

Financial Administration
Travel and Conferences

This UPDATE printing publishes a revised regulation which is effective 31 December 1997. Because of the extensive changes made, no attempt has been made to highlight changes from the previous edition.

For the Commander:

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Summary. This regulation provides information on JFTR, Volume I and JTR, Volume II directives applicable to travel of military and civilian personnel under the jurisdiction of the Commanding General, United States Army Recruiting Command. It also prescribes policies, responsibilities, and procedures for reviewing, processing, and approving requests for conferences sponsored and conducted within the command.

Applicability. This regulation is applicable to all elements of the United States Army Recruiting Command. If any provisions of this regulation,

not required by law, conflict with the terms of a collective bargaining agreement, the collective bargaining agreement shall take precedence.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent agency of this regulation is the Office of the

Director of Resource Management. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRM-SFO), Fort Knox, KY 40121-2726.

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Chapter 1

General

1-1. Purpose

This regulation provides information on JFTR, Vol I and JTR, Vol II directives applicable to travel of military and civilian personnel under the jurisdiction of the Commanding General (CG), United States Army Recruiting Command (USAREC). It also prescribes policies, responsibilities, and procedures for reviewing, processing, and approving requests for conferences sponsored and conducted within the command.

1-2. References

For required and related publications and blank forms see appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Internal controls

Internal controls are steps taken to guard against waste, loss, unauthorized use, or misappropriation of Government property, funds, and other

assets. Laws and regulations are methods used to assure that steps are in place and require compliance. Policy provided in this regulation, as well as associated references are direct controls in the travel and financial area. This regulation has an internal control checklist of its own. Table 2-5 and appendix B are available for review by all personnel who request, authorize, or approve DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel).

Chapter 2

Travel

2-1. General

a. Referenced regulations and directives governing temporary duty (TDY) are not always available to all travelers within USAREC. Therefore, for the benefit of the traveler, this regulation outlines available entitlements of JFTR, Vol I; JTR, Vol II; and service regulations. It is not intended as a license to use every entitlement available. On the contrary, all travel must, and will be performed in a prudent and economical manner. This ensures that maximum benefit is derived from available travel funds and that the traveler receives appropriate entitlement. Only travel which is essential and related to mission accomplishment will be permitted.

b. This regulation is intended only to expand upon existing regulations and to adjust to the situations of USAREC. In cases of conflict, JFTR, Vol I; JTR, Vol II; and DFAS-IN Reg 37-1, chapter 39 will take precedence.

*This regulation supersedes USAREC Regulation 37-14, 18 November 1993.

2-2. Guidance for establishing local travel area

Criteria for establishing a local travel area (LTA) will conform to the following guidelines: The local area in which transportation expenses may be authorized or approved for conducting official business will be within the limits of the duty station (permanent or temporary) and the metropolitan area surrounding that station, which is ordinarily serviced by local common carriers or within the local commuting area of that station. The boundaries will be determined by the official directing travel or competent authority at the installation or activity.

a. The corporate limits of a city or established boundaries of an unincorporated town to which the individual is assigned will be, at a minimum, the starting point for establishing the LTA.

b. An arbitrary mileage guideline will not be used as sole rationale for establishing the LTA. If such a radius is used, proper explanation must be documented for using it.

c. The metropolitan area ordinarily serviced by local common carriers, and separate cities or towns adjacent to each other to which the commuting public travels daily are important factors to consider.

d. In small cities which may be incorporated the LTA will not be limited to these boundaries. Other adjacent cities or the county limits will be considered.

e. Other factors to consider are local driving conditions, terrain, and traffic congestion.

f. The LTA criteria will be applied uniformly to all personnel subject to it. The LTA will not be adjusted for conference purposes, relieved recruiter movements, etc.

g. Recruiting battalion (Rctg Bn) commanders will have defined the LTA in writing, for each Rctg Bn, recruiting company (Rctg Co), and recruiting station (RS). Coordination must be made with installation commanders near any USAREC activity.

2-3. Guidance for travel within and outside the permanent duty station and/or LTA

a. A member is not entitled to subsistence expenses (per diem) for travel solely within the limits of the permanent duty station (PDS) and/or LTA. Commanders must use proper discretion so per diem entitlements do not accrue to a member performing TDY just outside the PDS or LTA.

b. A member on TDY, commuting daily from his or her quarters to a location near (outside the limits of) the PDS or LTA can be reimbursed for up to two meals per day. Transportation expenses will also be provided via the DD Form 1610 used for the TDY period.

c. All TDY will be held to a minimum consistent with military necessity. Due consideration must be given to a permanent change of station (PCS) (full cost, no cost, or low cost) if a move is expected to result in excessive TDY. Under no circumstances will a member be placed on TDY to the same location in excess of 180 calendar days, continuous or not, in a calendar year.

d. All travel completely within the PDS or LTA limits authorizes the traveler reimbursement for local mileage expenses only. The reimbursement will be for the expenses incurred for mileage, bus tickets, car rentals, parking fees, tolls, etc.

e. When a privately-owned vehicle (POV) is

used for traveling between a member's residence or the PDS and one or more alternate work sites within the local area, the member will be paid mileage for the distance that exceeds the member's commuting distance.

f. As with excessive TDY, proper consideration must be given before authorizing local moves (no cost and low cost) if travel to the alternate duty site is expected to be excessive (over 90 days) or permanent in nature.

g. Table 2-1 is provided to assist with determining the correct travel entitlements for travel done in or near the LTA and/or PDS.

2-4. Control and management of official travel

Every USAREC activity will monitor travel to ensure effective and economical management of scarce travel funds. Presented below are methods and procedures that have been used successfully. All USAREC activities will communicate this policy throughout all operating and staff echelons, and establish a stringent and austere plan to eliminate unnecessary travel.

a. Do not permit travel when the matter in question can be handled by mail, telephone, or teleconferencing.

b. Minimize the number of people who must travel for a single purpose. For example, never allow two or more persons to travel when one will suffice.

c. Examine the need for TDY assignments at official stations to assure that travel is performed by individuals at stations which are in the closest proximity to travel destinations.

d. Screen all travel authorizations to the extent possible to ensure that travel is performed for more than a single purpose and that visits are made in series to more than one location without return to home station.

e. Screen all specific travel authorizations to limit trips, number of individuals traveling, points to be visited, itineraries, and duration to those that are essential to the performance of the USAREC mission.

f. Ensure that official travel is performed by using the most expeditious and economic means of transportation, to include maximum utilization of special economy fares offered by commercial carriers. Any procurement of commercial travel must first be approached through the supporting Carlson Wagonlit Travel or scheduled airlines traffic office (SATO), Federal Management Travel Office, etc.

g. Utilize, wherever possible, local training courses to eliminate or minimize travel costs.

h. Many airlines and hotels have frequent-user programs. USAREC personnel may join these plans, but membership must primarily benefit the Government. Headquarters, United States Army Recruiting Command (HQ USAREC) personnel should follow the standing operating procedures for frequent-user programs. (See JTR U2010 or JFTR C1200.) These procedures allow frequent flyer program upgrades to less than first class (business class). If the only upgrade possible is first class, turn the frequent flyer premium in to the transportation office.

i. Utilize tax exemption certificates for lodging whenever possible. (See app C for authorized locations and information on where to obtain the certificates.)

j. When TDY is being performed at a military

installation (i.e., Fort Sam Houston), the DD Form 1610 will reflect Fort Sam Houston, not San Antonio, TX. This rule is applicable to all travelers traveling to HQ USAREC and the recruiting brigades (Rctg Bdes) in a TDY status.

k. Rental cars are not required for all TDY. Rental cars will not be authorized when the lodging and TDY sites are the same (i.e., conferences), where the lodging, meals, and conference are at the same hotel. Also, TDY to cities like Washington D.C., New York, and Los Angeles have public transportation that is easier and quicker to use and rental cars are not needed. For travelers authorized a rental car, the approving official will indicate with his or her initials that a "compact, mid, or full size" rental is authorized, whatever the case may be.

l. Transportation to and from the airport. When two or more persons are traveling together, and are TDY for more than 2 days, local commercial transportation will be used for transportation to and from the airport, if more cost effective.

2-5. Orders

a. Authority for issuance of travel orders to military personnel is contained in AR 600-8-105 and this regulation. Authority for issuing travel orders to civilian personnel is contained in JTR, Vol II, paragraph C3000. Administrative support divisions, commandwide, should use USAREC Fm 697 (Control Register for Travel Orders) (fig 2-1) to record all travel orders issued.

(1) Authority to issue travel orders.

(a) Authority is delegated to Rctg Bdes, Rctg Bns, and HQ USAREC to issue TDY orders involving travel of Army personnel within the continental United States (CONUS).

(b) Authority is delegated to the Commander, U.S. Army 1st Rctg Bde to issue TDY orders involving travel of Army personnel to Europe.

(c) Authority is delegated to the Commander, U.S. Army 2d Rctg Bde to issue TDY orders involving travel of Army personnel to Puerto Rico and the Virgin Islands.

(d) Authority is delegated to the Commander, U.S. Army 6th Rctg Bde to issue TDY orders involving travel of Army personnel to Alaska, Guam, Hawaii, Korea, and Pago Pago (American Samoa).

(e) Authority is delegated to the Rctg Bn commanders of Miami, Portland, and Albany to issue TDY orders to members of their command to areas within their command jurisdiction.

(2) Request for TDY orders. See figure 2-2 for a sample format that can be used by an activity or individual to request TDY orders.

(3) Military personnel. AR 600-8-105, paragraph 1-21a states that, except for attendance at service schools, the maximum duration of TDY for an individual is 90 calendar days. The maximum of 90 calendar days is computed by adding all the TDY performed during the past 12 months. Exceptions to the 90-day limitation (up to 180 days) may be approved by Rctg Bde commanders or the CG USAREC for HQ USAREC personnel, if sufficient justification is provided. The Commander, United States Army Recruiting Support Battalion (RSB) may place personnel on TDY in excess of 120 days during a 12-month period who are assigned as exhibit touring personnel with military occupational specialty OOD. The maximum of 90 (up to 180) calendar days is

computed by adding all TDY performed during the past 12 months (calendar year). The administrative section should track the number of TDY days for personnel assigned to their activity. Approval for exceeding the 180 calendar days limitation will have to be obtained from CG USAREC, with requests going through HQ USAREC (RCRM-SFO), Fort Knox, KY 40121-2726 (excluding RSB personnel).

(4) Military personnel. AR 600-8-105, paragraph 1-21c states that no individual will be placed on continuous TDY at one location for more than 180 calendar days without prior approval from Headquarters, Department of the Army (HQDA). (Continuous TDY is TDY with no break in the orders. A break in the orders before the 180-day limit is reached means the count is restarted (i.e., individual receives TDY orders for 10 through 15 May 97, 1 through 15 Jun 97, and 18 through 25 Jul 97). The count would be restarted each time, since the individual is only in a continuous TDY status for 5 days each period. However, the limitations in (3) above could apply.) Exceptions for the extension of TDY beyond 180 days at one location will be made only for unusual or emergency conditions, the unforeseen expansion of duties, unforeseen delays, or exigencies of the service which require the extension of the TDY period. Each request for continuous TDY at one location in excess of 180 days will:

(a) Be sent in time to allow action to be taken on the request before completion of the 180 days TDY.

(b) Be sent through HQ USAREC (RCRM-SFO).

(c) The request must contain the following in accordance with AR 600-8-105, paragraph 1-21c. Each member's name, grade, social security number, military occupational specialty or specialty skill identifier, organization of assignment, and location of TDY; effective date of current period of TDY, expiration date of current TDY, and location of TDY; justification of the request based on the above criteria; conditions which make a PCS move impracticable to meet the personnel requirement; and a statement as to whether the member(s) voluntarily agrees to the extension. If HQDA approves the continuous TDY at one location, the commander who requested the exception will ensure that the appropriate finance and accounting offices are notified of the approval.

b. A sample format of an invitational travel order (ITO) which may be issued at HQ USAREC and each Rctg Bde is at figure 2-3. ITO may also be issued by Rctg Bns provided the Rctg Bde has previously approved the event requiring the travel, and the Rctg Bde has authorized the Rctg Bn to issue the ITO.

(1) Each commander's authority to issue an ITO extends only to those programs specifically authorized by HQDA or HQ USAREC (e.g., educator tours and family life conferences).

(2) ITO can be issued to send applicants to take qualifying examinations such as:

(a) Band auditions.

(b) Flight physicals.

(c) The National Council on Licensure Examination for Registered Nurses (applicable only to nurse applicants from Puerto Rico).

(d) Military Entrance Processing Station processing if airline travel is required.

(3) ITO can also be issued to bring a dependent, family member, or close associate to attend a major award ceremony involving military or Department of Defense (DOD) civilian personnel such as:

(a) USAREC level annual awards program.

1. Regular Army Recruiter of the Year.

2. Army Reserve Recruiter of the Year.

3. Soldier of the Year.

4. New Recruiter of the Year.

5. Health Care Recruiter of the Year.

6. Guidance Counselor of the Year.

(b) Individual military awards, Meritorious Service Medal and higher.

(c) Individual civilian awards.

1. Commander's Award for Civilian Service.

2. Superior Civilian Service Award.

3. Meritorious Civilian Service Award.

4. Decoration for Exceptional Civilian Service Award.

5. Outstanding Civilian Service Award.

6. Decoration for Distinguished Civilian Service.

(4) Other instances where ITO may be authorized are outlined in the JFTR, chapter 7, part T.

(5) ITO for individuals not clearly covered by an approved program, such as invitations to persons to visit organizations in USAREC, must be approved and issued by HQ USAREC.

(6) Individuals issued ITO may be unfamiliar with the travel settlement voucher, so the issuer must be prepared to provide blank forms and assistance in filing the voucher.

c. Blanket travel orders (BTO).

(1) Table 2-2 outlines the recommended approval authorities for blocks 17 and 18 of DD Form 1610 for all BTO within the command. Block 20 will be the traveler's authorizer for a single trip.

(2) On Rctg Bn BTO requests, each Rctg Bn's area of TDY includes all locations with the Rctg Bn and the physical location of the Rctg Bn's Rctg Bde headquarters.

(3) On Army Medical Department detachment (AMEDD Det) BTO requests, each AMEDD Det's area of TDY includes all locations within the AMEDD Det and the physical location of the AMEDD Det's headquarters.

(4) Rctg Bde orders will include the geographical boundaries of their respective commands; HQ USAREC, Fort Knox, KY; and Fort Jackson, SC.

(5) RSB exhibitor orders will include CONUS.

(6) BTO requiring HQ USAREC order authorizing officials must be submitted to HQ USAREC (RCRM-SFO) by 1 September each year.

(7) BTO requests will be issued for a minimum of 30 days and a maximum of 365.

(8) Revocation for BTO are submitted on an informal memorandum or DD Form 1610. Revocations must be submitted for each individual by the requesting activity and forwarded to HQ USAREC for signature, if the order authorizing official is at HQ USAREC, and if block 10a does not carry over to the end of the fiscal year (FY) (e.g., order is for 365 days, but soldier departs before end of FY). Revocations should not be submitted for expired BTO requests that end at the end of the FY.

(9) The accounting citation must be completed and signed by requesting activity budget personnel. In addition, the following statement

should appear if orders are submitted before Congress approves new funding: "Funding availability pending Congressional approval."

d. Leave or pass in conjunction with TDY. DOD and Department of the Army (DA) regulations permit the taking of leave in conjunction with TDY. However, travelers are not permitted to take leave in conjunction with TDY where it may appear that the TDY was arranged to meet the leave desires of the individual and gain transportation to, or in the vicinity of, the leave point at Government expense.

(1) Military.

(a) Leave. Leave may be taken in conjunction with TDY in accordance with AR 600-8-10, paragraph 4-1. In such cases, the individual's DD Form 1351-2 (Travel Voucher or Subvoucher) must show leave dates for which per diem will not be paid, and a copy of DA Form 31 (Request and Authority for Leave) must be attached to the DD Form 1351-2 when submitted to the servicing defense accounting office (DAO) for payment.

(b) Passes (AR 600-8-10, paras 5-27 and 5-28). Passes may be authorized during periods of TDY while the soldier is at the TDY station. Pass periods may be authorized between departure from the PDS and arrival at the TDY station, and between departure from the TDY station and return to the PDS. Inclusive dates of the pass period(s) must be identified on DD Form 1610. Payment of per diem for such pass period(s) is not authorized. Passes are not authorized in conjunction with leave.

(2) Civilians. In accordance with JTR, Vol II, paragraph C4554.6 when, for personal reasons, including taking authorized leave, an employee does not return immediately to his or her PDS after completion of TDY, per diem allowances will be computed on the basis of the time that he or she reasonably could have left the TDY point and arrived at his or her PDS.

(3) Military and civilians. Periods of TDY often include traditionally nonworkdays (i.e., weekends and holidays) during which travel entitlements continue. It is acceptable that travelers take advantage of these nonworkdays to conduct personal affairs (e.g., visit friends, relatives, historic sites, etc.). The following safeguards against abuse should be observed:

(a) Whenever possible, TDY should be scheduled to avoid nonworkdays (e.g., rather than TDY Thursday through Tuesday, TDY should be scheduled all in the same week).

(b) If different TDY points are scheduled before and after a weekend, the per diem costs of each location should be noted and consideration given to staying at the least expensive location. Per diem allowance will not be authorized if the traveler elects to stay at a location other than the authorized TDY points. If different TDY points are scheduled before and after a weekend, the traveler chooses to stay at a third location for personal convenience (i.e., TDY at Houston and Dallas; member travels to Waco to visit relatives), the traveler must request that the official authorizing travel approve of such plans prior to travel. Further, the traveler will only be reimbursed for costs associated with the most direct transit between TDY points (i.e., Houston to Dallas).

e. Verbal orders. (Refer to AR 600-8-105, para 1-23 for regulatory guidance.)

(1) Verbal orders will be used to start TDY

travel only when extraordinary circumstances preclude advance use of written orders.

(2) In all cases, written orders will be prepared as soon as practicable after the verbal orders are issued.

f. Preparation of DD Form 1610. (Refer to table 2-3.) Request for TDY travel for military and civilian personnel will be prepared on DD Form 1610 in accordance with AR 600-8-105 and appendix B of this regulation. Item 16 of all DD Forms 1610 must contain the following mandatory statements:

(1) DD Form 1351-2 will be submitted to servicing DAO within 7 days of completion of travel.

(2) If an advance travel payment is authorized (the individual is eligible for an American Express (AMEX) card, does not travel more than once a year for USAREC; has not received their card; or does not work for USAREC), the proper advance travel accounting classification must be shown in block 16, DD Form 1610.

(3) If a rental car is authorized, one of the following remarks will be entered in block 16, DD Form 1610:

(a) Rental car authorized - first preference will be given to General Services Administration (GSA) or GSA contract, then corporate or negotiated rates.

(b) Use of rental car authorized - GSA or GSA contract vehicle will be used if available.

(4) Other variable information will be inserted as needed. Other remarks are found in AR 600-8-105, tables 2-2 and 12-1.

(5) Personnel from services other than the Army will prepare DD Form 1610 in accordance with applicable service directives.

(6) A purpose category must be shown in block 9 of DD Form 1610. (Refer to table 2-4.)

(7) Estimating costs (item 14).

NOTE: The following information is only a guideline for estimating costs. You should modify to the needs of the local situation. See appendix D for additional information.

(a) Per diem. Estimate per diem at \$80 times the number of days of TDY, except for travel to high-cost areas. For such trips, estimate the maximum daily reimbursable amount for TDY at that location. (See JFTR, Vol I, app D and JTR, Vol II, app E for a list of high-cost areas.) The estimated amount of per diem should be adjusted for the day of departure and the day of return. Also adjust the estimated amounts if Government-procured quarters and/or meals are available.

(b) Travel. Estimate travel costs as follows:
1. Travel by Government air or vehicle: None.

2. Travel by commercial air: Estimate the airfare. Airfares may be obtained from the servicing transportation clerk or Carlson agent. Since deregulation of the airlines, use of the "Official Airline Guide" to estimate travel costs is discouraged because it usually overstates the obligation by a large amount.

3. Travel by POV: Determine the round trip mileage from the point of departure and return to the TDY location(s). Estimate the cost based on the current mileage rate multiplied by the prescribed mileage. Mileage figures are available in AR 55-60.

(c) Other. This cost estimate refers to other reimbursable expenses. Estimate only for those known or anticipated expenses such as: Trans-

portation to and from the airport, rental cars, telephone calls, taxi and limousine charges, and fuel for rental cars.

(8) Before signing, requesting and approving officials should use table 2-5 when reviewing completed DD Form 1610.

2-6. Vouchers

a. DD Forms 1351-2 for completed travel will be submitted to the Directorate of Network Operations (DNO) at the Defense Finance and Accounting Service-Indianapolis as soon as possible after travel is completed; not more than 5 days after termination of TDY. Delay in submission of DD Form 1351-2 results in delay of reimbursement. The attention of all personnel is directed to the False Claim Statute Act of 25 June 1948, section 287, title 18, United States Code located on the front side of DD Form 1351-2, which states that a person who knowingly presents a false, fictitious, or fraudulent claim is liable to a fine of not more than \$10,000 or imprisonment for not more than 5 years, or both.

b. Preparation of vouchers for local travel in and around PDS and/or LTA. Reimbursement claims will be prepared on SF 1164 (Claim for Reimbursement for Expenditures on Official Business) for authorized local travel claims. The approval authority must be in the individual's direct chain of supervision. Claims for military and civilian personnel will be submitted as indicated above; however, when several trips are made within a short period, they may be combined on one voucher. Individuals will itemize all miscellaneous expenses claimed on SF 1164. Some examples include bus fare, telephone calls, etc.

c. All DD Forms 1351-2 should be reviewed by a member of the traveler's supervisory chain prior to submission for payment (see table 2-6). The review should be accomplished at the lowest practical level (i.e., Rctg Co or RSB Commander, special staff section chief, etc.). For activity commanders, the review should be performed by their budget and accounting chief.

(1) Priority will be given to the review so as to avoid unnecessary delays.

(2) Reviews will verify that itinerary agrees with orders, proper number of copies of essential documents (i.e., orders, receipts, etc.) are attached, voucher is signed, and required receipts are present. Review of the amount claimed ensures against extravagant, imprudent use of funds, or a fraudulent claim.

2-7. Use of unit funds while in travel status

a. All expenditures from unit funds for any meals in conjunction with TDY (e.g., annual training conference (ATC)) will be approved by the Rctg Bn commander. (See USAREC Reg 230-4, para 4b(6).)

b. If a member in a travel status is furnished a meal (i.e., awards banquet at ATC) from unit funds, that meal must be shown as a "deductible meal" in block 3, DD Form 1351-2.

c. When it is known in advance that a certain meal(s) will be provided from unit funds, block 16, DD Form 1610, should include an appropriate remark (e.g., "Evening meal, costing \$XX, 3 Jul 97, provided from unit funds at no cost to traveler.").

2-8. AMEX cards

a. All USAREC personnel may have an AMEX card for official Government travel expenses. All sergeants first class and above, GS-9 and above, who do not have an AMEX card will get a limited advance at best.

b. The AMEX card should be used for all reimbursable expenses while in a TDY status. The card can be used to get a cash advance from automatic teller machines. Cash advances are limited to \$600 in a billing cycle. The 2.75 percent administrative fee is reimbursable on the DD Form 1351-2 as an other reimbursable expense (block 5).

c. The AMEX card is only to be used for expenses related to reimbursable Government travel or travel-related expenses to include recruiter expense allowance, not to exceed \$75 during the month. The Government sponsors the individual to get a card. Once the card is issued, all expenses are the responsibility of the cardholder.

d. Failure to pay the AMEX bill on a timely basis may result in disciplinary action (i.e., Article 15 for military and counseling statements for civilians).

(1) If the account is 60 days past due, the automatic teller machine use is suspended by AMEX. At 75 days past due, card privileges may be suspended. No further charges are allowed until the account is current.

(2) At 90 days past due, AMEX cancels the card. To have charge privileges reinstated, the AMEX coordinator must notify AMEX that the traveler needs the card, there are understandable reasons why the card was past due, and the cardholder must pay all past due balances.

2.9. Travel advances

a. Since most USAREC travelers may have an AMEX card, travel advances should be held to a minimum. AMEX cardholders are not eligible for travel advances.

b. All travel advances will be issued by the servicing DAO. For USAREC-funded travel, the servicing DAO is Defense Accounting Service Activity - Indianapolis (DNO).

(1) Send a facsimile of the travel order with a cover memorandum asking for an advance and where to mail the check to DNO. It takes DNO 1 working day to process the advance.

(2) If an electronic funds transfer account has been set up, the advance will be deposited into the account on the second working day.

(3) If the check is mailed, it may be received as soon as 5 business days after the request.

c. AMEX cardholders will not be issued advances for Rctg Bn ATC.

Table 2-1
Travel entitlements matrix

| If you are an | and your official duties require you to travel | and you are drawing | you may make a claim for | by filing a | Remarks | References |
|---------------------------------|---|---|--|---|--------------------------------|-------------------------------|
| Enlisted soldier | within the LTA and you are absent from the PDS and your working hours or duties require you to buy a meal(s) from other than a Government dining facility | basic allowance for subsistence | supplemental subsistence allowance | DD Form 1475 (Basic Allowance for Subsistence - Certification). | 1 | DFAS-IN Reg 37-1, chapter 9 |
| Enlisted soldier | within the LTA and you are absent from the PDS and your working hours or duties require you to buy a meal(s) from other than a Government dining facility | rations not available | no entitlements | not applicable. | 1 | |
| Officer | within the LTA and you are absent from the PDS and your working hours or duties require you to buy a meal(s) from other than a Government dining facility | basic allowance for subsistence | no entitlements | not applicable. | 1 | |
| Individual reassigned to | new duty station located | and | reimbursable entitlements are | which can be claimed by filing an | Remarks | References |
| Temporarily | inside LTA of PDS | commutes daily from home which is closer to PDS | mileage, parking fees, and tolls | SF 1164. | 4,6 | DFAS-IN Reg 37-1, chapter 9 |
| Temporarily | inside LTA of PDS | commutes daily from home which is closer to the TDY point | mileage, parking fees, and tolls | SF 1164. | 4,6 | DFAS-IN Reg 37-1, chapter 9 |
| Temporarily | outside LTA of PDS | commutes daily from home, round trip takes < 10 hours | mileage, transportation, and meals (maximum two) | SF 1164 for mileage, DD Form 1351-2 for meals. | 5,7,8 | JFTR, Vol 1, paragraph U4102H |
| Temporarily | outside LTA of PDS | commutes daily from home, round trip takes > 10 hours | mileage, transportation, and meals | SF 1164 for mileage, DD Form 1351-2 for meals. | 5,7,8,9 | JFTR, Vol 1, paragraph U4102G |
| Individual reassigned to | new duty station located | and | entitlements are | Remarks | References | |
| Permanently | inside LTA of old PDS | home at old PDS is less than 35 miles and 45 minutes drive to new PDS | no entitlements | 2 | JFTR, Vol 1, paragraph U5355B1 | |
| Permanently | inside LTA of old PDS | home at old PDS is more than 35 miles and 45 minutes drive to new PDS | low or full cost move | 3 | JFTR, Vol 1, paragraph U5355B2 | |
| Permanently | outside LTA of old PDS | home at old PDS is less than 35 miles and 45 minutes drive to new PDS | no entitlements | 2 | JFTR, Vol 1, paragraph U5355B1 | |
| Permanently | outside LTA of old PDS | home at old PDS is more than 35 miles and 45 minutes drive to new PDS | low or full cost move | 3 | JFTR, Vol 1, paragraph U5355B2 | |

Remarks:

- Members are entitled to travel and transportation allowances only while in a "travel status." They will be deemed to be in a travel status while performing travel away from their PDS, upon public business, under competent travel orders. Travel status begins when members leave their places of abode, offices, or other points of departure and ends when they return to their places of abode, offices, or other points of arrival at the conclusion of their trip. (JFTR, Vol 1, para U2200A.)
- A local move of household goods (HHG) is not authorized in connection with a reassignment or a PCS or a PCS between PDS in proximity to each other, or between activities at the same PDS, unless the Secretary of the Army or the designated representative certifies that relocation of the member's household is mission essential and in the best interest of the Government. Duty stations are considered to be in proximity to each other when they are both in an area ordinarily serviced by the same local transportation system and from which members could commute daily from home to either PDS. (JFTR, Vol 1, para U5355B1.)
- A local move of HHG between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDS not in proximity to each other. (JRTR, Vol 1, para U5355B2.)
- Transportation expenses incident to this type of duty assignment (e.g., relieved or suspended recruiters) may be considered when travel is within the local commuting area defined in JFTR, Vol 1, paragraph U3500B.
- No per diem is payable for TDY performed away from the member's PDS or LTA to which he or she commutes daily from his or her permanent quarters. Individual is entitled to reimbursement for up to two meals daily, if required to purchase at personal expense at other than a Government dining facility. (JFTR, Vol 1, para U4102G.)
- Orders not required with SF 1164. (DFAS-IN Reg 37-1, chapter 9.)
- Orders are required with DD Form 1351-2. (DFAS-IN Reg 37-1, chapter 9.)
- If reimbursement for meals is wanted, claim must be filed on DD Form 1351-2.
- If situation warrants, consideration should be given to placing individual on full per diem due to distance between residence and the TDY point. If full per diem is authorized, lodging receipts are required.

Table 2-2
Approval authorities for BTO

| Traveler | Requesting Official (Block 17) | Approving Official (Block 18) |
|-------------------------------|---|---------------------------------|
| HQ USAREC | | |
| CG | Chief of Staff (CofS) | Deputy Commanding General (DCG) |
| DCG | CofS | CG |
| CofS | DCG | CG |
| Command Sergeant Major | CofS | CG |
| Director | CofS | DCG |
| HQ USAREC Soldiers, Civilians | Director | CofS |
| Rctg Bdes | | |
| Rctg Bde Commanders | HQ USAREC CofS | DCG |
| Deputy Rctg Bde Commanders | Rctg Bde CofS | Rctg Bde Commander |
| Rctg Bde Sergeants Major | Rctg Bde CofS | Deputy Rctg Bde Commander |
| Rctg Bde Soldiers, Civilians | Rctg Bde CofS | Deputy Rctg Bde Commander |
| Rctg Bns | | |
| Rctg Bn Commanders | Rctg Bde CofS | Rctg Bde Commander |
| Rctg Bn Sergeants Major | Rctg Bn Commander | Rctg Bde CofS ¹ |
| Rctg Bn Soldiers, Civilians | Rctg Bn Commander ² | Rctg Bde CofS ³ |
| AMEDD Dets | | |
| AMEDD Det Commander | Rctg Bde CofS | Rctg Bde Commander |
| AMEDD Det Soldiers, Civilians | AMEDD Det Executive Officer (XO) | AMEDD Det Commander |
| RSB | | |
| RSB Commander | HQ USAREC CofS | DCG-West |
| Deputy RSB Commander | RSB (Resource Management and Logistics) | RSB Commander |
| RSB Soldiers | RSB XO | RSB Commander |
| Golden Knights | | |
| Golden Knights Commander | HQ USAREC CofS | DCG-West |
| Golden Knights Soldiers | Golden Knights XO | Golden Knights Commander |

NOTES:

- ¹ May be delegated to the Rctg Bn commander by the Rctg Bde commander.
- ² May be delegated to the Rctg Bn XO by the Rctg Bde commander.
- ³ May be delegated to the Rctg Bn commander by the Rctg Bde commander.

Table 2-3
Guide to preparation of DD Form 1610

| Block Number | Instructions |
|--------------|--|
| 1 | Enter the date that the orders are typed. |
| 2 | Enter full name and social security number. |
| 3 | Enter position title and grade of traveler. |
| 4 | Enter name and location of traveler's current PDS. |
| 5 | Enter traveler's unit of assignment, including six-digit unit identification code. |
| 6 | Enter the traveler's duty telephone number; indicate DSN or commercial prefix. |
| 7 | Indicate type of orders (e.g., TDY, blanket, group, revocation, amendment, etc.). |
| 8 | Enter traveler's security clearance; mandatory if traveler must have access to classified information. |
| 9 | <p>Indicate appropriate category and enter sufficient information to identify the specific purpose of TDY (i.e., CAT 2 - Conference, attend 2d Rctg Bde mission adjudication conference).</p> <p>a. CAT 1 - Operational or managerial travel (information meeting, site visit, special mission).</p> <p>b. CAT 2 - Travel for meetings, conferences, and speeches.</p> <p>c. CAT 3 - Travel for training. (If TDY is to attend school, include the reporting date, course and/or class title and number, and quota source.)</p> <p>d. CAT 4 - Relocation travel.</p> <p>e. CAT 5 - Other travel.</p> |
| 10a | Enter period of TDY, to include travel time. This may be exceeded by 100 percent or 7 days, whichever is less, without an amendment. |
| 10b | Enter the date for beginning official travel. Official travel may commence or be delayed by as much as 7 days from the indicated date, but is not official until the date travel order is issued. |
| 11 | Indicate the specific points of departure, TDY site(s) and point of return. If variation is authorized, proper explanation must be provided in block 16. If TDY is to be performed at a military organization, show the name of the military installation at which the organization is located. |
| 12 | Indicate the travel mode authorized. If POV is authorized, expected transportation request (TR) cost will be provided in block 16. |
| 13 | Orders will not prescribe a rate of per diem. Supporting DAO will determine. |
| 14 | <p>Enter actual cost or best possible estimate.</p> <p>Per Diem - Locality times number of days. Deduct for partial days, provided meals, quarters, or other known factors.</p> <p>Travel - Actual TR cost, mileage rate times number of miles, etc.</p> <p>Other - Actual cost of rental car times number of days authorized expense. Do not arbitrarily set aside an amount without justification.</p> <p>Total - Sum of per diem, travel, and other.</p> |
| 15 | See block 16. |
| 16 | <p>At a minimum, indicate:</p> <p>a. Include statement that AMEX cardholders are not eligible for travel advances.</p> <p>b. Include a statement that all travel advances are paid by DNO-IN.</p> <p>c. Statement requiring traveler to submit settlement voucher to DNO-IN, Department 3730, 8899 East 56th St., Indianapolis, IN 46249-3730, within 5 days of completing travel.</p> <p>d. Leave or pass information.</p> <p>e. Advance fund cite, disbursing station symbol number (DSSN) of office maintaining accounting records for the activity issuing the order.</p> <p>f. Other unique clarifications.</p> <p>g. The DSSN of the supporting finance office, 5570, for orders issued by USAREC.</p> |
| 17 | The requesting official will sign in this block after determining that the TDY request meets the criteria prescribed in table 2-5. Try to avoid having the traveler sign their own orders. |
| 18 | The activity commander, director, or chief responsible and authorized to approve travel will sign in this block after determining that the TDY request meets the criteria prescribed in table 2-5. Should be a person other than the individual signing in blocks 17 and 20, whenever possible. |
| 19 | <p>a. Include statement that the only finance office authorized to pay travel advances or any settlement vouchers is DNO-IN. See block 16 for address.</p> <p>b. Enter the fund cite for per diem and other.</p> |
| 20 | Enter the name of the activity official responsible for assigning order numbers. May not be the same as in block 18. |
| 21 | Self-explanatory. |
| 22 | Self-explanatory. Use a new number for each order. (Amendments, revocations, etc. use the original order number). |

NOTES:

1. No pen and ink or type changes will be made to any portions of blocks 2, 7, 10, 11, 12, 16, and 22.
2. Authorizing official (block number 20) must be a formally delegated authority by the activity commander.
3. Approving official (block number 18) must ascertain fund availability in block number 19 prior to signing.
4. Requesting, approving, and authorizing officials must comply with internal control checklists for TDY travel.

Table 2-4
Purpose categories for identifying reasons for travel

| Purpose Category | Purposes | Definition |
|------------------|--|---|
| CAT 1 | <ol style="list-style-type: none"> 1. Information meeting 2. Site visit 3. Special mission travel | <ol style="list-style-type: none"> 1. Attend a meeting to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be a site visit. 2. Visit to a particular site in order to personally perform operational or managerial activities. Carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; or provide technical assistance. 3. To carry out a special agency mission such as a diplomatic pouch, move witnesses from residence to other locations, cover travel by federal beneficiaries and other nonemployees. |
| CAT 2 | <ol style="list-style-type: none"> 1. Conference attendance 2. Speech or presentation | <ol style="list-style-type: none"> 1. To attend a conference, convention, seminar, or symposium for purposes of observation or education only, with no formal role in the proceedings. 2. To make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than a training course. |
| CAT 3 | Training | To receive training. |
| CAT 4 | Relocation | To move from one official duty station to another (same as a PCS move). Not applicable within USAREC. |
| CAT 5 | <ol style="list-style-type: none"> 1. Entitlement travel 2. Other | <ol style="list-style-type: none"> 1. Travel to which an employee or dependent is entitled as a result of an assignment. 2. To travel for reasons (purposes) which are not shown in one of the other four categories. |

Table 2-5
Special checklist for review of completed DD Form 1610

| Block Number | Ensure that: |
|---------------|--|
| 9 | <ol style="list-style-type: none"> a. Mission requires physical presence of individual(s) at itinerary location(s). b. Number of travelers is consistent with related factors of technical complexity, performance milestones, or prescribed attendance. |
| 10a | Dates do not exceed elapsed time to complete assignment (with impact on advances) and minimize unproductive TDY on weekends and holidays. |
| 11 | <ol style="list-style-type: none"> a. Justification for variation has been signed by the requesting or approving official and attached to the order. b. Military installation is shown as place of TDY when appropriate (with impact on use of quarters). |
| 12 and 14 | <ol style="list-style-type: none"> a. Costs are based on use of Carlson or transportation office for travel arrangements. b. Verify that POV authorization does not increase Government costs over other practical transportation. c. Per diem supports realistic number of days and, when appropriate, use of Government quarters. d. Advance authorized supports realistic cost estimates and whether traveler has Government credit card (e.g., AMEX). |
| 16 | <ol style="list-style-type: none"> a. Rental car authorization is consistent with need for local travel at TDY location, realities of public transportation, cost of taxi, service, and number of travelers. b. Exceptions such as "use of existing Government facilities would adversely affect the performance of the assigned mission" are traceable to support. c. Special authorization for travel advance, taxi, extra baggage, etc., are traceable to support. d. Multiple choice and number-coded travel options are prohibited. e. Government transportation request costs are shown, if POV as more advantageous to the Government is not authorized. f. The DSSN of the supporting finance office that maintains the traveler's DD Form 1588 (Record of Travel Payments). |
| 17 through 20 | <ol style="list-style-type: none"> a. Officials who can request, approve, and authorize TDY orders are formally designated. b. Fund cite is traceable to approved DD travel funds. |

Table 2-6
Supervisor's review guide for DD Form 1351-2

| | |
|---------------------------|--|
| 1. Prior Advances | Traveler must enter prior advance information or the word NONE. |
| 2. Check Itinerary | The itinerary is complete. Departure and arrival dates are the same as on DD Form 1610. |
| 3. Block 16 | If lodging was procured, enter the total amount for each location. |
| 4. Block 16 | Check for reasonableness of expenses. |
| 5. Block 18 | If TR was used, check for number. |
| 6. Block 17 | Leave if taken, is it indicated? |
| 7. Block 18 | Did claimant indicate if he or she was the owner of the POV or a passenger? |
| 8. Block 21 | Claimant must sign. |
| 9. Specific | <p>a. If TDY is to Government installations, either a statement of nonavailability or a statement on orders saying, "Use of Government facilities adversely affects mission" is required before any per diem or lodging is payable.</p> <p>b. Check for TR, lodging receipt(s), statement(s) of nonavailability, car rental receipt(s), and receipts for any expense more than \$75.</p> <p>c. The travel voucher must be completed in pen or typed.</p> <p>d. All administrative blocks on the top of the form must be filled out.</p> <p>e. Government meals and POV miles are to be specified (blocks 3 and 4).</p> <p>f. Finance requires four copies of orders plus the original and one copy of other supporting documents.</p> <p>g. Claims for in and around mileage must show a daily itemization of such trips before the claim can be paid.</p> |

RCRM

MEMORANDUM FOR Commander, Chicago Recruiting Battalion

SUBJECT: Request for Travel Orders (DD Form 1610)

Request travel orders be prepared from the following data:

NAME Mike Johnson SSN 123-45-6789
POSITION Recruiter GRADE SFC
DUTY STATION Deerfield Recruiting Station DUTY PHONE 321-4567
TYPE OF ORDERS TDY SECURITY CLEARANCE Secret
PURPOSE (BE SPECIFIC) To attend training session.

APPROXIMATE NUMBER OF DAYS 3 BEGINNING 15 Oct XX
FROM Deerfield, IL TO Fort Benjamin Harrison, IN
TO _____ TO _____
TO _____ TO _____
MODE OF TRANSPORTATION (JUSTIFY ON REVERSE IF POV) _____
PER DIEM _____ TRAVEL _____ OTHER _____ TOTAL _____ ADVANCE _____
DATE AND TIME REQUIRED AT TDY POINT 15 Oct XX, 1600

REMARKS (INCLUDE JUSTIFICATION FOR RENTAL CAR IF REQUESTED; PROPOSED PASS AND/OR LEAVE DATES)

FUND CITES: PER DIEM NOTE: Obtain from accounting personnel
TRAVEL AND OTHER _____

/S/

SIGNATURE BLOCK OF INDIVIDUAL DIRECTING TRAVEL

Figure 2-2. Sample of a request for TDY orders

DEPARTMENT OF THE ARMY
HEADQUARTERS, (BRIGADE/BATTALION)
CITY, STATE ZIP CODE

OFFICE SYMBOL

TRAVEL ORDER NUMBER:

SUBJECT: Invitational Travel Order for (Name, Address, Telephone Number)

1. In accordance with Joint Federal Travel Regulation, chapter 7, part T, paragraph U7700 (add subparagraph that applies), the above named individual is invited and authorized to proceed as indicated. Individual will proceed on or about (time and date) and return to home station no later than (time and date).

2. ITINERARY: (to and from and return to)

3. PERIOD: (number of days TDY including travel time)

4. PURPOSE:

5. ACCOUNTING CLASSIFICATION:

6. MODE OF TRANSPORTATION: Commercial Rail (), Commercial Air (), Commercial Bus (), Government Air (), Government Vehicle ()

7. REQUESTING OFFICIAL:

APPROVING OFFICIAL:

(Signature Block)

(Signature Block)

8. SPECIAL INSTRUCTIONS: (Provide appropriate information concerning use of Government quarters and/or mess, special authorizations, statement requiring settlement within 7 days, copy of completed DD Form 1351-2 to be returned to budget and accounting technician, advance fund cite, point of contact within requesting unit, etc.).

9. ORDER AUTHORIZING OFFICIAL:

(SIGNATURE BLOCK)

Figure 2-3. Sample of an ITO

Chapter 3 Conferences

3-1. General

An area of special interest and constant criticism has been administrative travel for conferences and meetings. This travel is costly, not only in terms of transportation, per diem, and facilities, but also in terms of the travelers' lost productive time and the impact on organizational objectives. It is therefore, necessary to plan well and assure the purpose of the event is met.

a. All conferences or meetings held within USAREC are to be preapproved, and the level of the approval is driven by the estimated USAREC cost of that event. Recommended approval levels and methods of approval are at table 3-1. A conference or meeting is defined as follows:

(1) A conference is a meeting for discussion or consultation, an exchange of views approved by submission of USAREC Fm 770 (Request for Conference Approval) (see fig 3-1 and table 3-2).

(2) A meeting is the act or process of coming together, an assembly of people at one location.

(3) A symposium is a gathering for discussion of some topic.

(4) A conference, symposium, or meeting may be about to occur when:

(a) An expenditure of funds is required to accomplish a specific objective(s) (i.e., a DD Form 1610 is required).

(b) Three or more individuals are required to gather to accomplish a specific objective(s).

(c) Gatherings sponsored by or for the benefit of USAREC to support the operation of the command.

(5) The intent or purpose of the gathering determines if it is a conference or a meeting, not the name associated with it (i.e., workshop, town meeting, brainstorming). The following conference examples will complete a USAREC Fm 770 and have it approved by the appropriate commander or director. Rctg Bn ATC, commanders conference, education specialist conference, advertising and public affairs conference, XO conference, budget and accounting conference, logistics conference, operations officer and operations noncommissioned officer conference, S1 and adjutant conference, family life symposiums, recruiter training noncommissioned officer (RTNCO) conference, health care recruiter conference, partnership council, commander advisory council, personnel staff noncommissioned officer conference, or noncommissioned officer professional development conference.

(6) The following are considered meetings: Battalion afteraction review conference, company afteraction review conference, station afteraction review conference, Rctg Bde commander invites all Rctg Bn commanders to Rctg Bde headquarters (or a central location) for a meeting, Rctg Bn commander invites all Rctg Co commanders to Rctg Bn headquarters (or a central location) for a meeting, Rctg Co commander invites all RS commanders to Rctg Co headquarters (or a central location) for a meeting, Rctg Bde commander invites Rctg Bde headquarters

staff to a central location for a meeting where TDY is involved. A USAREC Fm 770 is required to be prepared and approved by the appropriate commander or director for all meetings.

b. Local commuting area (i.e., travel within the LTA). This headquarters' guidance to commanders for use in determining LTA is in chapter 2. Do not define an LTA specifically for the conference or meeting. It must be usable everyday in making reimbursement decisions and may not be changed for specific benefits or outcomes. If a person lives closer to the conference site than their normal PDS, but would technically be outside the defined LTA, the judgment call should be not to place the individual on full per diem.

c. Cost estimate. Estimates will include total USAREC funding required to sponsor the conference or meeting. Total costs will include per diem, transportation, facility rental, supplies, and other miscellaneous costs. Local mileage costs are minimal but should be included. Specify those areas and costs which are being contracted. Provide as accurate a cost estimate as possible at the time you request approval. Addition of personnel after submitting the cost estimate can raise the original estimate considerably; therefore, notify the approval levels of cost changes.

3-2. Approval levels

a. Kinds and types of conferences or meetings will be determined by the approving authority (i.e., Rctg Bn, Rctg Bde, HQ USAREC).

b. The dollar outlay for a conference or meeting will determine the approval level and the method of approval.

(1) This approval process is to assure that the approving authority has thoroughly considered the need for the meeting and that the need or benefit is sufficient to warrant the expenditure of limited resources. (Second level approval is also an internal control in that the requestor is not also the approving authority.)

(2) Approval signatures at all levels approve the conference for location, dates, dollar amount, and specific site. If contracting is involved, final site determination rests with the supporting procurement office.

3-3. Policy

a. All USAREC activities will be restricted to holding their conferences at a site chosen to be the most cost effective within their geographic area of responsibility.

b. Conferences will not be held at resorts unless off-season rates can be obtained and there is a clear cost advantage over other available facilities. Conference sites normally will not be selected in any city where legalized gambling is prominent (i.e., Las Vegas or Atlantic City) as the general public is left with a bad impression of the Army by viewing groups of soldiers in this environment. The site for the conference should be that which is most cost effective by considering available military facilities first and alternative off-post locations second.

c. Minimize attendance by administrative and

support personnel. The following guidance concerns personnel authorized to attend conferences:

(1) Recruiters and recruiter support personnel. This includes recruiters, guidance counselors, RTNCO, and the recruiters chain of command.

(2) Staff support personnel. This includes members of the Rctg Bn staff required to participate in the conference (i.e., required for physical setup and preparation of the conference site, record checks, or teaching). Attendance by clerical and administrative support personnel will be held to an absolute minimum. The approving authority will review the list of attendees closely. The rationale to support attendance by support personnel in a per diem status should be presented with approval.

(3) Other attendees. This includes all other staff, administrative, and clerical personnel. These persons may attend the conference at their own expense. Travel and per diem may not be paid, nor may meals be provided without orders; however, these persons may attend in a duty status.

d. Table 3-1 determines who approves requests and the method to be followed.

e. Upon completion of conference, if actual conference costs exceed the approved estimated cost by more than 15 percent, the sponsoring organization will send a detailed explanation to Rctg Bde headquarters within 90 days, showing cause for increased costs. Rctg Bde headquarters (comptroller) will analyze explanation and then report the increase to the Rctg Bde CofS to make final determination as to whether the increased costs were justified.

f. When a change occurs to an approved conference, the approval authority needs notification. The following rules apply:

(1) Increase of 10 percent or more in the dollar amount - notify the approval authority.

(2) Increase of 3 percent or more in number of attendees - notify the approval authority.

g. Lodging and meals will be provided by contract only where a clear cost advantage occurs. Contracted meals may not be provided to a military or civilian attendee whose duty station is within the LTA of the conference.

h. Only contracting officers and their authorized representatives can legally commit the Government regarding the award of contracts. Unauthorized personnel will not make any promise or statement that could reasonably be construed as a commitment. Certain limited contact with vendors by USAREC personnel is permissible without a written delegation of authority from the contracting officer:

(1) Recruiting personnel may engage in preliminary discussions with vendors to determine costs and the availability of equipment rooms, and special services, but only contracting officers may negotiate the terms of contracts and agreements. The contracting officer is responsible for determining whether noncustomary services such as meeting rooms, baby-sitting, or parking can be accepted without charge.

(2) In the course of preliminary discussions, hotel and conference center management may ask USAREC personnel to sign a reservation agreement. These agreements may contain provisions which call for the Government to pay a fee or penalty in the case of late cancellation. Without a written delegation of authority from the contracting officer, USAREC personnel are prohibited from signing any agreement which obligates the United States in any way. If a particular vendor refuses to hold rooms or submit a bid without a reservation agreement, the agreement form must be forwarded to the brigade judge advocate for legal review and comment prior to signing.

i. Requests for services and goods will be initiated using DA Form 3953 (Purchase Request and Commitment). The form must state only the minimum needs of the Government. Commanders will ensure that the form does not favor any particular vendor.

j. Seek conference sites that provide free conference rooms. If Rctg Bns plan their conferences early, hotels or motels may be more willing to provide free conference rooms and other accommodations.

k. Appropriated funds cannot be used to provide free food to attendees whether attendees are Government employees or private individuals. Hotels commonly offer complimentary items such as coffee, beverages, rolls, and snacks. Normally such items cannot be accepted unless they are offered on a similar basis to all patrons of the hotel. Alternatively, if the contracting officer determines that deletion of the complimentary items would not result in a corresponding reduction in the contract, the items may be accepted since they are at no cost to the Government.

l. Require attendees to carpool using GSA vehicles, thereby reducing TDY mileage costs.

m. Maintain a complete attendees roster and file it with conference paperwork, to include all assigned Rctg Bn personnel, speakers, guests, and personnel teams.

n. Establish and maintain one central file for conference paperwork. Include copies of contracts, travel orders, and back-up documentation. Conference files are required to be maintained for a period of 2 years after the close of the FY. The files will serve as an audit trail for possible conference inspections and audits.

o. No contracts will be signed to involve paying trainers or speakers from private industry at conferences without prior justification and approval. Should an event warrant, all requests for exception require CG USAREC approval and will be submitted with solid justification to Rctg Bde headquarters (comptroller). If an exception is approved, services will be procured through the supporting purchase and contracting office.

p. Transportation of spouses and family members. In view of the sensitivity of family members traveling in Government-furnished vehicles and the stringent controls in making determinations for the use of Government-furnished vehicles for official business, the command pol-

icy for family members travel to official functions will be as follows:

(1) Rctg Bn commanders are authorized to approve transportation of spouses to participate in Rctg Bn ATC in Government-owned vehicles (GOV). Before approving the transportation of spouses, Rctg Bn commanders must ensure that the ATC includes an official spouse agenda lasting 4 hours or longer. Spousal participation in the ATC will involve making contributions in support of the overall command family support mission, such as the evaluation of quality of life programs and the development of issues and solutions to be forwarded to the Rctg Bde as part of the Army Family Action Plan process.

(2) Spouses must sign rosters at the ATC to reflect their participation. No other family members may be transported in the GOV. Spouses must accompany their sponsor in the GOV during all legs of the travel. There will be no deviation in the route to pick up or drop off spouses to accommodate personal business. Spouses may not operate the GOV.

(3) If a POV is sanctioned for the convenience of the Government, then the military traveler is authorized both mileage and per diem.

(4) If a POV is authorized for the military traveler's convenience, then reimbursement is limited to mileage and the amount of per diem paid had he or she used a common carrier. Common carrier cost or mileage computation, if less than airfare, will be placed in block 16 of DD Form 1610.

(5) The Government will not pay for additional lodging costs for a soldier's spouse when the spouse shares lodging provided to the soldier. The soldier must use personal funds to pay this additional cost. If the cost of the room is the same for a single occupant as for multiple occupants, then the Government will pay the total room cost.

(6) Other prohibited costs (other than specified above) will include cost of tours at the meeting site or other entertainment. Family participation at events will be at not cost to the Government, other than specified.

(7) Costs for family members must be itemized separately and are not reimbursable.

q. Commanders must conduct any seminars in strict compliance with DOD guidelines. Commanders may disseminate information and conduct educational programs for their personnel on how to conduct their personal affairs including such subjects as insurance, Government benefits, savings, use of personal and Government credit cards, and budgeting. Under no circumstances may commercial agents, including representatives of loan, finance, insurance, or investment companies be used for this purpose. The services of representatives of credit unions, banks, and those nonprofit military associations (provided such associations are not underwritten by a commercial insurance company) approved by the Military Department may be used for this purpose. Any mandatory attendance presentation must be neutral in content (i.e., educational as opposed to promotional) and not include a

discussion of any specific company's products, services, or benefits of membership.

r. To avoid creating the appearance of giving preferential treatment to any person or entity, personal commercial solicitation is prohibited. This limitation includes, but is not limited to, the personal solicitation and sale of life and automobile insurance, stocks, mutual funds, real estate, household items, or any other commodities, goods, or services.

3-4. Annual Rctg Bn training conferences

The annual Rctg Bn training conference is a key event in the recruiting year; a major team building activity. The principal goals are to motivate the force, discuss mission accomplishment, and recognize outstanding performance during the previous FY; discuss plans and strategies to be employed to accomplish the current year's mission, train, and provide the opportunity to recognize the importance of families.

a. The following additional guidelines are provided:

(1) Since Rctg Bn level conferences should be conducted during the first quarter of the new FY, planning must take place well in advance of the desired event date in order to assure the purpose of the conference is met, that an acceptable keynote speaker is available, and that a maximum number of conference facilities near the Rctg Bn headquarters are available.

(2) Conference sites should be held in the Rctg Bn headquarters LTA unless it is proven more cost effective to hold it at another location and the location is approved by the Rctg Bde commander. Annual Rctg Bn conference requests must arrive at Rctg Bde headquarters a minimum of 90 days prior to conference date with detailed agenda (see table 3-3), clearly designated Rctg Bn LTA mapped, showing Rctg Bn, Rctg Cos, site locations, and other supporting documents as appropriate.

(3) Minimize attendance by administrative and support personnel. The following guidance concerns personnel authorized to attend ATC:

(a) Recruiters and recruiter support personnel. This includes recruiters, guidance counselors, RTNCO, and the recruiters chain of command.

(b) Staff support personnel. This includes members of the Rctg Bn staff required to participate in the conference (i.e., required for physical setup and preparation of the conference site, record checks, or teaching). Attendance by clerical and administrative support personnel will be held to an absolute minimum. The approving authority will review the list of attendees closely. The rationale to support attendance by support personnel in a per diem status should be presented with approval.

(c) Other attendees. This includes all other staff, administrative and clerical personnel. These persons may attend the conference at their own expense. Travel and per diem may not be paid, nor may meals be provided without orders; however, these persons (i.e., attend in a duty status.

(4) Present (first or fourth quarter) Rctg Co training at the annual Rctg Bn training conference, if held in the first quarter, to take advantage of the available training time and the fully assembled group. The remaining three quarters of training must be held in the Rctg Co's operational area, unless the Rctg Bn commander grants an exception.

(5) Only one production day should be lost for annual Rctg Bn conferences.

(6) The Army has speakers with the expertise needed to provide Rctg Bns with excellent presentations. A general officer (GO) or someone of equal status must be the keynote speaker. The approved list of GO speakers can be obtained by contacting HQ USAREC (RCAPA-PA), Fort Knox, KY 40121-2726, if needed. Guest speaker changes or updates as to whether speaker has accepted, declined, or no response has been received, should be provided to the Rctg Bde headquarters (comptroller) as they occur.

(7) Take action to limit expenditures for other costs incidental to ATC (i.e., copier and word processing equipment rentals). With conferences held in the Rctg Bn headquarters LTA, Rctg Bns will have ready access to their own in-house equipment.

(8) In accordance with AR 600-8-22, paragraph 11-1, trophies and similar devices may only be awarded for officially announced contests or events contributing to the effectiveness of the military mission and operation. These items must be of symbolic achievement and without intrinsic value except that baseball caps, T-shirts, windbreakers, gym bags, sweat suits, coffee mugs, and hanging garment bags are considered similar devices and may be awarded. In accordance with USAREC Suppl 1 to AR 600-8-22, paragraph 3-1, military decorations will not be awarded when the sole justification is production achievement.

(9) Legal assistance support is available on a biannual basis. Early coordination with the Office of the Staff Judge Advocate is required in order to arrange support from supporting installations. All requests for legal assistance support must be submitted to HQ USAREC (RCSJA), Fort Knox, KY 40121-2726, not later than 1 May of each year.

b. Training guidance. Rctg Bn commanders should tailor conference agendas to the needs of their Rctg Bn and individual recruiter needs. A complete agenda must be submitted with USAREC Fm 770 identifying all training block programs of instruction to be presented.

(1) Hold sessions to discuss such things as past FY accomplishments and strategies for the upcoming year; Rctg Bn marketing strategies (changes in market behavior, new markets, advertising, and incentive programs); and current policy, program, and procedural changes.

(2) Conduct past FY awards ceremonies; emphasize the positive.

(3) Accomplish annual required mandatory training; a time saver which frees training time for the remainder of the year.

(4) Schedule presentations by the staff or discuss staff identified critical issues such as:

(a) Enlistment Standards Program and recruiting with integrity.

(b) Physical fitness, diet, stress management, and height and weight standards.

(c) The Army advertising campaign in support of the recruiter.

(d) A review of the telecommunications program and associated problems.

(5) Instructors must prepare a program of instruction for each training agenda segment. Instructor's presentations need not be submitted.

(6) Annual Rctg Bn conference requests also must arrive at Rctg Bde a minimum of 90 days prior to the conference date with completed agendas and other supporting documents. Verbal or written commitments to conference facilities and personnel will not be made prior to conference approval. If contracting is contemplated, additional processing time will be required by the supporting contracting office (normally 45 to 90 days). Contact your supporting purchase and contracting office for specifics as previously stated.

3-5. Prohibitions

a. Lodging will not be contracted for those personnel who are in the local area and are not in a TDY status. If local personnel wish to stay at the conference site, they must pay for it themselves.

b. Contracting may not exceed the local per diem rate.

(1) THE CONTRACTED LODGING RATE CANNOT EXCEED THE MAXIMUM LODGING PER DIEM RATE AND CONTRACTED MEALS CANNOT EXCEED THE MEALS AND INCIDENTALS EXPENSE (M&IE) RATE PER DAY.

(2) Attendees are prohibited from claiming meals when meals and lodging are provided by Government contract. Travel orders must reflect the following statement: "Individual is directed to use meals and lodgings furnished by the Government at no cost to the traveler." Attendees will indicate on their DD Forms 1351-2 that meals and lodging were furnished by the Government to prevent the attendee from being reimbursed twice. The cost of meals and lodging provided will also be indicated. If a traveler is erroneously reimbursed, repayment must be made to the paying DAO.

c. DA personnel are prohibited from participating in any gambling activities, lotteries, or betting during conferences. Raffles, Monte Carlo or Las Vegas nights, bingo, and any other games for money or prizes are similarly prohibited at conferences.

d. Appropriated funds cannot be used to purchase alcohol. In accordance with AR 600-85, paragraph 1-10, the consumption of alcohol is legal and socially acceptable, but it should not become the purpose or focus of any military social activity.

e. Appropriated funds cannot be used to purchase mementos or blanket type awards. For example, the purchase of stenciled or engraved

wine glasses for participants is prohibited.

3-6. Funding

Funding for conferences has been provided to all activities or commands in their funded travel base. However, for unfunded conferences or training sessions, or for those where the size and/or frequency exceeds the norm of the past, the sponsor must assess the cost and recommend to the approving authority whether or not additional funds must be provided. The budget execution review process will address cases where activities or commands may be directed to absorb conference costs or determine if additional funding should be provided. HQ USAREC reserves the right to cancel conferences or adjust funded levels due to budget adjustments.

3-7. Factors to be considered

Listed below are some of the problems encountered when conference approvals are processed causing delays in obtaining approval:

a. Conference site selections do not appear to present a range of realistic alternatives by the sponsoring organization. For example, don't compare a local "high cost" Marriott or Hilton to an "out of area" request site.

b. Attendees travel status not defined (i.e., one who is on per diem versus local travelers not being provided per diem).

c. Number of days scheduled were longer than required to conduct event.

d. Training agenda not effectively thought out; too loose, not defined, or unclear.

e. Name, organization, expertise of the guest speaker (or no guest speaker) provided on request submission.

f. Excessive conference costs (without explanation) shown in the "Other" site related costs category (USAREC Fm 770).

g. Failure to list "other costs." Obtain prior approval before incurring additional costs. Conference changes (frequently found through quality assurance reviews) result in an increase to the approved dollar amount. Cost increases will be telephonically communicated to Rctg Bde headquarters (comptroller).

h. Point of contact has not submitted the LTA for the Rctg Bn or has provided one favorable to the conference in order to place more people on per diem.

3-8. Procedures

a. All proposed conferences meeting the thresholds cited in table 3-1 will be submitted to the appropriate approval organization as indicated. All annual Rctg Bn training conferences will be submitted to Rctg Bde headquarters 90 days prior to the event. All other conference requests will be submitted at least 60 days prior. Whenever contracting is involved, work within time constraints of your local contracting office.

b. To assist in the cost and benefit analysis, the USAREC Automated Travel Cost Program may be used. USAREC Fm 770 has been revised to allow for easier completion. USAREC has an automated travel program for estimating

travel and per diem costs.

c. Proposed requests will be documented on USAREC Fm 770 and will be supported by a cost and benefit analysis. All requests for conference or meeting approval must have a proposed agenda attached.

d. A procedures checklist is provided at table 3-4 as an aid to check your request before submission.

3-9. Automated Travel Cost Program

The Automated Travel Cost Program provides

the capability to quickly determine the estimated cost of transportation and per diem for any number of travelers from any of the cities currently in the program and for any number of days TDY to any one of those cities.

**Table 3-1
Authority for conference approval**

| CONFERENCE AT | \$ AMOUNT | APPROVAL AUTHORITY | METHOD OF APPROVAL |
|---|-------------------|--|--|
| HQ USAREC Level (Submit 90 days prior) | To \$10,000 | Director of the sponsoring conference | Prepare USAREC Fm 770 with conference agenda attached. |
| | Over \$10,000 | CofS, HQ USAREC | Submit USAREC Fm 770 with conference agenda attached. |
| Rctg Bde Level (Submit 60 to 90 days prior) | All | Rctg Bde commander (approval authority may be delegated to Rctg Bde CofS) | Prepare USAREC Fm 770 with conference agenda attached. |
| NOTE: Conference sponsored by the Rctg Bde on behalf of HQ USAREC will be approved by the CofS, HQ USAREC, prior to HQ USAREC tasking the Rctg Bde. All Rctg Bn ATC require Rctg Bde commander approval. | | | |
| Rctg Bn Level* | To \$500 | Rctg Bn commander (approval authority may be delegated to the XO of the Rctg Bn) | Prepare a memorandum for record which documents who, what, when, where, why, and provide estimated cost. |
| | \$501 to \$10,000 | Rctg Bn commander (approval authority may be delegated to the XO of the Rctg Bn) | Prepare USAREC Fm 770 with conference agenda attached. |
| | Over \$10,000 | Rctg Bde commander | Submit USAREC Fm 770 with conference agenda attached. |
| RSB | All | RSB Commander | Prepare USAREC Fm 770 with conference agenda attached. |
| Rctg Co Level* | To \$10,000 | Rctg Bn commander | Prepare USAREC Fm 770 with conference agenda attached. |
| | Over \$10,000 | Rctg Bde commander | Submit USAREC Fm 770 with conference agenda attached. |

*Rctg Bde commanders have authority to reduce these cost thresholds if they deem necessary.

Table 3-2
Instructions for completing USAREC Fm 770

| Block number and title | Instructions for completion |
|--|---|
| 1. To | Address to the next higher approving authority. Example: Rctg Co to Rctg Bn, Rctg Bn to Rctg Bde, etc. |
| 2. Sponsoring organization | Who is hosting the conference? Example: Lansing Rctg Co, Lansing Rctg Bn. |
| 3. Event title | Type of conference or meeting. Example: Mission Assignment Conference, Quality of Life seminar. |
| 4. Event date | The start date and end date of event. Example: 3 Aug XX - 6 Aug XX. |
| 5. Breakdown of costs for site requested | <p>1. Least cost area: Of the three sites costed, was the least cost site selected? Yes or No?</p> <p>2. Travel cost: This is the total cost for all USAREC funded attendees. It may be calculated using the Automated Travel Cost Program. Attach copy of the computation.</p> <p>3. Per diem: This is the total cost for all attendees. It will be calculated using block 8 of this form.</p> <p>4. Conference room: What is the conference room cost?</p> <p>5. Other costs: Other identifiable costs (must be explained in detail with all costs itemized). Example: Cost of contracted meals, etc.</p> <p>6. Total of above itemized costs: This is the total of the above itemized conference costs.</p> |
| 6. Attendees | <p>All attendees must be categorized by Rctg Bde, Rctg Bn, Rctg Co, USAREC, or other. If the other category is used - explain in the remarks section of this form.</p> <p>Explanation of categories from left to right:</p> <p>Number on per diem: How many attendees from each of the above listed categories will be on per diem? (Each block from "Rctg Bde" to "other" WILL be filled in with a zero or a number.)</p> <p>Number from local area: How many attendees from the local area NOT receiving per diem will be attending? (Fill blank spaces with zero.)</p> <p>Number of military: How many attendees are members of the military? (Fill blank spaces with zero.)</p> <p>Number of civilians: How many attendees are DA civilians? (Fill blank spaces with zero.)</p> <p>Overtime/comp provided: Check yes or no if any civilian employee is being paid overtime. If overtime is paid, a separate sheet will be attached to USAREC Fm 770 showing grade, title, and amount of overtime for each individual by hours and total cost per person listed.</p> <p>Totals: These will equal the total amounts entered in the columns.</p> |
| 7. Guest speaker | <p>Provide the name, rank, and title of the guest speaker.</p> <p>NOTE: You should treat the guest speaker as an attendee and include him or her in your block 6 calculations. A GO or someone of similar stature is mandatory for ATC. ATC will not be processed if this space is left blank. A tentative speaker is acceptable.</p> |
| 8. Per diem cost calculations | <p>Costs should be calculated for the least cost site from the reverse side of this form. If the site that you have selected is not the least cost site, a complete justification must be attached to the USAREC Fm 770 as to why you are requesting a non-least cost site.</p> |
| 9. Remarks/comments | <p>Provide any information that will help explain to the approving authority questionable blocks. Continue on a blank sheet if necessary.</p> |
| 10. Approval | <p>See table 3-1 for approval signatures and corresponding approval levels.</p> |

Table 3-2
Instructions for completing USAREC Fm 770--continued

| Block number and title | Instructions for completion |
|---|---|
| 11. Roll-up | <p>You must contact three separate sites for costing, at least one of which must be in the local area of the sponsoring organization.</p> <p>11a. Site: For example, Holiday Inn and the city in which the conference will be held.</p> <p>11b. Number of attendees: This is the total number of attendees. Add the total number of military and civilians from block 6.</p> <p>11c. Attendees on per diem: This total is from the "number on per diem" column in block 6.</p> <p>11d. Per diem costs: This should be calculated using the format in block 8.</p> <p>11e. Travel costs: This is the total cost for all attendees. It may be calculated using the Automated Travel Cost Program.</p> <p>11f. Conference room cost: If the hotel is charging for setup, breakdown, or for renting the conference room, enter the cost in this block. HOSPITALITY ROOMS ARE NOT AUTHORIZED.</p> <p>11g. Other site costs: Any other authorized identifiable costs.</p> <p>11h. Total projected costs: Add all columns down for sites 1, 2, and 3.</p> <p>11i. Cost per room: Individual total cost for each room.</p> |
| 12. Contracting | Complete only if contracting is being used; attach information sheet. |
| 13. Date for contracting | Need to know data is for use by the approval authority. If needed, the approval process can be expedited to meet the date entered. |
| 14. Unit fund | Unit fund will not be used for attendees other than those military personnel assigned to the sponsoring organization. If a banquet is being paid for by unit fund money, that meal must be subtracted from the per diem rate for the day. |
| 15. Security | Check yes or no. |
| 16. Point of contact for costing | Name of the person who prepared this form; include signature and telephone number (DSN or commercial). |
| 17. Approved date | This should be the date that the Rctg Bde approved the conference. |
| 18. HQ USAREC | HQ USAREC use on information copies of Rctg Bn ATC USAREC Fm 770. |

Table 3-3
Sample agenda

DAY 1

Places "where we are" and "where we are going" into perspective

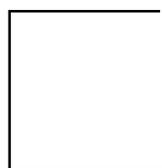
| | | |
|--|-----------|---|
| | -1000 | Travel, check-in, and weigh-in |
| | 1000-1030 | Opening remarks, Rctg Bn commander, sergeant major |
| | 1030-1100 | Review previous FY production |
| | 1100-1200 | Review accomplishment, strengths, weaknesses, lessons learned |
| | 1200-1300 | Lunch |
| | 1300-1400 | FY** Rctg Bn marketing plan |
| | 1400-1500 | FY** Advertising campaign and plan |
| | 1500-1700 | Review and discuss school program for FY** <ul style="list-style-type: none"> ● Requirements ● Procedures ● Armed Services Vocational Aptitude Battery testing |

Table 3-3
Sample agenda--continued

| | |
|------------------------------|---|
| 1700-1800 | Army safety program and prevention of motor vehicle accidents |
| 1800-1900 | Banquet preparation |
| 1900-1945 | Social hour and receiving line |
| 1945-2000 | Be seated for dinner |
| 2000-2100 | Dinner |
| 2100-2200 | Guest speaker |
| 2200-2230 | Award presentation |
| Total training time: 7 hours | |

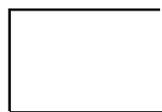
DAY 2

Required training as determined by Rctg Bn commander in accordance with USAREC Manual 25-100



| | |
|-----------|------------------------------|
| 0800-0900 | Equal opportunity |
| 0900-1000 | Alcohol and drug abuse |
| 1000-1100 | Quality of life presentation |
| 1100-1200 | Enlistment standards |
| 1200-1300 | Lunch |

Sales support topics - based upon commander's evaluation and assessment



| | |
|-----------|---|
| 1300-1400 | Review and discuss USAREC production management systems |
| 1400-1500 | Packet preparation - quality control and follow through |
| 1500-1600 | Prospecting to penetrate all market segments |

Total training time: 7 hours

NOTE: Rctg Bdes are responsible for a comprehensive review of agendas associated with centralized recruiter training conferences.

Table 3-4
Procedures checklist

Have the following items been checked prior to submitting USAREC Fm 770?

1. Is the conference being approved at the appropriate level based on the estimated cost? (See table 3-1.)
2. Does your conference need to identify a GO as a guest speaker? If yes, have you taken the necessary action? (HQ USAREC (RCAPA-PA) can assist if necessary.)
3. Will the USAREC Fm 770 be sent to the approving authority in enough time and has it been properly prepared?
4. Was the Automated Travel Cost Program utilized to prepare the cost and benefit analysis? If so, submit along with USAREC Fm 770.
5. Has an agenda or proposed agenda been attached to USAREC Fm 770?
6. If any contracting is involved, has procurement been notified in the required amount of time? Is contracting noted on USAREC Fm 770?
7. Remember, the sponsors' office must retain the conference USAREC Fm 770 and supporting documents, if any, for 1 year as it is subject to audit.
8. Have you implemented a security plan for this conference? Is it noted on USAREC Fm 770?

REQUEST FOR CONFERENCE APPROVAL
(For use of this form see USAREC Reg 37-14)

| 1. TO (Next Higher Headquarters) | 2. SPONSORING ORGANIZATION (Name of Organization Sponsoring the Conference) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--------------------------------|----------------------------------|-----------------------------|------------------------------|--|-----------------------------|-----------------------------|----------|-----------------|----------|------------|---------------|---------------|----|---------------------|-----------|-----------------|----------|------------|---------------|----------|------------|------------------|----------------------|----------------|---------------|---------------|--------|----------|----------|-------------|----------|---------------|---------------|--------|----------|----------|----------|----------|---------------|---------------|--------------------------|--|--|--|--|--|--|--------|------------|-----------|------------|----------|--|--|
| 3. EVENT TITLE (Battalion Name) Annual Training Conference | 4. EVENT DATE 15-17 December 19XX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. BREAKDOWN OF COSTS FOR SITE REQUESTED <table style="width:100%; border: none;"> <tr> <td style="width:30%;">LEAST COST AREA ?</td> <td style="width:30%;">TRAVEL COST \$ <u>7,536.00</u></td> <td style="width:40%;">CONFERENCE ROOM \$ <u>500.00</u></td> </tr> <tr> <td>YES <u>x</u> NO <u> </u></td> <td>PER DIEM \$ <u>24,156.00</u></td> <td>OTHER COSTS \$ <u>276.28</u> (i.e., contract meals for recruiters from local travel area)</td> </tr> </table> <p>TOTAL OF ABOVE ITEMIZED COST = \$ <u>32,468.58</u></p> | | LEAST COST AREA ? | TRAVEL COST \$ <u>7,536.00</u> | CONFERENCE ROOM \$ <u>500.00</u> | YES <u>x</u> NO <u> </u> | PER DIEM \$ <u>24,156.00</u> | OTHER COSTS \$ <u>276.28</u> (i.e., contract meals for recruiters from local travel area) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LEAST COST AREA ? | TRAVEL COST \$ <u>7,536.00</u> | CONFERENCE ROOM \$ <u>500.00</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| YES <u>x</u> NO <u> </u> | PER DIEM \$ <u>24,156.00</u> | OTHER COSTS \$ <u>276.28</u> (i.e., contract meals for recruiters from local travel area) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. ATTENDEES: <table style="width:100%; border: none;"> <thead> <tr> <th></th> <th># ON PER DIEM</th> <th># FROM LOCAL AREA</th> <th># OF MILITARY</th> <th># OF CIVILIANS</th> <th colspan="2">OVERTIME/COMP PVD?</th> </tr> </thead> <tbody> <tr> <td>BDE</td> <td align="center"><u>2</u></td> <td align="center"><u>0</u></td> <td align="center"><u>2</u></td> <td align="center"><u>0</u></td> <td>Y <u> </u></td> <td>N <u> </u></td> </tr> <tr> <td>BN</td> <td align="center"><u>0</u></td> <td align="center"><u>29</u></td> <td align="center"><u>27</u></td> <td align="center"><u>2</u></td> <td>Y <u>x</u></td> <td>N <u> </u></td> </tr> <tr> <td>CO</td> <td align="center"><u>142</u></td> <td align="center"><u>48</u></td> <td align="center"><u>190</u></td> <td align="center"><u>0</u></td> <td>Y <u> </u></td> <td>N <u> </u></td> </tr> <tr> <td>USAREC</td> <td align="center"><u>2</u></td> <td align="center"><u>0</u></td> <td align="center"><u>2</u></td> <td align="center"><u>0</u></td> <td>Y <u> </u></td> <td>N <u> </u></td> </tr> <tr> <td>OTHER*</td> <td align="center"><u>5</u></td> <td align="center"><u>0</u></td> <td align="center"><u>5</u></td> <td align="center"><u>0</u></td> <td>Y <u> </u></td> <td>N <u> </u></td> </tr> <tr> <td colspan="7">*Define other in item 9.</td> </tr> <tr> <td>TOTAL:</td> <td align="center"><u>151</u></td> <td align="center"><u>77</u></td> <td align="center"><u>226</u></td> <td align="center"><u>2</u></td> <td></td> <td></td> </tr> </tbody> </table> | | | # ON PER DIEM | # FROM LOCAL AREA | # OF MILITARY | # OF CIVILIANS | OVERTIME/COMP PVD? | | BDE | <u>2</u> | <u>0</u> | <u>2</u> | <u>0</u> | Y <u> </u> | N <u> </u> | BN | <u>0</u> | <u>29</u> | <u>27</u> | <u>2</u> | Y <u>x</u> | N <u> </u> | CO | <u>142</u> | <u>48</u> | <u>190</u> | <u>0</u> | Y <u> </u> | N <u> </u> | USAREC | <u>2</u> | <u>0</u> | <u>2</u> | <u>0</u> | Y <u> </u> | N <u> </u> | OTHER* | <u>5</u> | <u>0</u> | <u>5</u> | <u>0</u> | Y <u> </u> | N <u> </u> | *Define other in item 9. | | | | | | | TOTAL: | <u>151</u> | <u>77</u> | <u>226</u> | <u>2</u> | | |
| | # ON PER DIEM | # FROM LOCAL AREA | # OF MILITARY | # OF CIVILIANS | OVERTIME/COMP PVD? | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BDE | <u>2</u> | <u>0</u> | <u>2</u> | <u>0</u> | Y <u> </u> | N <u> </u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BN | <u>0</u> | <u>29</u> | <u>27</u> | <u>2</u> | Y <u>x</u> | N <u> </u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CO | <u>142</u> | <u>48</u> | <u>190</u> | <u>0</u> | Y <u> </u> | N <u> </u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| USAREC | <u>2</u> | <u>0</u> | <u>2</u> | <u>0</u> | Y <u> </u> | N <u> </u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OTHER* | <u>5</u> | <u>0</u> | <u>5</u> | <u>0</u> | Y <u> </u> | N <u> </u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| *Define other in item 9. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL: | <u>151</u> | <u>77</u> | <u>226</u> | <u>2</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. GUEST SPEAKER: NAME <u>James G. Williams</u> RANK <u>BG</u> TITLE <u>Cdr, Ft. Wayne, IN</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. PER DIEM COST CALCULATIONS: <table style="width:100%; border: none;"> <thead> <tr> <th></th> <th>PER DIEM RATE</th> <th></th> <th>NO. OF DAYS</th> <th></th> <th>NO. OF PERSONNEL</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>MILITARY</td> <td>\$ <u>75.00</u></td> <td>*</td> <td><u>2.1</u></td> <td>*</td> <td><u>151</u></td> <td>=</td> <td>\$ <u>23,782.50</u></td> </tr> <tr> <td>CIVILIAN</td> <td>\$ <u>89.00</u></td> <td>*</td> <td><u>2.1</u></td> <td>*</td> <td><u>2</u></td> <td>=</td> <td>\$ <u>373.80</u></td> </tr> <tr> <td>NON-USAREC PERSONNEL</td> <td>\$ <u>0.00</u></td> <td>*</td> <td><u>0</u></td> <td>*</td> <td><u>0</u></td> <td>=</td> <td>\$ <u>0</u></td> </tr> </tbody> </table> | | | PER DIEM RATE | | NO. OF DAYS | | NO. OF PERSONNEL | | | MILITARY | \$ <u>75.00</u> | * | <u>2.1</u> | * | <u>151</u> | = | \$ <u>23,782.50</u> | CIVILIAN | \$ <u>89.00</u> | * | <u>2.1</u> | * | <u>2</u> | = | \$ <u>373.80</u> | NON-USAREC PERSONNEL | \$ <u>0.00</u> | * | <u>0</u> | * | <u>0</u> | = | \$ <u>0</u> | | | | | | | | | | | | | | | | | | | | | | | | |
| | PER DIEM RATE | | NO. OF DAYS | | NO. OF PERSONNEL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MILITARY | \$ <u>75.00</u> | * | <u>2.1</u> | * | <u>151</u> | = | \$ <u>23,782.50</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CIVILIAN | \$ <u>89.00</u> | * | <u>2.1</u> | * | <u>2</u> | = | \$ <u>373.80</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NON-USAREC PERSONNEL | \$ <u>0.00</u> | * | <u>0</u> | * | <u>0</u> | = | \$ <u>0</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. REMARKS/COMMENTS: Civilian overtime will be paid to one photographer Public Affairs Specialist GS-9/1, \$16.71 per hour x 4 hours = \$66.84, and one USAR Rctr GS-7/5, \$14.96 per hour x 4 hours = \$209.44 for a total of \$276.28. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. APPROVAL: <table style="width:100%; border: none;"> <tr> <td style="width:25%;">APPROVED</td> <td style="width:25%;">DISAPPROVED</td> <td style="width:25%;">SIGNATURE</td> <td style="width:25%;">DATE</td> </tr> <tr> <td><u> </u></td> <td><u> </u></td> <td><u> </u></td> <td><u> </u></td> </tr> </table> | | APPROVED | DISAPPROVED | SIGNATURE | DATE | <u> </u> | <u> </u> | <u> </u> | <u> </u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| APPROVED | DISAPPROVED | SIGNATURE | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u> </u> | <u> </u> | <u> </u> | <u> </u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Figure 3-1. Sample of a completed USAREC Fm 770

SPONSORING ORGANIZATION RETAIN BACK-UP COSTING INFO FOR ALL SITES

| 11. ROLL-UP | SITE 1 Least cost or site requested | SITE 2 | SITE 3 |
|--------------------------------------|--|--------------|--------------|
| a. SITE NAME CITY/STATE COUNTY | A | B | C |
| b. NUMBER OF ATTENDEES | 228 | 228 | 228 |
| c. ATTENDEES ON PER DIEM | 151 | 151 | 151 |
| d. PER DIEM COSTS: | | | |
| 1. MILITARY | \$ 23,782.50 | \$ 23,782.50 | \$ 23,782.50 |
| 2. CIVILIAN | \$ 373.80 | \$ 373.80 | \$ 373.80 |
| 3. NON-USAREC | \$ 0 | \$ 0 | \$ 0 |
| TOTAL PER DIEM (D1 + D2 + D3) | \$ 24,156.30 | \$ 24,156.30 | \$ 24,156.30 |
| e. TRAVEL COST | \$ 7,536.00 | \$ 7,536.00 | \$ 7,536.00 |
| f. CONFERENCE ROOM COST | \$ 500.00 | \$ 1,500.00 | \$ 2,000.00 |
| g. OTHER SITE COSTS | \$ 276.28 | \$ 497.00 | \$ 750.00 |
| h. TOTAL PROJECTED COST | \$ 34,468.58 | \$ 33,689.30 | \$ 34,442.30 |

| | | | |
|------------------|----|----|----|
| i. COST PER ROOM | \$ | \$ | \$ |
|------------------|----|----|----|

12. IS CONTRACTING INVOLVED AT ANY SITE?
IF YES, ATTACH PERTINENT INFORMATION WITH SUBMISSION. YES NO

13. THE NEED TO KNOW DATE FOR CONTRACTING IS 25 November 19XX.

14. IS UNIT FUND BEING USED? NOTE: IF UNIT FUND IS BEING USED FOR ANY PART OF A MEAL, THE COST MUST BE SUBTRACTED FROM THE DAILY PER DIEM ENTITLEMENT. (Ref USAREC Reg 37-14, JFTR VOL I-II)
 YES NO

15. HAVE SECURITY PRECAUTIONS BEEN TAKEN?
 YES NO

| | | | |
|---|-----------|-------|------|
| 16. PREPARED BY: (Type or print Name, Grade, Title) | SIGNATURE | PHONE | DATE |
| George B. Taylor, MSG, Rctg Bn RTNCO | | | |

| | |
|---------------------------------|---|
| 17. DATE APPROVED BY BDE: _____ | 18. DATE RECEIVED HQ USAREC: <u>(To be completed by HQ USAREC only)</u> |
|---------------------------------|---|

Figure 3-1. Sample of a completed USAREC Fm 770 (Continued)

**Appendix A
References**

**Section I
Related Publications**

AR 11-2
Management Control.

AR 55-60
Official Table of Distances.

AR 600-8-10
Leave and Passes.

AR 600-8-22 with USAREC Suppl 1 thereto
Military Awards.

AR 600-8-105
Military Orders.

AR 600-85
Alcohol and Drug Abuse Prevention and Control
Program.

DFAS-IN Reg 37-1
Finance and Accounting Policy Implementation.

JFTR, Vol I
Uniformed Service Members.

JTR, Vol II
Department of Defense Civilian Personnel.

USAREC Reg 230-4
Unit Morale Support Funds Accounting Policies
and Procedures.

**Section II
Required Forms**

USAREC Fm 697
Control Register for Travel Orders.

USAREC Fm 770
Request for Conference Approval.

**Section III
Related Forms**

DA Form 31
Request and Authority for Leave.

DA Form 3953
Purchase Request and Commitment.

DD Form 1351-2
Travel Voucher or Subvoucher.

DD Form 1475
Basic Allowance for Subsistence - Certification.

DD Form 1588
Record of Travel Payments.

DD Form 1610
Request and Authorization for TDY Travel of

DOD Personnel.

SF 1164
Claim for Reimbursement for Expenditures on
Official Business.

Appendix B Management Control Review Checklist for Temporary Duty Travel Orders

B-1. Requesting TDY travel

- a. Are individuals designated as TDY travel order requesting officials advised of their responsibility and accountability for protecting Government resources under management responsibilities of Public Law 97-255, Federal Managers' Financial Integrity Act (AR 11-2)?
- b. Are guidelines clear on the need to consider alternatives before authorizing TDY travel for mission and training accomplishment (teleconference, correspondence, local training, etc.)?
- c. Do the objectives, locations, and performance period for the TDY mission warrant the number of travelers?
- d. Are trips planned in advance with due regard to maximizing productive weekdays and minimizing weekend and holiday usage?
- e. Does experience (e.g., necessary reimbursement actions) demonstrate that travel advances are based on realistic cost estimates, including the number of authorized TDY days?
- f. Does adequate justification exist for requesting "variation authorized" in block 11 of the DD Form 1610?
- g. Are requests for TDY travel prepared on DD Form 1610 and submitted for review and approval at the earliest practicable date?

B-2. Minimizing TDY trip costs

- a. Are travelers required to make arrangements for transportation through Carlson or SATO for CONUS or transportation offices outside CONUS?
- b. Is the number of travelers for a specific purpose, especially meetings and conferences, limited to those whose presence is justified in the best interest of the commander?
- c. Does the DD Form 1610 itinerary direct the traveler to the military installation at which the organization to be visited is located and not to the location (i.e., adjacent or nearby city)?
- d. Is a city/TDY location shown only when the duty will actually be performed in the commercial sector and it is known that military lodging is neither available nor appropriate for the traveler?
- e. Is car rental entitlement limited to those travel situations where use of public transportation is not practical, and experience has shown car rental to be either more economical than taxi use or the only practical means of ground transportation in and around the TDY location?
- f. Are any exceptions cited in block 16 of the DD Form 1610 (e.g., use of existing Government facility would adversely affect the performance of the assigned mission) traceable to reasonable justification?

B-3. Approving TDY travel

- a. Do approving officials know specifically who is authorized to sign the DD Form 1610 as a requesting official?
- b. Is the stated purpose of each trip reason-

able under circumstances known to the approving official?

- c. Can requests for mode of travel via POV as more advantageous to the Government stand scrutiny of close audit?
- d. Has the traveler applied for, or possess, an AMEX card? If the traveler possesses a card, has no travel advance been authorized?
- e. Are DD Forms 1610 for programmed mission and training TDY approved early enough in advance so that travelers can optimize opportunities in obtaining lower airfares and available Government lodging?

B-4. Authorizing TDY travel

- a. Are locations and facilities for meetings and conferences approved with due consideration to the impact on TDY costs?
- b. Are incidents of the same individual signing as both the requesting official and approving official on the DD Form 1610 limited to specifically exempted circumstances and time-sensitive situations in which separation of these duties is not possible?
- c. Has the servicing fiscal office representative entered the appropriate accounting classification(s)?
- d. Is the DSSN of the office maintaining the accounting records included in block 19 of the DD Form 1610?
- e. When "variation authorized" is checked in the itinerary block, is it consistent with the purpose of the TDY or otherwise supported by separate justification?
- f. Are the special requirements and authorizations granted to the traveler in the remarks block of DD Form 1610 limited to the standard statements prescribed in AR 600-8-105, table 2-2, as supplemented by local command directive?
- g. Have only the minimum and most economical authorizations been granted to the traveler consistent with the purpose, itinerary, and length of TDY?
- h. Are reasonably accurate estimated cost data entered on DD Form 1610 consistent with length of TDY, mode of transportation, availability of Government lodging and meals, and the cost experience of similar TDY missions?
- i. Are DD Forms 1610 typed in such a manner as to preclude or make difficult any fraudulent alteration to include the following:
 - (1) Prohibition of multiple choice standardized formats in the remarks block as, "will or will not," requiring a line out of the not applicable?
 - (2) Prohibition of travel options that are number coded and made applicable by an (x) beside the listed number in the remarks block?

B-5. Prompt issuance and distribution of travel orders

- a. Is the authorizing official for TDY travel orders the commander or one who has been formally delegated authority by the commander?
- b. Are the appropriate number of DD Form 1610 copies distributed to the individual and organization named in the order?

- c. Do local control procedures call for periodic inspections to determine if copies of DD Form 1610 are distributed to individuals and organizations requiring copies?

B-6. Amendments, rescissions, or revocations

- a. Do requesting and approving officials exercise adequate controls to ensure that authorizations provided on the original DD Form 1610 are sufficient for successful performance of the TDY mission?
- b. Are amendments prepared on DD Form 1610 using the original travel order number?
- c. Are rescissions and revocations prepared on a memorandum or DD Form 1610 using the original travel order number?
- d. Are amendments, rescissions, and revocations of the DD Form 1610 given the same distribution as the original order?

Appendix C

Tax Exemption Certificates for Hotel and Motel Occupancy While on Temporary Duty

C-1. Tax exemption certificates

a. The following is current as of October 31, 1996. This information is extracted from DFAS Memorandum, subject: Federal Employees' Liability for State/Local Taxes Charged by Hotels, dated 31 October 1996, signed by Bruce M. Carnes and lists those authorized places where tax exemption certificates may be obtained and used.

b. Although many states, cities, and local municipalities offer tax exemption certificates, care should be taken in their use and distribution since many instances of counterfeit or invalid certificates have been reported.

c. To eliminate any problems that may develop, it is suggested that only those certificates listed be used. It also is suggested that any certificate not listed be sent to GSA at the following address to be researched for authenticity: General Services Administration, Federal Supply Service, Travel and Transportation Management Division, Washington, D.C. 20406.

C-2. Exemptions can be obtained as follows:

State of Delaware

Certificates may be obtained from: General Services Administration, Federal Supply Service Bureau, Traffic and Travel Coordinator (4FBT-2), 26 Federal Plaza, New York, NY 10278, (212) 264-1259.

Concord, California

The City of Concord exempts Federal travelers on official business from paying the 8 1/2 percent city tax if a properly completed exemption certificate and satisfactory credentials are presented at the time of registration. Certificates are available at the front desk at time of registration.

Los Angeles, California

Exemption certificates may be obtained from the lodging establishment, they may call (213) 626-9271 for assistance.

City and County of San Francisco, California

The City and County of San Francisco exempts Federal travelers on official business from paying the hotel occupancy tax when payment is made by Government issued credit card (AMEX). Should travelers have problems claiming the exemption they may call (415) 554-4431.

County of Orange, California

The County of Orange exempts Federal travelers on official business from paying the 6 percent hotel occupancy tax if a properly completed exemption certificate and satisfactory credentials are presented at time of registration. Forms may be obtained from the lodging establishment. (City of Anaheim is excluded.)

Oxnard, California

The City of Oxnard exempts Federal travelers on official business from paying the city tax when payment is made by official Government credit card (AMEX) with the prefix 3889 and official travel orders are presented.

Long Beach, California

The City of Long Beach exempts Federal travelers on official business from paying the city tax if a copy of the official Government travel authorization and a completed exemption form are presented. Forms may be obtained from the lodging establishment or City of Long Beach, Business License Section, 333 West Ocean Boulevard, Long Beach, CA 90802. Should travelers have problems claiming the exemption, they may call (213) 590-6212.

Millbrae, California

The City of Millbrae exempts Federal travelers on official business from paying the 8 percent city transit tax if a properly completed exemption certificate and satisfactory credentials are presented at time of registration. Forms may be obtained from the lodging establishment.

Monterey County, California

The cities of Monterey, Carmel, King City, Big Sur, Carmel Bay, and Pebble Beach exempt Federal travelers from the occupancy tax while on official business if a properly completed exemption certificate and satisfactory credentials are presented at the time of registration. Exemption certificates may be obtained from lodging establishments. Should travelers have problems claiming the exemption, they may call the Monterey County Clerks Office at (408) 667-2770.

San Bruno, California

San Bruno exempts Federal travelers while on official Government business from paying the hotel occupancy tax if a properly completed tax exemption certificate and satisfactory credentials are presented at the time of registration. Forms may be obtained from the lodging establishments or by contacting the city finance office at (415) 877-8883.

Seaside, California

Seaside exempts Federal travelers from paying the occupancy tax while on official business if an official authorization, a properly completed tax exemption certificate, and satisfactory credentials are presented at time of registration. Should travelers have problems claiming the exemption, contact the revenue office at (408) 899-6243.

Ventura, California

The City of Ventura exempts Federal travelers on official business from paying the 10 percent city tax if a properly completed exemption certificate and satisfactory credentials are presented at the time of registration. Forms may be obtained from the lodging establishment. Should travelers have problems claiming the exemption they may call (805) 654-7857.

State of Florida

Florida exempts Federal travelers on official business from paying state sales tax when a copy of the official travel authorization is presented.

State of New York

Federal travelers lodging in State of New York on TDY or PCS travel can avoid paying occupancy tax by obtaining exemption certificate(s) from: General Services Administration, Traffic and Travel Coordinator (4FBT-2), 26 Federal Plaza, New York, NY 10278, (212) 264-1259; or State of New York, Department of Taxation and Finance Forms Control Unit, State Campus, Albany, NY 12227.

State of Pennsylvania

The Commonwealth of Pennsylvania exempts Federal travelers on official business from paying the 6 percent state room sales tax if a properly completed exemption certificate and satisfactory credentials are presented. To obtain certificates, contact the Commonwealth of Pennsylvania, Dept. of Revenue, Bureau of Business Trust Fund Taxes, P.O. Box 8057, Harrisburg, PA, 17105-8057; or General Services Administration, Federal Supply Service Bureau, Traffic and Travel Coordinator (4FBT-2), 26 Federal Plaza, New York, NY 10278, (212) 264-1259.

State of Oklahoma

The State of Oklahoma exempts Federal travelers from paying the occupancy tax if a copy of the official Government travel authorization and a completed tax exemption form are presented. Forms may be obtained from the lodging establishment.

State of Oregon

The State of Oregon exempts Federal travelers from paying the occupancy tax if a copy of the official Government travel authorization and a completed tax exemption form are presented. Forms may be obtained from the lodging establishment.

State of Texas

Federal travelers lodging in Texas while on TDY or PCS travel are exempt from state, city, and county hotel taxes (occupancy taxes are not exempt), if a properly completed exemption certificate and satisfactory credentials are presented. To obtain certificates contact the Comptroller of Public Accounts, Tax Publications, 111 E. 17th Street, Austin, TX 78774, or telephone 1-800-252-5555 or (512) 463-4600.

Appendix D Entitlements

NOTE: The following provides the most common information on examples of military and civilian travel. Except where indicated, any rate specified applies to all types of personnel.

D-1. Travel

Each traveler is entitled to the cost of necessary transportation from the PDS or alternate point to the TDY point and return. Transportation expenses include the cost of air, railroad, bus, or other ticketed transportation to and from carrier terminals, and the cost of any special conveyance. The expense of operating a POV is paid in the form of a monetary allowance in lieu of transportation. The order issuing official will normally determine mission requirements, time limits, availability of transportation, and economic considerations. The mode(s) authorized are those available which result in the most efficient use of travel funds and meet the mission requirements.

D-2. Mileage rates for POV travel

- a. Vehicle at 31 cents per mile.
 - (1) In addition to a monetary allowance in lieu of transportation payment, the following expenses are also reimbursable when it is determined that POV travel is more advantageous to the Government.
 - (a) Parking fees.
 - (b) Tolls.
 - (c) Ferry fares.
 - (2) Only the vehicle owner and operator is entitled to the above reimbursement.
- b. Motorcycle at 20 cents per mile.
- c. Airplane at 45 cents per mile.

D-3. Transportation expenses

- a. The traveler will usually be provided a transportation ticket or Government conveyance to accomplish the travel. Otherwise, reimbursement is authorized for the actual cost of transportation necessary to perform the TDY travel. The claim must be substantiated by receipts for all tickets purchased.
 - b. Additional guidelines for travel by common carrier or Government furnished transportation:
 - (1) The order issuing official may direct any particular mode for travel on TDY except via POV.
 - (2) All travelers will use less than first class accommodations.
 - (3) The use of Government conveyance is limited to official purposes (e.g., travel between place of business or lodging and places to obtain meals, or other places required and necessary to accomplish the mission).

D-4. Per diem

- a. The per diem rate authorized in CONUS is listed in JFTR, Vol I, appendix D, for military and JTR, Vol II, appendix E, for civilian personnel.
- b. Computation is generally as follows:
 - (1) All places in CONUS not listed in JFTR,

appendix D, or JTR, appendix E (for Alaska and Hawaii see JFTR, app B and JTR, app A).

Amount available for lodging = \$50 (actual cost not to exceed):

M&IE rate = \$30

M&IE breakdown:

Breakfast = \$6

Lunch = \$6

Dinner = \$16

Incidentals = \$2

(2) Places listed in the JFTR, appendix B and JTR, appendix A for CONUS.

Amount available for lodging > \$50 based on the chart in the JFTR, appendix B and JTR, appendix A (actual cost not to exceed):

M&IE rate = \$30, \$34, \$38, or \$42 (based on the chart in the JFTR, app B and JTR, app A).

M&IE breakdown:

M&IE rate = \$30

Breakfast = \$6

Lunch = \$6

Dinner = \$16

Incidentals = \$2

M&IE rate = \$34

Breakfast = \$7

Lunch = \$7

Dinner \$18

Incidentals = \$2

M&IE rate = \$38

Breakfast = \$8

Lunch = \$8

Dinner = \$20

Incidentals = \$2

M&IE rate = \$42

Breakfast = \$9

Lunch = \$9

Dinner = \$22

Incidentals = \$2

c. DOD personnel will be reimbursed as follows during TDY:

(1) Day of departure and return - The M&IE rate will be prorated. The day of departure and return will receive 75 percent of the daily rate no matter what time the travel begins or ends.

(2) Days at TDY site - actual cost of lodging, not to exceed the maximum for the locality concerned, plus the applicable M&IE rate.

d. The examples presented above are general in nature and do not account for the varied forms of reimbursement which can be affected by the factors. The following guidance may apply to a situation, therefore, slightly changing the amount paid.

(1) All personnel will not be paid for meals provided by the Government through unit funds, contract, etc.

(2) Travel of military personnel to installations requires a statement of nonavailability if meals are not consumed in a Government mess.

(3) Additional per diem which is obtained as the result of a "voluntary bumping" delay must be expressly disclaimed on the DD Form 1351-2.

Glossary

Section I Abbreviations

AMEDD Det

Army Medical Department detachment

AMEX

American Express

ATC

annual training conference

BTO

blanket travel orders

CG

Commanding General

CofS

Chief of Staff

CONUS

continental United States

DA

Department of the Army

DAO

defense accounting office

DCG

deputy commanding general

DNO

Directorate of Network Operations

DOD

Department of Defense

DSSN

disbursing station symbol number

FY

fiscal year

GO

general officer

GOV

Government-owned vehicle

GSA

General Services Administration

HHG

household goods

HQDA

Headquarters, Department of the Army

HQ USAREC

Headquarters, United States Army Recruiting Command

ITO

invitational travel order

LTA

local travel area

M&IE

meals and incidentals expense

PCS

permanent change of station

PDS

permanent duty station

POV

privately-owned vehicle

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

Rctg Co

recruiting company

RS

recruiting station

RSB

United States Army Recruiting Support Battalion

RTNCO

recruiter training noncommissioned officer

SATO

scheduled airlines traffic office

TDY

temporary duty

TR

transportation request

USAREC

United States Army Recruiting Command

XO

executive officer

Section II Terms

blanket travel orders

Orders issued to individuals who regularly and frequently make trips away from their PDS within certain geographical limits in performance of regular assigned duties.

invitational travel

Authorization for travel of a person who is not a Government employee, in connection with certain assignments directly related to activities and in the interest of the DOD.

local move

A transfer of an individual on a permanent basis

from one duty station to another under any of the following circumstances:

- Where both duty stations are within the same PDS.
- Where both duty stations are within the same metropolitan area.
- Where both duty stations are within close proximity.

This type of move does not necessarily entitle the individual to movement of HHG unless the official directing the move requests authority to do so from HQ USAREC (RCPER), Fort Knox, KY 40121-2726.

local travel

Travel within and around the PDS authorized while conducting official business. The travel may be authorized and performed from the PDS to alternate duty point, or residence to an alternate duty point, and return.

permanent duty station

The post of duty or official station to which a member is assigned or attached for duty other than TDY and performs the substantial portion of duties. The limits of such post of duty or official station will be the corporate limits of the city or town in which the member is stationed. However, if the member is not stationed in an incorporated city or town, the official station will be the reservation, station, or established area having definite boundaries within which the designated post of duty is located. For example, Fort Sheridan is the PDS for soldiers assigned to duty there. The city of Waukegan, IL, would be the PDS for soldiers assigned to an RS within the corporate limits of that city.

per diem

Provides for reimbursement of subsistence expenses incurred while on authorized travel status. A per diem rate of \$80 is used except for travel to high-cost areas. Rates for high-cost areas are available in the JFTR for military and in the JTR for civilians. Subsistence expenses include all meal charges, tips, lodging, and laundry, among other things.

reimbursable expenses

Expenses directly attributable to the ordered travel and are in addition to travel and per diem expenses. Examples include:

- Travel to and from carrier terminals.
- Authorized excess baggage.
- Use of special conveyance.
- Official telephone calls.
- Registration fees.

temporary duty

Duty at one or more locations, other than the PDS, at which an individual performs temporary official business under orders which provide for further assignment or pending further assignment, to a new PDS or for return to the PDS upon completion of the TDY.

travel allowances

Provides for reimbursement for bona fide expenses incurred in connection with travel be-

tween two points. Those allowed cover expenses such as cost of airfare, bus, rail, mileage for POV, etc.

travel order

Authorization in writing for official travel authenticated by a travel order-issuing official. Generally, verbal authorization is sufficient for travel within and around the PDS.

travel status

The condition an individual must be in before being entitled to travel allowances. Travel status exists when an individual performs duty away from the PDS on official business, pursuant to competent orders. Travel status begins at the time individuals leave their residences, offices, or other authorized points of departure and ends when they return to their homes, offices, or other authorized points of arrival at conclusion of the trip.