



## DEPARTMENT OF THE NAVY

COMMANDER TRAINING AIR WING ONE  
101 FULLER ROAD SUITE 250  
MERIDIAN MS 39309-5403

IN REPLY REFER TO:

COMTRAWINGONEINST 4650.1H

N1

18 Apr 11

### COMTRAWING ONE INSTRUCTION 4650.1H

From: Commander, Training Air Wing ONE

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL MANAGEMENT

Ref: (a) Joint Federal Travel Regulations (JFTR)  
(b) CNATRAINST 3710.2U

Encl: (1) TAD Travel Authorization Procedures  
(2) Management of Government Travel Card and Cash Advances  
(3) TAD Travel Responsibilities and Procedures  
(4) Traveler Information and Responsibilities

1. Purpose. To establish, per references (a) and (b), TAD travel management policies and procedures for military and civilian personnel assigned to Training Air Wing ONE (TW-1). This instruction has been revised and should be reviewed in its entirety.

2. Cancellation. COMTRAWINGONEINST 4650.1G

3. Background. Higher authority has placed increased emphasis on better administration and tighter controls over travel funds. Management personnel at all levels shall establish strict travel management policies and procedures ensuring currency, completeness and effectiveness.

4. Policy. Official travel shall be limited to those activities essential for mission accomplishment and shall be completed by the most economical means available, by the minimum number of personnel for the shortest time consistent with mission requirements. Procedures are implemented for the reduction of unnecessary travel, proper cash management and efficient accounting of travel obligations and expenditures.

5. Action

a. The TW-1 Financial Management Division (FMD) is the centralized control point for all official TAD travel matters.

b. TW-1 and Squadron Approving Officials shall: Ensure procedures are established for the efficient management of travel funds; certify the availability of their assigned travel OPTAR funds for all TAD requests or modifications thereof; review all advance payments; and ensure all travel is accomplished through DTS, to include all reservations to be done through CTO.

c. TW-1 and Squadron Administrative Offices shall be the unit's official control point, order issuing authority, and shall ensure the timely submission of travel claims.

(1) Travel Card APC shall ensure member has an active government travel card (GTCC).

d. All military and government civilian personnel arranging or traveling on TAD orders shall comply with enclosures (1) through (4) as appropriate. The enclosures provide detailed administrative procedures and guidance for TAD travelers to be reimbursed.

6. Cross-country funding. TW-1 and Squadron aircrew voluntarily executing TAD travel using TW-1 aircraft, may be funded at less than allowable rates. Refer to COMTRAWINGONEINST 3710.4B

  
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## **TAD TRAVEL AUTHORIZATION PROCEDURES**

1. Authorized Approving Officials. TW-1 and squadron Commanding Officers are authorized to issue TAD orders for military and civilian personnel under their jurisdiction. Requests for TAD travel will be submitted on their TAD Travel Request Form, and signed by the requesting official. Travel orders and modifications for military personnel shall be signed by the Approving Official (AO).
2. The AO for civilian employees shall be at the appropriate department organizational level having sufficient knowledge of travel necessity and duties to be performed. The AO is to sign the "Orders Authorizing Official or Authentication" block of the Request and Authorization (DD 1610) for TAD Travel of DOD personnel.
3. All temporary duty sites will be reflected in the orders. If TAD is to be performed on a government installation, that fact will be clearly indicated on the orders. Orders will neither direct a more costly mode of transportation, nor be written in an attempt to circumvent the use of government or government procured transportation.
4. "No Cost" Permissive TAD Orders. Authorized approving officials should not direct military or civilian personnel to perform official travel without reimbursement for necessary transportation and travel allowances. In certain cases, the travel may be desirable for the Navy, but not of sufficient priority to warrant travel fund expenditures. In such cases, "no cost" permissive orders may be issued. For military personnel, no cost orders must contain the clause: "This authorization is issued with the understanding that you will not be entitled to reimbursement for transportation, per diem, or miscellaneous expenses. In case you do not desire to personally bear this expense, consider this authorization canceled." Condensed versions of the above statement will not be used. A similar statement will be shown for civilian employees and indicate the travel is at the employee's request. This restriction is especially appropriate when little or no cost is incurred by TAD personnel, for local schools, or where the TAD is performed primarily in the interest of the individuals concerned, or at their request.
5. HUREVAC Orders. Funds obligated with HUREVAC orders will be reimbursed by HUREVAC funds. The FM shall maintain a separate accountability of funds obligated for HUREVAC orders and notify Chief of Naval Air Training (CNATRA) of total obligated. Unless otherwise directed, HUREVAC orders may be issued as a group travel order. Necessary steps shall be taken to ensure orders are available to personnel affected prior to their departure.

## **USE OF THE GOVERNMENT TRAVEL CARD, CASH ADVANCES, TRAVEL ADVANCES**

1. The use of GTCC on official government travel is mandatory for all personnel who are considered frequent travelers (i.e., those who are expected to travel at least twice per year).
2. The following guidelines and procedures apply to travel advances issued via Automatic Teller Machines (ATM).
  - a. Travelers should use the GTCC at ATM's to obtain cash needed to pay for "out of pocket" travel related expenses. Most dining facilities will accept the GTCC. Valid "out of pocket" travel related expenses are those that cannot be charged on the GTCC. ATM advances will not be obtained more than THREE working days before the scheduled departure date of any official travel.
  - b. Your ATM withdrawal should not be more than 80% of your meals and incidentals, and to include any other expenses that cannot be paid for using your GTCC.
  - c. The GTCC contractor will charge the cardholder a transaction fee for ATM use. This charge, which appears on the cardholder's billing statement, is a reimbursable expense and should be included on the traveler's voucher. In addition, ATM owners may charge a service fee for ATM access; this fee also is reimbursable and should be included on the traveler's voucher.
  - d. Excessive ATM withdrawals are those withdraws made more frequently than once a week or more than once every 7 days.
  - e. If after an ATM withdrawal has been made and TAD has been cancelled, the ATM fee is still reimbursable. A travel voucher (DD form 1351-2) should be used for reimbursement and the claim should be supported by the travel orders.
3. A travel Advance can only be authorized to those members who cannot obtain a GTCC. This can be processed through DTS. All advance travel payments will be paid through ETF to the member's bank account. Member must notate on DD form 1351-2 block 9 the amount of advance received.

## **TAD TRAVEL RESPONSIBILITIES AND PROCEDURES**

1. Travel Management Control. Command Administrative Departments are the travel control offices for all personnel and are responsible for:

a. Preparing and submitting requests for TAD orders and modifications as outlined in enclosure (1).

b. Screening each request to ensure travel is necessary, cost effective, within current budget constraints and satisfies all applicable government regulations.

c. Arranging lodging reservations at the TAD location. If traveling is to a military installation, refer to BUPERSINST 11103.1 series for a listing of Navy CBQ/BOQ facilities, adequate/inadequate designation, amount of service charge, and phone numbers to request reservations.

d. Ensuring travelers submit their travel claims with receipts/documents within five calendar days of travel completion to their respective Administrative Departments. Query travelers returning from carrier qualification detachments regarding time spent aboard ship.

e. Promptly notifying the respective Administrative Department and FMD of canceled TAD orders and modifications.

f. Notifying the command in writing if the claim has not been filed within 10 days of TAD completion.

g. Ensure that a signed original TAD request, copy of TAD orders, modifications, and copies of all receipts of liquidated travel are filed in cost TEMADD binder with the original copy of DD form 1351-2 signed by member.

### 2. FMD Responsibilities

a. Review authorization requests before AO approval.

b. Monitor funding balances

c. Act as Debt Management Monitor.

### 3. Traveler's Responsibilities

a. Ensure request for TAD travel is submitted on TAD Travel Request Form within three working days when notified of upcoming travel.

b. Ensure original orders are in hand and review Traveler's Information Sheet, enclosure (4), before departing on travel. If the traveler has any questions, he/she should contact the PLR clerk or Chain of Command.

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c. Submit properly completed travel claims to the command travel control office within five calendar days of return from TAD to include notification of any travel performed aboard a U.S. vessel.

d. All modifications to orders will be routed through your respective Administrative Department with proper changes notated, to include the AO's initials.

e. Upon notification of over-payment on completed claim, promptly make arrangements for repayment.

## TRAVELER INFORMATION AND RESPONSIBILITIES

Prior to commencing your TAD travel, take a minute to read this material containing important information you need to know regarding official travel.

1. Commercial Transportation. Arrangements should be made through DTS/CTO. Unless officially approved, use of civilian travel agencies to obtain travel arrangements is not authorized. Schedule official travel via the most economical route that will satisfy travel mission.
2. Travel via Privately Owned Vehicle (POV). When such travel is authorized as more advantageous to the government, you will be reimbursed for mileage and per diem for the time considered necessary to perform the ordered travel, via a direct route. Mileage reimbursement for POV travel is limited to the owner/operator of the POV. Passengers only receive per diem. Per JFTR U3320 TW-1 aircrew departing on TAD from KNMM may not claim the drive to/from home as a POV expense.
3. Receipts. Receipts are required for any expense in excess of \$75.00. However, it is advisable to save all receipts. Receipts must substantiate all travel expenses, in any amount. The original receipt (the one received from the vendor) shall be attached to the travel claim when filing settlement vouchers. Prepaid receipts are not acceptable. Please ensure all receipts are in your name. Receipts not in your name are not reimbursable. Receipts from other travel means (i.e. Orbitz, Hotel.com, Priceline) will not be reimbursable.
4. Orders and Endorsements. The original orders with all applicable endorsements must support travel claims. Safeguard your original orders, as loss may delay settlement of your travel claim.
5. Use of Government Quarters. When ordered to perform TAD at or near a government installation, DoD personnel are required to make maximum use of available government quarters. As soon as a firm TAD requirement is known, travelers or PLR should obtain the telephone number of the CBQ/BOQ facility servicing the TAD point from the command travel control office and make advance reservations. Each Navy CBQ/BOQ will provide either confirmed advance reservations or provide a CNA, if quarters are not available. Travelers should record this CNA number. Failure to obtain this endorsement will result in non-reimbursement for commercial lodging, unless a statement of impracticability or an adverse affect statement is included in the orders.
6. Use of Government Messing Facilities. The use of Government Messing will be determined by the JFTR and respective AO. In general, the traveler is not entitled to the meals component of per diem for each day embarked aboard a government vessel, unless the day is a day of arrival or departure (reference JFTR U4215). Shipboard "mess bills" are not reimbursable expenses.
7. Rental Vehicles. Type/size of rental vehicles shall be specifically authorized in the travel orders. Use of GSA or special DoD contract rates are required where available.

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8. Fraud. Filing of a fraudulent travel claim is punishable under Title 18, USC 286. Appropriate punishments are prescribed in the Uniform Code of Military Justice (UCMJ) and Chapters 751 and 752 of the Federal Personnel Manual (FPM). Commands shall use appropriate disciplinary measures to deter the submission of fraudulent travel claims.
9. GOVCC. Must be used for all travel related expenses. Government traveler must have a government charge card -- it is not an optional program. Do not abuse the GOVCC for non-government travel purchases.
10. Itinerary Modifications. Travelers are strongly cautioned against making unassisted changes to their itinerary. Doing so may jeopardize the justification for reimbursement. Travelers should contact their command (AO, PLR, etc) or CTO (after hours) to coordinate necessary changes to the planned itinerary.
11. Dual lodging. Occasionally operational circumstances necessitate dual lodging (e.g. traveler has a shore hotel room and gets stuck aboard ship). When justified, the specific lodging expense must be claimed as a "miscellaneous expense".