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AMC REGULATION
No. 600-2

26 March 2001

Personnel--General

TEMPORARY DUTY TRAVEL OF MILITARY AND CIVILIAN PERSONNEL

Local supplementation of this regulation is prohibited unless prior approval is obtained from the proponent.

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1. Purpose. This regulation provides procedures and policies for management and control of costs associated with official Temporary Duty (TDY) travel of the U.S. Army Materiel Command (AMC) military and civilian personnel within the Continental United States (CONUS) and Outside the Continental United States (OCONUS).
2. Scope. Policies and controls prescribed herein apply to all AMC military and civilian employees.
3. Objective. This document establishes management policy and procedures for control of TDY travel costs. It does not contain all applicable guidance relative to TDY travel and should not be considered a substitute for the Joint Travel Regulations (JTR) Volumes 1 and 2; or other travel related regulatory guidance.

*This regulation supersedes AMC-R 600-2, 5 July 2000.

The following forms are located in Forms Flow and are updated when changes occur: Travel Voucher, DD 1351-2; Actual Expense Allowance, AMC 2888; Request for OCONUS Travel, AMC 1297; Request for Military Air, DA 2768.

4. Policies.

a. TDY travel will be authorized only when the assigned mission cannot be accomplished in any other manner. TDY travel will be limited to that travel which is essential to the orderly conduct of Government business.

b. Selection of personnel for TDY travel assignments will be based upon the qualifications of the individual to best perform the service required without regard to sex, race, religion, age, national origin, or handicap. Trips involving more than one individual to the same place for the same purpose will be approved only after it is clearly demonstrated that no other alternative or means is available to accomplish the objectives of the TDY travel.

c. Planning and scheduling of TDY travel will be done as far in advance as possible to allow adequate preparation, mission consolidation, and utilization of discount airfares.

d. All requests for TDY travel will be reviewed by the travel approving official to ensure that the:

(1) Travel is officially justified and meets mission requirements consistent with good management.

(2) Purpose of mission cannot be satisfactorily accomplished more economically by using correspondence, telephone, teleconference, electronic mail, or other appropriate means.

(3) Number of persons on an assignment is held to a minimum consistent with the purpose of the mission.

(4) Duration of assignment is no longer than justified by the requirements of the mission.

(5) Funds are sufficient to cover the projected cost of the TDY travel.

e. Modes of transportation will be scheduled and used in a manner that is most economical and advantageous to the Government.

(1) Discount fares, contract airfares, and carrier promotional fares will be used whenever possible. All commercial air travel will be coach/economy class unless exceptional circumstances dictate otherwise. Such circumstances primarily involve considerations of security, and/or when travel must be performed at a specific time, and there are no other seating accommodations available.

(2) Public transportation will be used to reduce ground transportation costs. Available courtesy transportation service furnished by hotels/motels will be used to the maximum extent practicable as a first source of transportation between the place of lodging and the common carrier terminal.

(3) Rental car authorization will be limited to those instances in which it is clearly indicated that this form of transportation is less costly, that no government transportation or other commercial transportation is available, and that the mission cannot be accomplished without the use of a rental car.

(4) If a rental car is authorized, the most economical size rental car meeting mission requirements will be requested from companies holding agreements with the Military Traffic Management Command (MTMC), or the lowest cost commercial agency.

(5) Small groups (two to four persons) from the same location going to the same destination for the same period of TDY will be limited to one rental car unless specifically authorized by the travel approving official.

(6) The Secretary of the Army retains the authority to approve the use of first-class travel. All requests for exception to policy for the use of first-class travel must be fully justified under the appropriate provision of the Joint Travel Regulation/Joint Federal Travel Regulation (JTR/JFTR).

(7) When deviation from the normal route to the TDY destination is requested for the traveler's convenience, any extra expense will be borne by the individual traveler and any excess travel time will be charged to an appropriate type of leave. Reimbursement will be based on charges, which would have been incurred by a usually traveled route.

f. All rights to tangible gifts, prizes, or incentives with tangible value acquired incident to official travel accrue to the Government and not to the individual performing the travel. If payment of compensation is made by an airline due to failure to provide confirmed reserved space (overbooking), the check will be made payable to or endorsed to the Treasurer of the United States and remitted to the appropriate finance office. Government

travelers shall not voluntarily relinquish a seat if doing so has a detrimental effect on the mission. The only instance in which payment may be retained by the traveler is if the traveler voluntarily relinquishes the seat. Per Diem must be adjusted accordingly and the traveler charged leave if this action delays travel during duty hours.

g. Frequent flyer travel mileage and related promotional mileage credits may be accrued for official travel by Department of Defense (DOD) personnel who desire to participate in frequent flyer programs on a voluntary basis. Under no circumstances may credits earned during official travel be used for personal travel. Credits earned during official travel are a result of Government expenditures; therefore, the first consideration should be given to redeeming credits to defray official travel costs.

h. When performing TDY at or near a military installation, military personnel will use Government quarters and other Government furnished facilities. In areas covered by the Army Lodging Success Program, all travelers will use the contract hotels. If reservations at the contract hotels are not available, a statement of non-availability will be issued.

i. Travel expense reimbursement in a high cost area will be limited to actual and necessary expenses (within established maximums) incurred in the conduct of official business. While in a TDY travel status, employees will exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Actual expense allowances in high cost areas are ceilings, not targets, and travelers will not deliberately attempt to spend the maximum amount.

j. Upon completion of TDY, all travelers will prepare a Travel Voucher (DD Form 1351-2). The traveler's supervisor (or designated representative) will review the completed voucher and supporting documentation prior to submission to the appropriate Defense Accounting Office (DAO) for processing. Upon completion of the review, the reviewer will place the notation "Reviewed (date)" and sign over his or her typed or printed name in the upper right hand corner of the DD form 1351-2 (Military Only). The reviewer can not sign as the approving official on DD Form 1351-2 in block 21a. The reviewer will sign the DD Form 1351-2 in block 21a for civilian travel. If travel is to a high cost area, the traveler will also prepare an AMC Form 2888-R-E, Actual Expense Allowance Request Form (see appendix C), and fax to Headquarters, U.S. Army Materiel Command, ATTN: AMCPE-P, for approval before submitting with DD Form 1351-2 to the appropriate DAO for processing.

k. In cases where a civilian or military traveler performed a mission for someone other than his immediate supervisor, the official having firsthand knowledge of the purpose and conditions of travel will perform the review of DD Form 1351-2.

l. A DD Form 1351-2 signed by the traveler indicates that the claim is factual, complete, and accurate. Claiming more expenses than actually incurred and expenses, which were not authorized, may, depending on the particular facts in the case, constitute fraud. Suspected fraudulent claims will be brought to the attention of the appropriate supervisory chain and are subject to referral to the Criminal Investigative Command or Federal Bureau of Investigation. Knowingly presenting a false, fictitious, or fraudulent claim makes the traveler subject to a fine, disciplinary action, or removal from federal service.

m. CONFERENCE TRAVEL. Travel to conferences, and nonessential but job-related training can and does produce benefits, but their return is frequently marginal. Travel that is only marginal should be deferred or canceled, and other alternate means utilized. A viable alternative to conference travel is the use of video teleconferencing. This can effectively and efficiently extend managerial and oversight responsibilities while significantly reducing travel requirements. Video teleconferencing can provide videotaped records of the conferences for later use by those unable to attend; serve as a permanent record of the proceedings; and provide real-time, face-to-face conferences without the requirement for travel. When attendance at a conference is required and specific lodgings are specified by the conference sponsor, a Conference Lodging Allowance may be authorized up to 25 percent more than the local per diem for lodging in that area. If light refreshments are provided during the conference, they will not be charged against the travelers Meals and Incidental Expenses (M&IE) per diem allowance; however, if the registration fee includes meals, the proportional meal rate will be applied for each day a meal is provided. Actual expense allowance cannot be used if conference lodging allowance is claimed.

n. OUTSIDE CONTINENTAL UNITED STATES (OCONUS) TRAVEL.

(1) Requests for OCONUS travel will be prepared using AMC Form 1297-R-E, Request for OCONUS Travel (see appendix F), and submitted to Commander, AMC, ATTN: AMCPE-P, at least 60 days prior to the contemplated departure date. Any request not meeting this requirement must include a detailed justification giving reason why the trip cannot be rescheduled to conform with justified timeframes. Requesting activities will submit all requests for OCONUS travel through the local security office to verify the traveler's security clearance, determine if any travel

restrictions apply and ensure that the individual is briefed per appropriate security regulations.

(2) All travelers to Europe will contact Headquarters, AMC-Europe, via message to CDRUSAMC EUROPE SECKENHEIM GE//AMXEU-CL//, to determine if personnel currently in theater can accomplish the mission, thereby, making the OCONUS trip unnecessary. If OCONUS travel is still required, in theater personnel can assist with the visit to make it more productive.

(a) International Cooperative Research, Development, Test and Evaluation (RDT&E) travel to:

(1) The United Kingdom (and related Area of Responsibility [AOR]) (for AOR see <http://www.amc.army.mil/amc/sra/intlpa/usardsg.htm>), contact Commander, U.S. Army Research, Development and Standardization Group (USARDSG) - United Kingdom (AMXIP-UK) via message to CDRUSARDSG LONDON UK//AMXIP-UK//.

(2) France (and related AOR), contact Commander, USARDSG - France (AMXIP-FR) via message to RUEHRF ODC PARIS FR//CDRUSARDSG//.

(3) Germany (and related AOR), contact Commander, USARDSG-Germany (AMXIP-GE) via message to CDRUSARDSG BONN GE//AMXIP-GE//.

(3) For OCONUS travel other than Europe, the local Logistics Assistance Office (LAO) will be contacted. For travel related to International Cooperative RDT&E contact:

(a) For Australia (and related AOR), contact Commander, USARDSG - AS via message to RUEHBY CDRUSARDSG CANBERRA AS//AMXIP-AS//.

(b) For Canada, contact Commander, USARDSG - Canada via message to RCCPJSA/USARDSG OTTWA CAN.

(c) For Japan (and related AOR) contact Commander U.S. Army Materiel Command Office for International Cooperative Programs - Far East (AMCOICP-FE) via e-mail to richard.ryles@zama.army.mil.

(4) The following information will be provided for each traveler: name, grade, rank, social security number, position title, organization, title and office symbol of the office/activity that originated the requirement for travel, locations to be visited, clearance dates requested, and points of

contact at each location and explanation of the purpose of the visit.

(5) If the mission cannot be accomplished and/or assisted by personnel in-theater, maintain a record of the communications indicating the official, office symbol, and telephone number from which in-theater assistance was requested, and the reason why assistance could not be provided. Include this information in Block 15 (Remarks) of the AMC Form 1297-R-E.

(6) Determine the estimated cost for the OCONUS travel and include this information in Block 15 (Remarks) of the AMC Form 1297-R-E.

(7) Ensure that individuals traveling have valid passports and visas (if required), and that necessary immunizations have been taken prior to departure.

(8) Headquarters, AMC-Europe, will initiate all requests for travel clearance. Upon receipt of clearance, the requesting activity will be notified.

(9) Travel orders will then be prepared by the requesting activity. Travel orders for Europe will specify that travelers must receive a briefing on check-in/out procedures in the European Theater; and that all AMC visitors will in-process with Headquarters, AMC-Europe, to conduct an entrance briefing with the appropriate element of Headquarters, AMC-Europe. Travel orders for other than Europe will require entrance and exit coordination with the local LAO. Telephonic contact is sufficient.

(10) The requesting activity will notify all activities to be visited by message indicating the name, grade, social security number, and position title of the traveler; purpose of the visit; reporting location; estimated times of arrival and departure; flight number(s), and travel clearance authority. An information copy of the message will also be provided to Headquarters, AMC; Headquarters, AMC-Europe (AMXEU-H), or the local LAO, and the aforementioned relevant USARDSGs.

(11) The requesting activity will arrange transportation through the local transportation officer. Routing and selection of the mode of transportation will be per the Routing Guide for International Air Travel. The mode of travel used will be the most economical consistent with limitations of time and mission. Scheduled military airlift will be used, if available.

(12) Authorizing Accommodations Above Coach Class. When mission requirements dictate, Approving Officials may

authorize premium (but less than first) class travel accommodations for the following reasons (the reason must be recorded on the Trip Record):

(a) Available coach class accommodations will not allow timely mission completion.

(b) A traveler's documented medical condition requires use of premium class accommodations.

(c) Security or exceptional circumstances make use essential to accomplish mission.

(d) Coach-class accommodations on foreign carriers (when authorized for use) don't provide adequate sanitation or health standards.

(e) An overall savings will be realized based on economic considerations, such as additional lodging or per diem costs that would be incurred in waiting for the next available coach-class accommodations.

(f) The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period. (When premium class is authorized for this reason, the approving official is not to authorize a rest stop en route or a rest period upon arrival at the duty site.)

(13) Permission to use First Class. Approving officials must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

(a) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time.

(b) A documented medical condition of the traveler requires use of first-class.

(c) Exceptional security circumstances exist.

(14) If an approved OCONUS trip will not be performed, written notification of the cancellation will be forwarded to Headquarters, AMC, Headquarters, AMC-Europe (AMXEU-H) and relevant aforementioned USARDSG Commanders.

o. MILITARY AIR (MILAIR) TRAVEL.

(1) The Chief of Staff, HQ, AMC has been delegated by the Chief of Staff, Army, for approving administrative use of MILAIR, fixed and rotary wing, for travel by senior officials in accordance with DOD direction.

(2) When using military aircraft, both fixed and rotary wing, to support Army travel requirements, the air travel used must be the most economical mode of transportation consistent with the accomplishment of the military mission. The particular aircraft to be used must be the least costly one capable of satisfying the transportation requirements. Larger aircraft will be used only for reasons of safety, security, or economic feasibility. The administrative travel, also called "other official travel," generally includes travel to give speeches; attend conferences, meetings, or training courses; make routine site visits; and other similar uses. Justification for the use of fixed-wing MILAIR for administrative travel usually requires a showing that MILAIR is essential vis-a-vis commercial air. Justification for the use of rotary-wing aircraft for administrative travel usually requires a showing that MILAIR is essential vis-a-vis ground transportation, unless commercial air transportation is also available between the general departure and destination location.

(3) Military aircraft shall not be used if commercial airline, including charter, service is reasonably available (i.e., commercial airline service is available to effectively fulfill the mission requirement), and is able to meet the traveler's departure and arrival requirements within a 24-hour period if the minimum mission requirements have not been exceeded and there are no additional costs to the government unless: highly unusual circumstances present a clear and present danger; an emergency exists; the cost of using the military aircraft is less than the cost of commercial transportation; or the aircraft was previously scheduled to perform a bona fide training mission.

(4) When Requesting Operational Support Airlift (OSA), the governing directives are DOD 4500.56, DOD Policy on "Use of Government Aircraft and Air Travel," and DOD 4500.43, Operational Support Airlift. Please consult those regulations for full information. Basically, if you are a DOD Traveler on official travel orders, you and your party are eligible to request OSA aircraft. To receive an aircraft scheduled, you must complete a DD Form 2768, Military Air Passenger/Cargo Request. Submit this form to your service validator. Each branch of service has OSA validators assigned to various commands. Submit the DD Form 2768 to your command validator 3-7 days prior to travel if you are

travelling in a party of 8 passengers or less or 10-14 days prior to travel if travelling in a party of 9 or more. The validator determines the priority of your request by the following definitions:

Priority 1 - Airlift in direct support of operational forces in combat, contingency, peacekeeping, or emergency lifesaving.

Priority 2 - Required use airlift or airlift requests with compelling operational considerations making commercial travel unacceptable. Unacceptable commercial travel involves time constraints, delivery constraints, team travel, or security requirements. Priority 2 airlift must pass the validity test. The request must have:

Compelling operational consideration, meaning it must have a significant impact on the service, and

Commercial travel must be unacceptable (unavailable within a 24-hour period).

Priority 3 - Military airlift that is more cost effective than commercial airlift, or requests that are added to previously scheduled missions.

Once the validator determines the priority, they transmit the request via Joint Air Information System (JALIS) Army, or Joint Operation Support Airlift Command (JOSAC) to schedule the airlift. Once scheduled, a higher priority passenger or mission can bump one of a lower priority. However, JOSAC schedulers ensure that this happens as infrequently as possible. Every effort is made to ensure that requestors who plan ahead retain their scheduled lift. The command validator receives the MILAIR schedule via message or telephone call and sends the MILAIR schedule to MILAIR requestor via fax or email.

p. SPOUSE TRAVEL.

(1) Within the Department of the Army, spouse travel eligibility will normally be limited to the spouses of the following officials: Secretary of the Army, Under Secretary of the Army, Assistant Secretariats of the Army, Chief of Staff, Vice Chief of Staff, General Counsel, and General Officers (four-star).

(2) Accompanying spouses will travel with their sponsors on military or commercial aircraft, at Government expense, only when there is unquestionably an official requirement where the spouse is actually to participate in the function requiring the

travel, or it is deemed in the National interest as desirable because of diplomatic or public relations beneficial to the country. Requests for travel meeting these criteria will be considered noninterference (nonreimbursable) travel. When funding is required to support spouse travel under these circumstances, it will be for transportation only. Per Diem is not authorized except in very limited cases.

(3) Each occurrence of spouse travel is to be approved on a case-by-case basis. Blanket travel orders for spouses are not permitted. When the requesting official is not assigned to HQDA, the requesting official's MACOM Chief of Staff, or equivalent, prior to submission will also review the request for approval for spouse travel. Each request will include the following supporting documentation and will be retained by the requesting organization for two years:

- (a) Request signed by the sponsor.
- (b) Name, grade, and position/title of sponsor.
- (c) Purpose of spouse's travel.
- (d) Travel date and destination.
- (e) Type of conveyance, to include cost if commercial flight.
- (f) Policy and/or fiscal determination by appropriate MACOM official.
- (g) Agenda or itinerary for spouse that indicates either actual participation or a diplomatic or public relations benefits to the United States.

(4) All four-star general officers and the three-star commander of USARPAC are delegated the authority to approve accompanying travel of their own spouses, and the spouses of those in their Command on military and commercial air. Each occurrence will be approved and documented by a memorandum for record on a case-by-case basis by the principal concerned and will bear his or her signature. In all cases, the spouses travel will be reviewed prior to the travel by the principal's legal counsel.

(5) Spouses are permitted to travel at full Government expense, including per diem, when they are participating in a service-endorsed training course. The spouse will then provide voluntary service incident to such training where the Army

receives a primary and direct benefit from the spouse's participation (example: antiterrorist driving training).

(6) Spouses, either individually or part of a group, are permitted to travel at full Government expense, including per diem, when performing a direct service to the Department such as providing advice or guidance as a "subject matter expert" in his/her own right when conferring with DOD officials on DOD matters. In this case, being a spouse is incidental to the individual being a subject matter expert and the circumstances of travel are not to be confused with accompanying spouse travel.

(7) Spouses merely attending a meeting or conference, even if it is hosted by the DOD component concerned with a matter related to the component's official business, are not authorized travel at Government expense. Approval of spouse travel under this criteria will be considered noninterference (reimbursable) travel.

q. NONINTERFERENCE (REIMBURSABLE) TRAVEL. Noninterference travel is travel by a spouse, dependent, or other non-Federal traveler not on official business, when accompanying senior DOD official traveling on a military aircraft on official business. Noninterference travel differs from space available travel in that it is limited to travel in the company of a senior official and is reimbursable by the traveler at the full commercial coach class fare rate. Such travel is not authorized on military aircraft unless all of the following are met: the military aircraft is already scheduled for an official purpose; official travelers are not displaced; the travel results in negligible additional cost to the Government and the Government is reimbursed at the full commercial coach class fare rate.

5. Responsibilities. a. Chief of Staff, AMC, is responsible for approving OCONUS travel.

b. Commanders of AMC Major Subordinate Commands (MSC) and Directors of Separate Reporting Activities (SRA), and Headquarters, AMC Deputy Chiefs of Staff (DCS) and Separate Office Chiefs (SOC) are responsible for approving CONUS TDY travel. Normal CONUS TDY travel may be delegated to designated travel approving officials. This may include:

(1) Approving blanket travel orders which allow designated senior officials to make frequent trips away from their permanent duty stations within certain geographical limits in the performance of regularly assigned duties for a period of not more than 6 months.

(2) Approving repeated travel orders, which allow any number of separate round-trip journeys between an individual's permanent duty station and specified locations.

(3) Endorsing of OCONUS travel requests prior to submission to the Chief of Staff, AMC, for approval.

(4) Publishing OCONUS travel orders upon approval by the Chief of Staff, AMC, and notifying the Plans, Programs, Budget and Operations Office, Deputy Chief of Staff for Personnel.

(5) Providing continuous oversight of TDY travel requirements and actual travel accomplished to ensure compliance with regulatory requirements and that travel is being conducted in a prudent manner.

c. Deputy Chief of Staff for Personnel, Headquarters, AMC, is responsible for:

(1) Developing overall policy for the management associated with TDY travel.

(2) Processing OCONUS travel requests from the MSCs, SRAs, and Headquarters, AMC, staff elements prior to submission to the Chief of Staff, AMC, for approval.

(3) Providing technical and administrative assistance regarding uniform interpretations of the Joint Travel Regulations and other applicable travel guidance.

(4) Maintaining statistics on OCONUS travel for the Commanding General, AMC.

d. Deputy Chief of Staff for Resource Management, Headquarters, AMC, is responsible for:

(1) Developing, executing, and performing financial management of the annual Command budget for TDY travel.

(2) Providing advice and assistance on financial operations relating to TDY travel.

e. Supervisors are responsible for:

(1) Ensuring that travel planning minimizes costs.

(2) Reviewing all DD Forms 1610 submitted by their employees based upon full knowledge of the purpose and necessity of the trip, and determining that the proposed trip is essential.

(3) Reviewing all DD Forms 1351-2 with appropriate supporting documentation submitted by their employees for completeness and appropriateness, signing over his or her typed or printed name in the upper right hand corner of the form on all military vouchers. This notation indicates that the reviewer has completed the review, and where appropriate, made recommendations as to whether expenses are considered to be necessary and reasonable. This notation by the reviewing official is not required for civilians travelers, block 21a must be signed by the approving official.

f. Travelers are responsible for:

(1) Preparing and submitting DD Form 1610 as early as possible in advance of the proposed TDY travel.

(2) Complying with all conditions contained in the approved DD Form 1610.

(3) Exercising the same care in incurring expenses on TDY travel that a prudent person would exercise if traveling on personal business.

(4) Preparing and submitting DD Form 1351-2 with appropriate supporting forms and documentation within 5 working days after completion of travel.

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCPE-P, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

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APPENDIX A

TRAVEL VOUCHER CHECKLIST

A-1. Review DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel).

a. Block 15 of the DD Form 1610 should be left blank. This block is for advances from the Government to the traveler (computed by the appropriate finance/disbursing activities) and not for authorizing ATM advances against the Government-sponsored travel charge card.

b. Block 16 of the DD form 1610 should contain all of the below statements that pertain to the traveler's TDY:

(1) If excess baggage is authorized, include the statement: " _____ pieces or _____ pounds of excess baggage authorized" and whether the excess baggage service must be paid by the traveler, subject to reimbursement, or otherwise authorized.

(2) If delay en route for personal reasons is authorized, include an appropriate statement indicating the number of annual leave days authorized.

(3) When first-class accommodations are authorized, include a statement: "The use of first-class air transportation is directed. First-class authorized by (insert appropriate title) in (cite reference and date)."

(4) Include instructions if the TDY assignment involves special clothing, or other conditions apply.

(5) If the traveler accompanies or is accompanied by other persons in an official travel status in a Privately Owned Vehicle (POV), include an appropriate statement giving the names of the persons involved and whether military or civilian personnel.

(6) When a Government-sponsored travel charge card is not accepted or cannot be used.

(7) If registration/conference fee is authorized a statement indicating meals, light refreshments and/or lodging is included in the registration/conference fee.

(8) Administrative restriction precluding or limiting other allowable costs for traveler.

(9) Include the amount authorized for ATM advance against the Government-sponsored travel charge card.

(10) If traveler does not have a Government-sponsored travel charge card a statement of why the traveler is exempt from using the Government-sponsored travel charge card.

A-2. Review DD Form 1351-2 (Travel Voucher or Sub-voucher)
...

Was travel actually performed?

a. Check Block 1. Payment Required by (X either EFT or Split Disbursement). Payment by Electronics Funds Transfer (EFT) is mandatory for military and civilian personnel.

b. Check Block 2. Type of Payment.

c. Check Block 16. If POV was authorized:

(1) Is reimbursement limited to constructive common carrier cost?

(2) Is excess travel time charged to leave?

d. Check Block 29. Is leave statement accurate?

f. If travel was to a high cost area, is an AMC Form 2888-R-E (Actual Expense Allowance (AEA) Request Form) attached?

A-3. Review supporting documentation...

a. Are receipts, or statements as to why receipts were not furnished, attached for any item of reimbursable expense (including single meals) in excess of \$75?

b. Are receipts for car rental and lodging attached?

A-4. Review package...

Has the DD Form 1351-2 been signed by the traveler?

A-5. Signature is required in block 20c of DD 1351-2 to indicate that the package has been reviewed.

A-6. Discuss claims considered to be excessive, beyond the scope of the travel order, or not within the limits of regulatory guidance, with the traveler.

A-7. The Approving Officer's signature is placed in block 21a of the DD Form 1351-2. It is required on travel vouchers for:

a. Hire of a special conveyance (taxi or rental car) when authorization for the hire of a special conveyance was not contained in the orders.

b. When charges are claimed that were not in the original orders (DD Form 1610) but are authorized by the order approving official. Signature in block 21a negates the need for amended travel orders.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST <i>(YYYYMMDD)</i>	
REQUEST FOR OFFICIAL TRAVEL											
2. NAME <i>(Last, First, Middle Initial)</i>				3. SOCIAL SECURITY NUMBER			4. POSITION TITLE AND GRADE/RATING				
5. LOCATION OF PERMANENT DUTY STATION (PDS)					6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>			
8. TYPE OF ORDERS		9. TDY PURPOSE <i>(See JTR, Appendix H)</i>			10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>			b. PROCEED DATE <i>(YYYYMMDD)</i>			
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT			c. LOCAL TRANSPORTATION				
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>	
										RATE PER MILE: _____	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. <input type="checkbox"/>		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.				b. OTHER RATE OF PER DIEM <i>(Specify)</i>					
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$		b. TRAVEL \$			c. OTHER \$			d. TOTAL \$ 0.00			\$
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>											
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>					
AUTHORIZATION											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>									21. DATE ISSUED <i>(YYYYMMDD)</i>		
									22. TRAVEL ORDER NUMBER		

PRIVACY ACT STATEMENT*(5 U.S.C. 552a)***AUTHORITY:** 5 U.S.C. 5701, 5702, and E.O. 9397.**PRINCIPAL PURPOSE(S):** Used for reviewing, approving, and accounting for official travel.**ROUTINE USE(S):** None.**DISCLOSURE:** Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.**16. REMARKS** *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

APPENDIX B

TRAVEL SECURITY

B-1. Purpose: To provide travel security policy to AMC employees. The policies are intended to be used with existing systems and procedures (e.g., Subversion And Espionage Directed Against the U.S. Army briefings) with additional attention focused on individual travelers in a TDY, Permanent Change of Station (PCS), or leave status. It is incumbent upon each command/agency to establish administrative procedures to improve the personnel security of all soldiers, family members, and Department of the Army (DA) civilians traveling through or to a terrorist-threatened area.

B-2. The Army's worldwide presence increases the vulnerability of our personnel and their families to terrorist acts. The series of terrorist incidents show that DOD personnel are often singled out as targets for attack. All commanders must ensure that their personnel traveling through, or to, high and potential physical threat countries are given threat briefings and receive instructions on appropriate personal security measures to be taken when conducting such travel. Designated high and potential physical threat areas are those identified by: (1) HQDA/DAMO-ODC-CBT message, subject: DA Force Protection Advisory (in AMC this listing is maintained by the security officer); (2) The Army Counterintelligence Center (ACIC) Monthly International Terrorism Summary (MITS); or (3) The commander given responsibility for the area concerned. Commanders will implement the following security measures, which are intended to lower the symbolic profile of travelers and increase the individual's chances of surviving a terrorist incident:

a. Limit TDY to or through terrorist-threatened areas to mission-essential travel.

b. 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 or potential physical threat country by HQDA/DAMO-ODC-CBT message.

c. Require the use of U.S. facilities for billeting and other requirements when hosting meetings, conferences, or seminars in affected areas.

d. Discourage unofficial travel to high or potential physical threat areas.

e. Require authorization for civilian clothing to be stated on orders.

f. Eliminate reference to rank and military organization (titles), when possible. Use unit identification codes or office symbols on Government-issued orders and tickets.

g. Plan for and use military airlift or scheduled Military Airlift Command (MAC) flights, when possible.

h. Make travel arrangements (e.g., itineraries) without reference to rank, etc.

i. Discourage carrying classified material. Send classified material through approved channels ahead of the scheduled travel.

B-3. Members of the uniformed services and civilian employees of the DOD are authorized to use foreign flag airlines and/or indirect routings to avoid threatened airports. Transportation officers who arrange travel via an indirect routing or on a foreign flag air carrier to avoid threat situations or airports, should cite Government Accounting Office 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. This is not authority to totally disregard the requirement in the Joint Travel Regulations, Volume 1, paragraph U3125; and Volume 2, paragraph C2204, to use U.S. air carriers where available. Travelers authorized to avoid specific airports or routings must disembark at the nearest exchange from point of origin and continue the journey on an American flag carrier service.

B-4. To improve the personal security of employees traveling to or through high or potential threat areas, travelers are further encouraged to:

a. Avoid unofficial travel to high or potential physical threat area.

b. Use military aircraft or MAC charters whenever possible during travel to, or through, airports not meeting minimum security standards.

c. Avoid wearing of military uniforms on commercial aircraft when traveling through, or to, an airport not meeting minimum security standards.

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

e. Obtain written authorization on travel orders to wear civilian clothing when traveling on military aircraft.

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

g. Ensure that baggage identification does not show military rank insignia, or duty station.

h. Use U.S. facilities, such as basic officer quarters/basic enlisted quarters, or other U.S. approved facilities, when overnight lodging is required on an OCONUS trip.

i. Limit the number of documents in possession, which confirm affiliation with DOD. Unnecessary documents should be placed in checked baggage.

j. Avoid loitering in public sections of an airport. When possible, proceed expeditiously through security check points to secure areas to await flight departures.

k. Avoid discussing one's military association with anyone.

l. Blend with other passengers as much as possible.

B-5. Guidance concerning passports is as follows:

a. Blanket approval and reimbursement for the use of regular fee (blue) passports is not authorized. If required by the country visited, personnel will travel on no-fee official (red) passports, and/or on official orders with military identification card. Command-sponsored family members will continue to use the no-fee (blue) passport with an official endorsement, where required.

b. DA personnel traveling on official orders to/from high or potential physical threat areas, or through such airports by commercial air, are authorized to obtain and carry the regular-fee (blue) passports. Reimbursement will be made upon submission of appropriate documentation.

c. Surrender tourist (blue) passport, when carried in response to a general demand for identification. Confirm DA affiliation only when confronted directly by terrorists and explain that travel under a personal passport is normal and no deceit is intended.

B-6. In addition to the above, commanders will emphasize training in the following areas:

a. Subversion and Espionage Directed Against the U.S. Army (SAEDA) briefings. In conjunction with scheduled SAEDA briefings, terrorism threat awareness will be emphasized, per AR 525-13.

b. Intelligence. Personnel traveling through or to high or potential physical threat areas must be provided an area specific threat briefing, to include antiterrorism measures. Use Army Counterintelligence Center (ACIC) "Terrorist, The Worldwide Threat and Protective Measures for U.S. Military" (latest version), supplemented by current data in the ACIC MITS.

c. Code of conduct. Wartime and peacetime applicability of the code of conduct must be emphasized Army-wide. Guidance for personnel subject to travel to, or through, high or potential physical threat areas, soldiers will, and civilian employees and family members may, refer to and familiarize themselves with DAMO-SA message, subject: Code of Conduct Guidance for Personnel Subject to Terrorist Captivity, 191441Z Jun 85.

B-7. Public affairs guidance. Information on specific measures taken to reduce personal vulnerability to terrorist acts should be protected as "For Official Use Only." Such protected information should not be released to civilian news media and care should be used in publication of such information in command information products. If asked about antiterrorism measures, Army spokespersons should restrict their comments only to general measures taken and the obvious, visible physical security measures such as barricades or increased security force.

ACTUAL EXPENSE ALLOWANCE (AEA) REQUEST FORM

(AMC-R 600-2)

1. FROM <i>(Include Office Symbol)</i> :	2. SPECIFIC REASON FOR TRAVEL:
--	--------------------------------

3. TRAVELER INFORMATION:	NAME	GRADE/RANK/BRANCH	SSN
SENIOR MEMBER/TEAM LEADER			
4. PROPOSED ITINERARY			

5. PROFESSIONAL, TECHNICAL OR SCIENTIFIC ORGANIZATIONS INVOLVED:

6. ARE INTERNATIONAL CONFERENCES OR MEETINGS INVOLVED? YES NO *(If yes, explain)*

7. NAMES AND TITLES OF ANY FOREIGN CONTACTS:

8. REASONS WHY ACCOMMODATIONS WITHIN PER DIEM ALLOWANCE WILL NOT SUFFICE:

9. INFORMATION INDICATING THE AMOUNT OF EXPENSES WHICH MAY BE INCURRED. AMOUNT OF ALLOWANCES NECESSARY, AND REASONS WHY NORMAL PER DIEM WILL NOT SUFFICE.

NIGHTLY LODGING COST (WITHOUT TAX):

10. SPECIAL ARRANGEMENTS (*Special Government Quarters, Messes, Motels, etc.*)

11. POC

COMMERCIAL:

DSN:

FAX (Commercial)

FAX (DSN)

12. SIGNATURE OF TRAVEL APPROVAL OFFICIAL:

DATE:

13. SIGNATURE OF REQUESTING INDIVIDUAL:

DATE:

**ATTACH A CLEAR COPY OF DD FORM 1610 (TRAVEL ORDER)
AND
COPIES (IF AVAILABLE) OF HOTEL RECEIPTS FOR EACH TRAVELER**

THIS SPACE IS FOR TRAVEL OFFICE USE ONLY

APPROVED

DISAPPROVED

AEA CONTROL NUMBER

--

PRIVACY ACT STATEMENT

Executive Order 9397 and section 3013 of Title 10 U.S. Code authorize collection of this information. The purpose of this form is to obtain approval for actual expense allowance requests. Completion of this form is necessary before actual expense allowance requests can be processed. The personal information is necessary for proper identification of the requestor. Joint Travel Regulations require that social security numbers be disclosed for identification purposes. The same routine uses will be made of the social security number that are made of the other personal information. Failure to disclose social security number will preclude the processing of actual expense allowance requests.

APPENDIX D
REQUEST FOR MILITARY AIR TRAVEL
FOR
SENIOR GOVERNMENT OFFICIALS

NOTE: Senior Government Officials and General Officers and civilian employees of the Senior Executive Service or equivalent.

REQUESTING SENIOR TRAVELER:

SIGNATURE: _____
PRINTED NAME: _____
RANK/GRADE: _____
TITLE: _____

NOTE: Signature of senior official requesting Military Air travel authorization may not delegate signature authority.

TRAVEL DATES: _____ TYPE OF AIRCRAFT: (CHECK ONE)
AIRPLANE _____
HELICOPTER _____

PURPOSE:

JUSTIFICATION: (Please include commercial airfare, date/time of departure and arrival, and meeting times that will prevent the traveler from using commercial air).

_____ Approved

_____ Disapproved

CHARLES C. CANNON, JR.
Major General, USA
Chief of Staff

MILITARY AIR PASSENGER/CARGO REQUEST

NOTE: Keep this data on file for two years after submission date.

1. SELECT APPLICABLE TRAVEL STATEMENT:

PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.
PRIORITY 2	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.
PRIORITY 3	Official business travel which when consolidated by JOSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester must provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.

2. PURPOSE OF TRAVEL

a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION
3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE

4. SENIOR TRAVELER

a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE
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5. ADDITIONAL PASSENGERS (Note: Required only for DV 7 or higher)

a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE

6. DESIRED FLIGHT ITINERARY

	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) (Example: 25/1200 DEC 98 (1400))
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				

7. COST OF COMMERCIAL TRAVEL (Transportation, additional per diem, lost time, etc.)

a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST
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8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)

a. CARGO DESCRIPTION			
b. LARGEST ITEM DIMENSIONS	c. HEAVIEST ITEM DIMENSIONS/WEIGHT	c. TOTAL WEIGHT	d. TOTAL CUBIC FEET

e. SPECIAL HANDLING REQUIREMENTS (Explain)

9. POINT OF CONTACT <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY PHONE <i>(DSN/Commercial)</i>	d. AFTER HOURS <i>(DSN/Commercial)</i>
(1) DEPARTURE				
(2) ARRIVAL				
10. NON-DV PASSENGERS				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. BRANCH OF SERVICE
11. REMARKS/ADDITIONAL COMMENTS				
12. REQUESTER				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE
h. PLAIN LANGUAGE ADDRESS (PLAD)				
13. TRAVEL AUTHORIZING OFFICIAL <i>(As appointed by Service)</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE
14. SENIOR TRAVELING PASSENGER <i>(Signature may not be delegated)</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE

12. PURPOSE AND AUTHORITY FOR TEMPORARY DUTY AT EACH TDY POINT *(Continued)*

13. LOGISTIC SUPPORT DESIRED *(Transportation, hotel accommodations, etc.)*

14. UTILIZATION OF EXISTING GOVERNMENT FACILITIES WILL ADVERSELY AFFECT THE PERFORMANCE OF THE ASSIGNED MISSION (U4400, VOL 1, JFTR) (MIL PERS ONLY) *(Justify in REMARKS)*

15. REMARKS

16. APPROVING AUTHORITY *(Typed name, grade, and title)*

17. SIGNATURE

DATA REQUIRED BY THE PRIVACY ACT OF 1974
(5 USC 552a)

<p>TITLE OF FORM: REQUEST FOR OCONUS TRAVEL</p>	<p>PRESCRIBING DIRECTIVE AMC-R 600-2</p>
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1. AUTHORITY:
Executive Order 9397 - 22 Nov 43 Social Security Number;
Title 10 USC 3013 all other personal information.

2. PRINCIPAL PURPOSES: To obtain theater/area clearances for proposed OCONUS TDY visits and authorize TDY orders for approved visits.

3. ROUTINE USES: Prepare request for theater/area clearance and issue OCONUS TDY travel orders. Form is retained in file and destroyed in 2 years.

4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION:
Completion of this form is necessary before theater/area clearances can be obtained and OCONUS TDY orders issued. The personal information is necessary for proper identification of the requestor. Joint Travel Regulations require that social security numbers be disclosed for identification purposes. The same routine uses will be made of the social security number that are made of the other personal information. Failure to disclose social security number will preclude the issuance of travel orders.