUPIED AT OTHER THAN THE OLD OR NEW DUTY STATION LOCATION REQUIRES APPROVAL BY THE ORDER APPROVING OFFICIAL BASED ON A DETERMINATION THAT SUCH OCCUPANCY IS JUSTIFIED.

IF ANY OTHER CLAIM HAS BEEN MADE FOR TEMPORARY QUARTERS EXPENSES IN CONNECTION WITH THIS POC MOVE, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

IF SEPARATE CLAIM HAS BEEN MADE FOR PCS TRAVEL FROM OLD TO NEW DUTY STATION, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

IF OFFICIAL TEMPORARY DUTY TRAVEL WAS PERFORMED DURING THE TEMPORARY QUARTERS SUBSISTENCE EXPENSE OR FOREIGN TRANSFER ALLOWANCE (SE) REIMBURSEMENT CLAIM PERIOD, EXPLAIN. ATTACH COPY OF PAID VOUCHER IF CLAIM HAS BEEN PAID.

OCCUPANCY OF PERMANENT QUARTERS OCCURS WHEN THE EMPLOYEE OR ANY MEMBER OF THE FAMILY STARTS OCCUPYING THE PERMANENT QUARTERS.

RECEIPTS ARE REQUIRED FOR QUARTERS EXPENSES. LAUNDRY AND DRY CLEANING COSTS OTHER THAN WHEN COIN OPERATED FACILITIES ARE USED OR ANY SINGLE EXPENSE EXCEEDING \$25.00. IF APPLICABLE, ATTACH COPY OF LEASE.

REMARKS OR EXPLANATIONS

**FOR ILLUSTRATION PURPOSES ONLY**  
*(Local reproduction authorized - blank masters available from local FMO)*

EMPLOYEE SIGNATURE

DATE

