



DEPARTMENT OF THE NAVY

COMMANDER
TRAINING AIR WING FIVE
7480 USS ENTERPRISE STREET SUITE 205
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO:
COMTRAWINGFIVEINST 4650.1B
N1
18 Aug 15

COMTRAWING FIVE INSTRUCTION 4650.1B

Subj: TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL MANAGEMENT

Ref: (a) DOD Financial Management Regulations
(b) Joint Travel Regulations (JTR)
(c) CNATRINST 3710.2U

Encl: (1) TAD Travel Authorization Procedures
(2) Management of Travel Advances/Government Travel Card
(3) TAD Travel Responsibilities and Procedures
(4) Traveler Information Sheet
(5) Authorizing Official/Certifying Officer DD Form 577

1. Purpose. To establish TAD travel management policies and procedures for military and civilian personnel assigned to Training Air Wing FIVE (TRAWING FIVE) per references (a) through (c).

2. Cancellation. COMTRAWINGFIVEINST 4650.1A.

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 absolutely essential for mission accomplishment, by the most economical means available, and 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 TRAWING FIVE Financial Management Division (FMD) is the centralized control point for all official TAD travel matters. The Financial Management Analyst shall ensure the proper use and availability of appropriated funds for official travel. The FMD will ensure the Defense Travel System (DTS) is primarily used to perform all official TAD.

b. TRAWING FIVE and Squadron administrative offices shall be the official travel control points to ensure orders are issued properly with the proper authorizations and shall ensure the timely submission of travel claims. Enclosures (1) through (4) contain administrative and procedural guidance for TAD travelers paid from TRAWING FIVE funds.

c. Squadron Commanding Officers shall:

(1) Ensure procedures are established for the efficient management of travel funds.

(2) Per reference (a), appoint an Authorizing Official/Certifying Officer (AO/CO) in writing by the use of DD Form 577 (enclosure (5)). AO/CO's will have the following minimum qualifications:

(a) Completion of Certifying Officer Legislations (COL) training at <https://www.defensetravel.osd.mil> under Training Tab.

(b) Knowledge of the official travel regulations and policies.

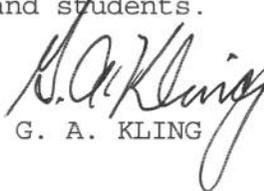
(c) Background or experience in the preparation of a travel voucher for payment.

(d) Knowledge of appropriations and other funds and accounting classifications.

(e) Knowledge of payment processes (e.g., availability of funds and location of designated paying and accounting offices).

(f) AO/CO's will have pecuniary liability for all payments they certify and any authorization or voucher that is not legal, proper, or correct, purposely or not, may be required personally to pay all or part of the disputed expenses.

(3) Appoint an Agency Program Coordinator (APC) in writing for the Government Travel Credit Card (GTCC) Program responsible for processing travel card applications and account maintenance/change forms for cardholders. APCs should be on staff/squadron check-in sheet for issuance of GTCC applications to all staff and students.


G. A. KLING

Distribution:
COMTRAWINGFIVEINST 5216.1T
List II

TAD TRAVEL AUTHORIZATION PROCEDURES

1. Authorizing Official/Certifying Officer (AO/CO). TRAWING FIVE 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, signed by the requesting official. Travel orders and modifications for military personnel shall be signed by the AO/CO.
2. The AO/CO for civilian employees shall be at the appropriate department organizational level having sufficient knowledge of travel necessity and duties to be performed. The AO/CO will sign the "Orders Authorizing Official or Authentication" block of the Request and Authorization (DD Form 1610) for TDY 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 in the remarks section of the orders and have "use of government quarters and messing directed if available." 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. Per diem will be reimbursed at the government rate (government rate is defined as the standard government lodging per diem rate by locality) per reference (b).
4. "No Cost" Permissive TAD Orders. AO/COs shall 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 shall not be used. A similar statement shall 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/TDY personnel, for local schools, or where the TAD/TDY is performed primarily in the interest of the individuals concerned, or at their request.
5. Hurricane Evacuation (HUREVAC) Orders. Funds obligated with HUREVAC orders will be reimbursed by HUREVAC funds. The Financial Manager 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.

6. Cross-Country Orders. Cross-country training flights over a weekend period provide a valuable addition to the instrument-training syllabus. The following guidance constitutes TRAWING FIVE policy regarding funded cross-country flights per reference (c).

a. Flights shall be scheduled to bases having suitable quarters available and fueling to the maximum extent practicable. Flights shall not be planned to require the purchase of fuel or oil from other than military sources or government contract sources. Government contract sources should be used only when military sources are not available at the destination or at intermediate stops. Use of a non-military field is prohibited if there is also a military field in the same vicinity unless that military field is unavailable for some reason. A dual use civil/military field is considered a military field for the purpose of this instruction as long as the military portion of the field is used for fueling and RON.

b. Per diem. A Commercial Meal Rate (CMR) and government lodging expense shall be paid for cross-country flights to bases having suitable government quarters. For cross-country flights to fields not having suitable government quarters, CMR will be paid and reimbursement for lodging shall be paid as follows:

(1) A Certificate of Non Availability (CNA), issued by a Government Berthing Facility, shall be acquired by aircrew prior to cross-country departure if terminating at a location being served by a military Bachelor Quarters. If a CNA is obtained, lodging rate within per diem guidelines will be reimbursed (under \$125 per night). Any lodging costs above \$125 per person/per night are authorized, but must be approved by Commanding Officer (or as delegated) prior to cross-country departure to avoid excessive cross-country travel costs when a suitable alternate destination is available with lower per diem rates. Double occupancy at commercial lodging sites is required, when practicable.

c. Restrictions.

(1) Instructor Proficiency Flights and Standardization (STAN) flights are excluded and do not qualify for payment of per diem and issuance of cost orders.

(2) Under normal circumstances reimbursement for miscellaneous expenses (i.e. taxis in and around) is prohibited. Only taxi fares between lodging and airport are reimbursable.

d. In the event of a delay in return due to maintenance, weather, etc., per diem will be paid for that period of time covering the delay, as will commercial lodging at the government rate, regardless of destination or number of legs flown. In the event commercial air is required for aircrew return, commands will ensure government rate airfare is secured. Additionally, only one rental car per aircraft will be authorized for aircrew. All commercial air and/or rental car reservations shall be booked through the Scheduled Airline Ticket Office (SATO).

MANAGEMENT OF TRAVEL ADVANCES/GOVERNMENT TRAVEL CARD

1. Outstanding travel advances represent indebtedness to the Navy, and prompt liquidation is necessary to maximize use of this resource. The use of the Government Travel Credit Card (GTCC) for travel advances and for all expenses arising from 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. Travel advances should not be authorized for personnel eligible for the GTCC, except for specific extenuating circumstances. Travel orders must be annotated with an endorsement for exceptions to this policy on a case-by-case basis for personnel who have a suspended or revoked card, or are known to have personal financial difficulties.
3. The following guidelines apply to the Navy and Marine Corps implementation of the ATM procedures for issuing travel advances.
 - a. Command APCs should provide application forms to all personnel for enrollment in the GTCC program and for obtaining Personal Identifications Numbers (PINs) for use with the card at ATMs.
 - b. ATM withdrawals are limited to authorized advance amounts (meals and incidental expenses plus other authorized reimbursable expenses), rounded up as required by the ATM. Travel advances shall not be obtained more than five days prior to travel or after the last day of travel.

NOTE: The entire GTCC card balance is due upon receipt of billing statement. The split disbursement option will be used on the travel claim (DD Form 1351-2) so that all GTCC charges can be paid directly to the bank and the remainder of the entitled funds to the travelers designated financial institution. The ATM privilege will be suspended if the card balance is in a 60 days past due category.

TAD TRAVEL RESPONSIBILITIES AND PROCEDURES

1. Travel Management Control. Command travel control offices for all personnel are the Administrative Departments. Military traveler control points 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 and within current budget constraints.

c. Arranging BEQ/BOQ reservations with the TAD station. If travel is to a Navy installation, refer to OPNAVINST 11103.1 series for a listing of Navy BEQ/BOQ facilities, adequate/inadequate designation, amount of service charge, and phone numbers to request reservations.

d. A TAD Request with estimated costs for travel, per diem, and other expenses will be submitted to the Admin Office for Command approval.

e. In the event a security clearance is required in performance of TAD, verifying the individual's clearance with the Security Manager and annotating on the travel orders.

f. Ensuring travelers submit travel claims within five working days of travel completion and deliver to their Administrative Department.

g. Preparing TAD Travel Orders and all modifications for officer and enlisted personnel upon receipt of approved request. Retain one copy of orders for record purposes. Delivering the original orders, traveler information sheet, and commercial tickets (if applicable) to member.

h. Maintaining a record indicating the tango number issued, name and rank/rate of the individual concerned, number of days authorized, scheduled return date, date travel claim submitted to PSD, and date orders liquidated with DOV number.

i. Ensure the signed original TAD request, copy of TAD orders, modifications, and copy of DOV liquidation voucher is filed in cost TEMADD binder.

2. Financial Management Analyst Responsibilities.

a. Serve as the DTS Debt-Monitor.

b. Ensure travel funds are available, ensure travel vouchers are settled, and other costs associated with travel are submitted into the accounting system.

c. Review overage TAD statement, take necessary actions.

d. Receive copies of travel advance overpayment notification letters and contact the traveler for repayment.

e. Request the Disbursing Office maintaining the military member's pay account deduct delinquent advances from member's pay. Request the civilian employee's Payroll Office collect delinquent advance by payroll deduction.

f. Upon written request from the Disbursing Office, review travel claims of military and civilian personnel identified as containing apparent excessive expense items. Notify the Disbursing Office, in writing, of any decision approving/reducing/disallowing questionable items.

3. Endorsements. Endorsements on all military TAD orders shall reflect the exact times of arrival and departure of TAD points. Endorsements at the permanent duty stations shall indicate the exact times of commencement and termination of actual travel.

4. Traveler's Responsibilities.

a. Ensure request for TAD travel is submitted on TAD Travel Request Form upon being notified of upcoming travel.

b. Ensure original orders are in hand and review Traveler's Information Sheet before departing on travel. If the traveler has any questions, they should contact the PLR clerk.

c. Submit properly completed travel claims to the command travel control office within five working days of return from TAD.

d. The split disbursement option will be used on the travel claim so all GTCC charges can be paid directly to the bank and the remainder of the entitled funds to the travelers designated financial institution.

e. All modifications to orders will be routed through the FMD with proper changes notated, to include the AO's initials.

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

TRAVELER INFORMATION SHEET

Prior to commencing your TAD travel, take a minute to read this material containing IMPORTANT INFORMATION you NEED to know regarding official travel.

Commercial Transportation. Arrangements shall be made through SATO/CTO. **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. Commercial transportation is procured by issuance of Government Transportation Request (GTR). If your travel orders direct, as opposed to authorized use of GTR's, no reimbursement for personally procured transportation is authorized unless GTR's were not available at time travel commences.

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.

Receipts. Generally, receipts are required for any expense equal to any above \$75.00. However, it is advisable to save all receipts. Receipts must substantiate rental car/lodging 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.

Orders and Endorsements. The original and two copies with all applicable endorsements must support travel claims. Safeguard your original orders, as loss may delay settlement of your travel claim. If TAD is performed at a military installation, you are required to obtain an endorsement from the activity responsible for government quarters on availability/non availability of these facilities, except when the orders contain a statement of impracticability or their use would adversely affect the mission.

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. If quarters are not available, each Navy BEQ/BOQ will provide either confirmed advance reservations or provide a CNA. Travelers should record this CNA number for future voucher processing. Failure to obtain this endorsement will result in non-reimbursement for commercial lodging. If an adverse weather/maintenance condition statement signed by the Operations Officer or Commanding Officer is in the orders, then per diem will be authorized at the government standard rate by locality.

Use of Government Messing Facilities. The use of Government Messing will be determined by the AO.

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. Information on available contracts can be obtained from the Passenger Transportation Division at CSD.

The 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 Subchapter 752 of the Department of the Navy Civilian Human Resources Manual. Commands shall use appropriate disciplinary measures to deter the submission of fraudulent travel claims.

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE*(Read Privacy Act Statement and Instructions before completing form.)***PRIVACY ACT STATEMENT****AUTHORITY:** E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5.**PRINCIPAL PURPOSE(S):** To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment.**SORN T1300** (<http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/t1300.aspx>)**ROUTINE USE(S):** The information on this form may be disclosed as generally permitted under 5 U.S.C Section 552a(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense (DoD) to the the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.**DISCLOSURE** Voluntary; however, failure to provide the requested information may preclude appointments.**SECTION I - APPOINTEE**

1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION		5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)

6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)

<input type="checkbox"/> DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input checked="" type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN

7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:

Appointee will be the Authorizing Official (AO) at the operational level who controls the mission, authorizes the trip, determines funds availability, and obligates funds for TDY travel by applying the APPROVED stamp in DTS. AOs ensure the proper LOA assignment prior to authorization and approves/certifies travel claims for validity as a Certifying Officer (CO) after the completion of travel. The AO acts as a CO when authorizing travel that results in a payment to the traveler. AOs/COs must ensure all required substantiating records and receipts are attached prior to applying the APPROVED stamp in DTS. Appointee will maintain inherent separation of duties across business segments and/or systems in performing the AO/CO role. An AO/CO is an Accountable Official and therefore is an inherently governmental position. Appointee may be held financially liable for erroneous payments resulting from the negligent performance of their duties. DTS Permission Levels & Accesses: 0,1,2; Org Access in AOR.

8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:

DoD 7000.14-R Vol 5, Ch 33, DoD 7000.14-R Vol 9, Ch 2, DoD 7000.14-R Vol 9, Ch 5, NAVSUPINST 4650.8 (13DEC13), Navy DTS Business Rules (OCT2012), Joint Travel Regulations (JTR)

SECTION II - APPOINTING AUTHORITY

9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	

SECTION III - APPOINTEE ACKNOWLEDGEMENT

I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.

14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13)
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE

SECTION IV - APPOINTMENT TERMINATION

The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE