



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 1320.1V
N1
11 Mar 16

TRAINING SQUADRON SEVEN INSTRUCTION 1320.1V

From: Commanding Officer, Training Squadron SEVEN

Subj: TEMPORARY DUTY (TEMADD) TRAVEL AUTHORIZATIONS AND PROCEDURES

Ref: (a) TRARONSEVENINST 1320.2 series
(b) Joint Travel Regulations

Encl: (1) TAD Travel Request Form

1. Purpose. To issue revised policy and procedures for the proper request and processing of TEMADD authorizations (orders) and vouchers (travel claims).

2. Cancellation. TRARONSEVENINST 1320.1U

3. Process.

a. Individual TEMADD Travel. Requests for house hunting, Flight Instructor Training Course (FITC), swim physiology, other schools, etc. shall be submitted using a TAD Travel Request Form [enclosure (1)] and forwarded to the Executive Officer via the Administrative Officer for approval. Approved requests will be forwarded to the TAD Travel Clerk for orders generation in the Defense Travel System (DTS).

b. Cross Country Flights. Aircrew requesting approval for cross country flights will conform to the specific guidance contained in reference (a).

c. Detachments. The detachment coordinating officer will prepare a spreadsheet summary of all required travel needs for the detachment and forward to the Administrative Officer for orders generation in DTS. The coordinating officer alone will coordinate all changes to the original travel plan as they occur through the Administrative Officer, Assistant Administrative Officer, or TAD Travel Clerk. Under no circumstances will individual travelers request changes to approved orders directly with any Administrative Department personnel or make any such changes on their own. In the event of emergent changes required outside of normal working hours, the coordinating officer will contact either the Administrative Officer or Assistant Administrative Officer directly for approval. In those circumstances, once approved, affected travelers will contact SATO directly via the 24-hour toll-free number to adjust their reservations if required.

4. Action.

a. Operations Officer. The Operations Officer will review all cross country travel requests and forward to the Commanding Officer for approval.

b. Administrative Officer. The Administrative Officer will approve orders and travel claims in DTS and ensure appropriate procedures are established and followed for the efficient management of travel funds.

c. Assistant Administrative Officer. The Assistant Administrative Officer will supervise and assist the TAD Travel Clerk in the processing of orders and travel claim generation in DTS. Additionally, he or she will review all generated orders and travel claims for correctness, update the TAD travel log, and advise the Administrative Officer when orders/travel claims are ready for approval in DTS.

d. TAD Travel Clerk. The TAD Travel Clerk will perform the following functions:

(1) Generate orders and travel claims in DTS.

(2) Maintain paper copies of all cost orders, no cost orders, TAD request forms, and cross country request forms submitted and forward copies, as required, to the Training Air Wing ONE Comptroller.

(3) Manage the Government Travel Charge Card (GTCC) Program to include the running of required reports and audits, the gaining and detaching of squadron personnel (ensuring a zero balance), and the reporting to the Administrative Officer any apparent misuse or lack of use of the GTCC for official expenses by any traveler.

e. Individual Travelers. Individual travelers shall ensure that they have in their possession a paper copy of their approved orders before embarking on any official travel. Printed orders will be available on the counter in the Administrative Office prior to the date of travel or, for cross countries, by 0900 on the morning of departure. Within five working days of returning from travel, individual travelers will provide receipts for all authorized and claimable expenses to the TAD Travel Clerk in person and advise him or her of any changes that may have occurred to original itineraries.

5. Use of the GTCC. Per reference (b), use of the GTCC is mandatory to pay for all costs incidental to official travel including lodging, transportation, rental cars, etc. Official expenses paid by any other means (e.g. a personal credit card) **will not** be reimbursed unless prior approval has been obtained from the Administrative Officer. The GTCC shall not be used for any non-claimable, unofficial, or personal expenses incurred during travel. Individual travelers are responsible for ensuring that their GTCC reflects a zero balance upon travel claim liquidation and for informing the TAD Travel Clerk of any problems encountered with the card or upon receiving a new card.

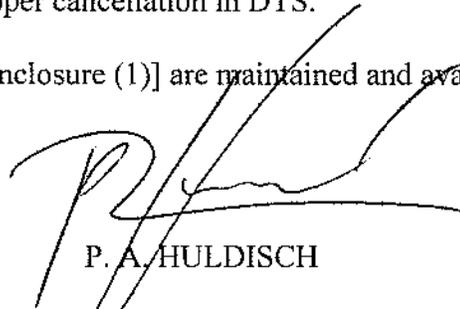
6. Shared use of the GTCC. Per reference (b), the GTCC shall not be used to pay for the expenses of any traveler other than the individual to which it is assigned. The following caveats apply:

a. Rental Cars. Shared rental cars on cross country flights, detachments, or other TAD travel will be authorized on specific travelers' orders commensurate with the needs of the individuals traveling.

b. Lodging. Students will double occupy rooms to the maximum extent practical on all travel. A single student's GTCC may be used to pay for the room **if and only if** the cost per night of the room is at or below the local government per diem rate. If a room rate exceeds the government per diem rate, travelers sharing the room **must** split the cost of the room between their GTCCs. Authorized per diem rates for locations to be visited on individuals' travel orders will be indicated on the approved paper orders. Lodging expense incurred in excess of the daily lodging rate (if any and exclusive of taxes) will be deducted from the traveler's meals & incidental per diem entitlement.

6. Non-Execution of Orders. If travel orders are not executed, the affected member(s) shall notify the TAD Travel Clerk to ensure proper cancellation in DTS.

7. Forms. TAD Travel Request Forms [enclosure (1)] are maintained and available in the Administrative Office.



P. A. HULDISCH

Distribution:
TRARONSEVENINST 5216.1Y List IV, Special "F"
VT-7 website

TAD TRAVEL REQUEST FORM

Complete the information below and turn in to the Administrative Officer. Once approved, orders will be generated in DTS. Authorized per diem rates will be indicated on orders for location(s) to be visited. Approved orders will be available in the Administrative Office no later than the day prior to travel. Please indicate any special instructions/requests at the bottom of this form. Reference TRARONSEVENINST 1320.1 series for additional guidance on travel policy.

NAME OF TRAVELER (Last, First, MI): _____ RANK: _____

PURPOSE (Reason for travel): _____ Conference Fee (if applicable) \$ _____

DATES OF CONFERENCE/CLASS: _____

LOCATION(S) TO BE VISITED: _____

IS LEAVE BEING TAKEN IN CONJUNCTION WITH TAD: YES NO (if yes, provide leave address and phone number)

DATES OF LEAVE: _____

LOCATION: _____ PHONE: (____) _____

LIBERTY IN CONJUNCTION: YES NO

DATES REQUESTED: _____

MODE OF TRANSPORTATION (circle one): Government: air / vehicle Commercial: air / rail / bus / auto Private: auto / plane

Lodging Required? YES NO (i.e., staying with family/friends/etc.)

Desired Check-in Date	Desired Check-out Date	City/Location

Rental Car Required? YES NO

Pick-up Date / Time	Return Date / Time	City or Airport of Pick-up	Car Size Requested (compact only for 1 or 2 travelers)
			<input type="checkbox"/> Compact <input type="checkbox"/> Mid-size <input type="checkbox"/> Full-size
			<input type="checkbox"/> Compact <input type="checkbox"/> Mid-size <input type="checkbox"/> Full-size

Commercial Air Request(s)

Departure Date	Departure Time	Departure City	Arrival Time	Arrival City

ADDITIONAL COMMENTS: _____

Traveler's Signature _____ Date _____

Travel Request Approved by: ADMIN O _____

XO _____