



**DEPARTMENT OF THE NAVY**  
TRAINING SQUADRON THIRTY-ONE (VT-31)  
501 BATAAN STREET SUITE B  
CORPUS CHRISTI TX 78419-5249

VT31INST 1320.1B  
1000  
31 AUG 2006

TRAINING SQUADRON THIRTY-ONE INSTRUCTION 1320.1B

Subj: PROCESSING OF TEMPORARY ADDITIONAL DUTY ORDERS REQUEST

Ref: (a) Joint Federal Travel Regulations

Encl: (1) TAD Travel Request  
(2) Payment Method Election for Travel Claims

Purpose. To promulgate supplemental procedures in accordance with reference (a) for the administration of Temporary Additional Duty (TAD) orders and travel authorization.

1. Cancellation. VT31INST 1320.1A

2. Background. When traveling on TAD orders, VT-31 personnel are expected to exercise the same care and regard for expenses incurred as a prudent person would exercise when traveling at personal expense. Prior to attending a meeting, school/training or conference, contact each military installation in the area for government quarters before obtaining commercial quarters. In many cases authorization for TAD may be dependent upon the availability and use of government billeting. Mode of travel to and from TAD areas will be determined by what is most advantageous to the government.

3. TAD Request Process

a. Members desiring travel on individual orders will submit a TAD travel request, enclosure (1), signed by their department head to the Administrative Office at least seven working days prior to the estimated date of travel. The TAD Travel Clerk will compute the estimated cost for the TAD request and forward it up the chain of command as indicated on the form.

b. Orders may be picked up in the Administrative Office during normal working hours or in the Duty Office after normal hours one working day prior to departure. Commercial reservations will be processed via SATO and acquired in case by case basis.

4. Transportation

a. Commercial Air. When commercial air must be used due to unavailable government air, the TAD office will coordinate with SATO/Transportation Office for the most economical flight. Per reference (a), commercial travel ("Frequent Flyer") promotion received by a military member when traveling under official orders may be kept by member for personal use.

<http://www.defensetravel.osd.mil/dts/site/index.jsp>

b. Rental Cars. Every effort must be made to obtain government vehicles when available. If no government vehicles are available, member must make rental car reservations through SATO.

(1) Personnel requiring rental cars will obtain authorization from the Executive Officer on enclosure (1). A member renting a car while on TAD orders without the endorsement or required approval as stated above will not be reimbursed.

(2) When obtaining receipts for rental cars, it is imperative that the receipt show the total amount paid (not just the daily rate) to avoid any delays in liquidating the claim. Ensure fuel receipts are retained for reimbursement.

**Note: Collision Damage Waiver (CDW) is not reimbursable. Whenever rental cars are authorized on official government orders, such coverage is not required since the government already insures the member. However, CDW shall be purchased if the car will be used for other than procuring food or official duties.**

5. Quarters

a. Government quarters shall be used when available by all squadron personnel traveling on TAD orders. Use of BOQs or BEQs is the preferred lodging.

b. Contract quarters/Navy Lodge will be used when government quarters are not available. These are commercial establishments that are under contract by the local DOD facility at a set reduced rate. All personnel will pay for contract quarters at time of stay.

c. The use of non-contract commercial hotels is the most expensive type of lodging. Expensive commercial hotel chains shall not be used if other less costly but adequate hotels is available.

If non-contract commercial hotels are required, BOQ will issue a "Certificate of Non-Availability" (CNA). Members must submit a CNA with their travel claim upon return if non-contract quarters were utilized.

6. Travel Claim Processing

a. After completion of travel, member's must complete their travel claim within five working days from day of return.

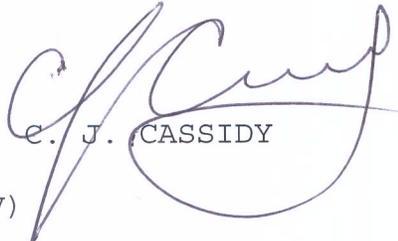
Members will complete a travel voucher using the Defense Travel System (DTS) website

<http://www.defensetravel.osd.mil/dts/site/index.jsp>, but only if VT-31 funded the travel. Enclosure (2) will need to be filled out if the member was given manual orders. If the travel was funded by another command, then the member will need to fill out a manual travel claim. Travel claims require all original receipts, TAD orders, and any other supporting documents.

b. After five working days from the date of return, if a travel claim has not been submitted, the administration office will automatically submit the member's voucher on their behalf. This will only give the member their per diem. Unless there are extenuating circumstances, steps will be taken to deduct the amount of any travel advances from the member's pay.

c. Use of a Government Credit Card while on TAD is mandatory. GCC purchases will be reimbursed back to member's GCC. Per-diem reimbursement will be made via direct deposit to member's personal account.

d. Regarding rental cars, it is imperative that the rental car receipt shows the total amount paid and the balance is \$0.



C. J. CASSIDY

Distribution: (VT31INST 5216.1V)  
List I

DATE \_\_\_\_\_

From \_\_\_\_\_ Department Head, VT-31  
To: Admin Officer, VT-31  
Via (1) Ops Officer, VT-31 (item 2e)  
(2) TAD Yeoman, VT-31  
(3) Executive Officer, VT-31

Subj: TAD TRAVEL REQUEST

1. Temporary additional duty orders are requested for the following personnel:

Names (First, MI, Last)	Rate/Rank	SSN/DES
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Request cost/no cost TAD orders. (circle one)

a. Depart on or about: Date: \_\_\_\_\_ Time: \_\_\_\_\_

b. Approximate number of days (including travel days): \_\_\_\_\_

c. Estimated date of return: Date: \_\_\_\_\_ Time: \_\_\_\_\_

d. Reason for TAD: \_\_\_\_\_ (attach supporting documents)

e. GOVAIR/COMAIR/VT-31 Aircraft (circle one).

1. Ops Approval for use of VT-31 Aircraft: T-44/TC-12B

\_\_\_\_\_  
Ops Officer Signature

f. Billeting. \_\_\_ Member will arrange. \_\_\_ Request Admin arrange.

BOQ/BEQ/Hotel Reservation Info: Lodging Name \_\_\_\_\_

Confirmation #: \_\_\_\_\_ Daily Rate: \$ \_\_\_\_\_

g. Rental car requested: Yes/No (circle one)

h. Itinerary:

Depart: VT-31, Corpus Christi Arrive: \_\_\_\_\_

Depart: \_\_\_\_\_ Arrive: \_\_\_\_\_

Depart: \_\_\_\_\_ Return: VT-31, Corpus Christi

\_\_\_\_\_  
Department Head Signature

From: TAD Yeoman, VT-31  
To: Executive Officer, VT-31

1. Estimated cost: Per diem: \$ \_\_\_\_\_ Trans: \$ \_\_\_\_\_ Rental Car: \$ \_\_\_\_\_

Total Cost \$ \_\_\_\_\_

\_\_\_\_\_  
TAD Yeoman Signature

From: Executive Officer, VT-31  
To: TAD Yeoman, VT-31

1. TAD: Approved/Disapproved.

a. Rental car authorized: Yes/No.

PAYMENT METHOD ELECTION FOR TRAVEL CLAIMS

\_\_\_\_\_  
SSN

\_\_\_\_\_  
PRINT NAME (FIRST, MI, LAST)

\_\_\_\_\_  
COMMAND/ORGANIZATION

\_\_\_\_\_  
WORK PHONE

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ELECTRONIC FUNDS TRANSFER (EFT)**

\_\_\_\_\_ I elect that payments for travel claims submitted be deposited to the following financial institution:

\_\_\_\_\_  
Routing number

\_\_\_\_\_  
Account number

Account type: \_\_\_\_\_ checking \_\_\_\_\_ savings

Bank name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All information on this form is required under the IATS system. The information provided will be used to process payment data from DFAS-CL to the financial institution and/or its agents, or to the mailing address submitted. Failure to provide the requested information will cause delay in the processing of travel claims and prevent payment thereof.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Enclosure (2)