



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-5256

REPLY TO
ATTENTION OF:

IMKN-RM

JUL 13 2016

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Garrison Policy Memo No. 8 - Travel Policy

1. References.

a. Joint Travel Regulations (JTR), 1 October 2014:
<http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

b. Defense Travel System (DTS) reference documents:
<http://www.defensetravel.dod.mil/>

(1) Army DTS Business Rules

(2) DTS Document Processing Manual

(3) DTS Desktop guide for Authorizing Officials and Certifying Officers

c. Authorizing Official Responsibilities and Checklist

d. DoD Financial Management Regulation, Volume 9, Chapter 2
http://comptroller.defense.gov/Portals/45/documents/fmr/Volume_09.pdf

e. Army Directive 2016-14 (Army Conference Policy), 4 May 2016

f. IMCOM Policy Memorandum 2014-01, Conference Management

2. Purpose. To establish policies, procedures, roles, and responsibilities for personnel to accomplish authorized travel or temporary duty (TDY).

3. Discussion. The expenditure of government funds in the current fiscal environment for TDY travel must be evaluated against a standard of mission criticality, weighing the mission-related need for the travel and the benefits for the Army.

a. The expenditure of TDY funds is highly visible and subject to close scrutiny. TDY travel is mission support and is performed when there is no other means to successfully complete the mission. When the mission can be achieved by another means, such as written correspondence or teleconferencing the approving official (AO) must choose that method.

b. When TDY is authorized, both the traveler and AO will ensure that the TDY is accomplished by the most economical means possible. For discretionary authorizations (such as: rental cars, taxis, or in and around mileage), only those expenditures that are necessary to accomplish the mission should be authorized. Cost savings must be a consideration in every authorizing decision. Government vehicles should be used when available and practical.

c. Leaders will ensure that only mission-critical TDY is requested and approved.

4. Applicability: This policy applies to all USAG Fort Knox personnel, for travel funded with either appropriated or non-appropriated funds. "Mission Critical," as defined in paragraph 5a, below, is the standard to be applied in all cases.

5. Policy: Authorized TDY includes the following:

a. "Mission Critical" TDY. This is travel/TDY without which significant mission degradation would occur. It must be determined that the mission cannot be accomplished via VTC, DCO, or conference call. Exceptions for travel that does not meet the definition of "Mission Critical" can only be approved on a case-by-case basis by the Commander or Deputy to the Garrison Commander (DGC).

b. Certification Training. This is TDY related to legally or professionally-required certification training (e.g., environmental, engineering, or financial certifications, etc.,) required as an element of the employee's position.

c. Conference Travel. Conference Travel is subject to strict scrutiny and may only be authorized in accordance with (IAW) DoD, DA, and IMCOM conference attendance policies, subject to approval at the level established in these authorities depending on the nature of the conference and the cost associated with attendance at the event. The IMCOM Conference Management Standard Operating Procedures (SOP) can be found at <https://home.army.mil/sites/operational/g5/ConfMgt> on SharePoint.

d. IMCOM CG, IMCOM Atlantic Region Director, or Fort Knox Garrison Commander directed travel (for special missions, Tiger Teams, etc.,).

6. Approval. Fort Knox Garrison travel approval hierarchy is as follows:

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- a. The Garrison Commander will serve as the approving official (AO) for the Deputy Garrison Commander.
- b. The Deputy Garrison Commander will serve as the AO for the Garrison Directors.
- c. Directors will be delegated authority as AO for their subordinate personnel on a DD Form 577 (Signature Card) after completion of required training listed in paragraph 9b, below.
- d. Directors may further delegate AO authority to any employee holding an equivalent grade, and may also appoint subordinate reviewing officials. Delegation requires a DD Form 577 (Signature Card) and completion of required training outlined at paragraph 9b.
- e. The Deputy Garrison Commander and Director, RMO will serve as alternate approvers for Directors unable to certify travel for their subordinate personnel due to absence.
- f. The Deputy Garrison Commander (with the Director, RMO as alternate) will serve as DTS AO for Garrison Commander and CSM's travel, and Director, RMO will serve as DTS AO for Deputy Garrison Commander's travel.
- g. Except as noted above, subordinates may not serve as AO for the TDY of their supervisors or anyone serving in a position above them in the chain of command.

7. Responsibilities.

- a. Travelers will:
 - (1) Submit requests in DTS not less than (NLT) 7 business days before departure date;
 - (2) Notify Government Travel Charge Card (GTCC) coordinator of planned travel and confirm GTCC activation prior to any use such as airline ticket issuance;
 - (3) Obtain DTS approval for travel as outlined in this policy NLT 72 hours prior to departure;
 - (4) File vouchers within five business days of their completion of official travel;
 - (5) Attach receipts and documentation to the voucher to support claims for reimbursement IAW the requirements of the Joint Travel Regulations including

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receipts for all expenses regardless of amount except for meals and incidental expenses which are covered by per diem;

(6) Comply with policy on mandatory use of GTCC. Cardholders will use GTCC for all authorized expenses for which credit card may be used; limiting cash advances to only the amounts needed to pay expenses (such as; meals in military dining facilities) which cannot be paid by credit card;

(7) Adhere to all relevant travel regulations and Army travel guidance/business rules;

(8) Use TDY Checklists (Encl) when requesting travel authorization and preparing and submitting travel vouchers;

(9) Be held responsible for any unnecessary costs which that were preventable such as cancellation fees for lodging or other rentals when they fail to personally confirm cancellation with hotel or other vendors if travel plans change. (This applies whether reservations were originally made in DTS, in person or telephonically, as the Commercial Travel Office (CTO) is not responsible to cancel hotel or rental car reservations.)

b. AOs will:

(1) Ensure all subordinate employees' travel is required, an efficient use of Government resources, and meets all laws, regulations, policies, business rules and procedures;

(2) Ensure compliance with TDY Checklists (Encl 1) when authorizing travel and approving vouchers;

(3) Review and approve DTS authorizations and vouchers for their personnel;

(4) Ensure appropriate funds are used;

(5) Ensure vouchers are filed within five days upon completion of travel;

(6) Determine transportation mode (IAW JTR 3215, 3220) following the precedence established in JTR 3225, specifically Common Carrier, government vehicle, Rental Car, and Privately Owned Conveyance (POC). Require attachment of supporting documents (such as; Fort Knox Form 154, showing denial of GSA vehicle request before approving POC use as advantageous to the government. Approve travel only as limited to cost of using more advantageous common carrier and/or GSA vehicle in cases where employee's personal choice is the determining

factor. When approving as limited, ensure calculation is supported by a constructed travel worksheet attached in DTS.

(7) Submit copies of their DD Form 577, and initial and annual training to the Garrison DTA in order to be set up in DTS as an AO.

(8) AOs in activities which have their own ODTAs (DPW, DES, DPTMS, DHR, and DFMWR) will ensure their ODTAs comply with Audit Readiness Statement of Budgetary Resources (SBR) 12.05 (Unprocessed Voucher Reconciliation) requirements which includes a monthly review, signature and dates of the DTS reports, an "Unsubmitted Voucher List" and a "Routing Status Report for Vouchers".

c. Supervisors will coordinate with the appropriate Organizational DTA (ODTA) and Government Travel Charge Card (GTCC) coordinator to ensure that all their subordinate personnel are properly set up in DTS and GTCC before the need for them to travel arises. This includes:

(1) Completing required training for access to DTS and GTCC card;

(2) Submitting records of training completion to the appropriate ODTA and GTCC coordinator so that they receive access to DTS, and are able to apply for a GTCC;

(3) Applying for a GTCC;

(4) and Updating their personal profiles in both DTS and the GTCC vendor's system whenever their data changes.

d. Departmental Accountable Officials/Garrison Budget Analysts (Reviewers) will:

(1) Review DTS authorizations and vouchers prior to submission to DTS AO's;

(2) Ensure appropriate DTS line of accounting is selected;

(3) Ensure traveler has attached documentation to show travel is in accordance with all laws, regulations, policies, business rules and procedures;

(4) and return requests which are incorrect, or lack appropriate documentation, providing details of the item(s) needing correction in DTS comments. Items which are properly documented but which require AO to exercise discretion on whether to authorize travel as requested will be highlighted in comments before signing in DTS, and the reviewer will attempt to contact AOs (via email, telephone, etc.) to ensure comments are not overlooked before travel is authorized.

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e. DTS Administrators (DTAs) will:

(1) Maintain file copies of DD Form 577s and training certifications for AOs in their organization;

(2) Assist users with DTS as needed;

(3) Comply with Audit Readiness Statement of Budgetary Resources (SBR) 12.05 (Unprocessed Voucher Reconciliation) requirement to review, sign and date the DTS reports "Unsubmitted Voucher List" and "Routing Status Report for Vouchers" monthly.

8. Where TDY is authorized, the traveler and approving officials will ensure that the TDY is accomplished by the most economical means possible.

a. Authorization for use of rental cars requires specific justification and will be subject to additional scrutiny:

(1) If personnel are authorized rental car use, compact vehicles should be used in most circumstances;

(2) In the event of group travel, a larger rental vehicle may be needed to accommodate multiple passengers and their luggage;

(3) When attending centrally funded training, Garrison-funded rental cars may be authorized, subject to the availability of funds, as a special conveyance only IAW JTR 3320 restrictions. Use of a special conveyance is limited to official purposes only (IAW 65 Comp. Gen. 253 (1986)).

b. In and around mileage may only be authorized if deemed to be in the interest of the Government and IAW JTR 2805-C restrictions.

9. Local Travel.

a. Reimbursement for use of Privately Owned Vehicle (POV) on the installation is not authorized.

b. POV use for official business outside the installation is authorized only when a Government vehicle is not available as determined and documented by the Logistics Readiness Center (LRC) denial of a GSA vehicle requested on Fort Knox Form 154.

10. Documentation and Training. All DTS users are responsible and accountable for understanding and complying with Federal Travel Regulations and government policies for temporary duty travel. To ensure all IMCOM DTS users understand their

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roles and responsibilities, the training below is required. It is the responsibility of the individual to complete training prior to the use of DTS.

a. DTS Users are required to complete the following training:

- (1) DTS (Basic) – About DTS (one-time training).
- (2) DTS (Basic) – DTS Travel Documents (DTS 101) (one-time training).
- (3) Programs and Policies – Travel Policies (one-time training).

b. Approving Officials: In addition to having an executed DD Form 577 (Signature Card), AOs are required to complete the following training:

- (1) Training for Accountable Officials and Certifying Officers (annual training).
- (2) The DTS Approval Process (one-time training).
- (3) Fiscal Law – Comptrollers' Accreditation Course: <https://jagu.army.mil> (required every three years).

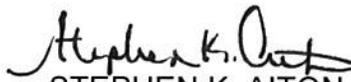
c. DTS training and demonstrations are located at the DTMO Explorer (TraX) website, <https://www.defensetravel.dod.mil/site/training.cfm>. Copies of training completion certifications must be provided to the designated Garrison DTS Administrator before the use of DTS.

11. RESOURCES:

a. The Defense Travel Management Office (DTMO) website: <https://www.defensetravel.dod.mil/index.cfm>.

b. The Garrison DTS Administrator is Ms. Katheline Smith, katheline.smith2.civ@mail.mil, 502-624-2132.

Encl
as


STEPHEN K. AITON
COL, AG
Commanding

TDY APPROVAL CHECKLIST

- Y or N Does the mission require the physical presence of individuals at itinerary locations?
- Y or N Have alternatives been considered (teleconference, correspondence, local training, etc.) before authorization of travel orders?
- Y or N Did the traveler add the required comment, "**Alternate means such as Secure Video Teleconference or other web based communication, are not sufficiently able to accomplish travel objectives.**" in DTS on the OTHER AUTHORIZATIONS tab by selecting PERSTEMPO CODE D (Mission Support TDY) under OTHER AUTHORIZATIONS AVAILABLE?
- Y or N Are the number of travelers consistent with related factors of technical complexity, performance milestones, or prescribed attendance?
- Y or N Does approximate number of days on TDY exceed elapsed time required to complete assignment and minimize unproductive TDY on weekends and holidays?
- Y or N Is a city TDY location shown only when the duty will actually be performed in the commercial sector and it is known that government quarters is neither available nor appropriate for the traveler?
- Y or N Is travel performed by the most expeditious and economical mode of transportation?
- Y or N Is rental car authorization **only IAW JTR restrictions** and consistent with the need for local travel at the TDY location, realities of public transportation, cost of taxi/airport limousine service, and number of travelers?
- Y or N If a rental car is required, is it authorized in the remarks section of the DD Form 1610 **or in the DTS travel authorization?**
- Y or N When POV is authorized, is local mileage in and around TDY point authorized in the remarks section **ONLY** in the interest of the Government and IAW JTR 2805-C restrictions?
- Y or N Are requests for TDY travel prepared, submitted for review, and approved at the earliest practical date to allow for the following:
- Taking advantage of available discounts for early airline bookings?
 - Allowing the traveler to take advantage of government quarters?
 - Allowing time for traveler to obtain a travel advance, if necessary?
 - Combining visits within the same geographical area instead of separate trips?
- Y or N Are supporting documents (i.e. Course Selection Memo, Letter of Instruction, or Course Registration Material) attached to DTS authorization?
- Y or N If leave is taken in conjunction with TDY is a leave form attached and are leave dates properly accounted for in the trip itinerary?

TDY VOUCHER CERTIFICATION CHECKLIST

- Y or N Is the claim presented on an original travel voucher, typed, or handwritten with an original signature and date or digital signature, **or personally submitted in DTS and digitally signed by the traveler?**
- Y or N Are the basic orders with amendments, if any, attached to the claim?
- Y or N Does the lodging receipt reflect single occupancy?
- Y or N If meals were paid for or furnished by the Government at the TDY site, did the traveler indicate in the remarks section of the travel voucher which meals and the dates they were provided?
- Y or N When a registration fee is authorized and claimed, does a statement on the claim indicate whether or not the registration fee included charges for luncheons or banquets?
- Y or N Are claims reasonable, and are claims supported by receipts?
- Y or N If rental car expenses are claimed, was authorization shown on the DD Form 1610 **or the DTS Travel Authorization?**
- Y or N Was the rental car size selection based on the most economical and fuel-efficient type car available to meet the traveler's needs?
- Y or N Is the claim for local in-and-around mileage at TDY point reasonable, based on the location of lodging when POV is authorized?
- Y or N Are original receipts for rental cars and lodging attached, regardless of amount?
- Y or N Has a copy of the ticket showing the carrier and cost of fare been attached to the claim?
- Y or N Has the claim been submitted to the travel reviewing official within 5 calendar days after the completion of travel?
- Y or N Is the claim reasonable and consistent with the mission and claims for reimbursement in harmony with those authorized on DD Form 1610 **or the DTS Travel Authorization?**
- Y or N Are flagged items on the travel documents adequately addressed by the traveler?