



**DEPARTMENT OF THE NAVY**  
COMMANDING OFFICER  
HELTRARON TWENTY EIGHT  
7180 USS LONG ISLAND STREET, SUITE 320  
MILTON, FL 32570-6101

IN REPLY REFER TO:  
HT-28INST 3710.1B  
10 Feb 15

HELTRARON TWENTY-EIGHT INSTRUCTION 3710.1B CHANGE TRANSMITTAL 1

From: Commanding Officer, Helicopter Training Squadron TWENTY-EIGHT

Subj: GUIDELINES FOR CROSS-COUNTRY FLIGHTS

Encl: (1) Revised Page 12 (Enclosure 7)

1. Purpose. To transmit new page 12, "ADDENDUM TO TAD TRAVEL ORDERS," to reflect the change in per diem rate from \$50.00 to \$100.00.

2. Action. Remove page 12 entitled "ADDENDUM TO TAD TRAVEL ORDERS" and replace with Enclosure (7).

A handwritten signature in black ink, appearing to read "J. D. Ketcham", is positioned above the printed name.

J. D. KETCHAM

Distribution:  
Electronic Distribution

ADDENDUM TO TAD TRAVEL ORDERS

1. Lodging. HT-28 personnel going on cross country trips or TAD travel will be reimbursed for lodging under the following conditions:

Members claiming lodging must submit an original itemized receipt with their travel claims, reflecting the member's name and a zero balance. Lodging reimbursement will be the actual hotel room cost or lodging per diem rate, whichever is lower. Per diem rate is \$100. If weathered or maintenance down, reimbursement will be at the full government authorized rate.

2. Double Room Occupancy is required. All HT-28 personnel are required to use double occupancy when available and feasible. Exceptions would be when members of the opposite sex travel together.

3. Meals. Cost TAD, Maintenance, Ferry and Weather Downs: 75% of Per Diem rates for first and last day of trip, full per diem for days in between.

4. Rental Cars. Rental cars are **NOT AUTHORIZED** during cross-countries. However, on a case by case base, the HT-28 Admin Officer may approve a rental car for TAD or cross-country trips. When authorized a rental car, ask SATO for a vehicle with unlimited mileage. The IP who charges the rental car shall charge all fuel costs on their GOVCC. DO NOT take/accept additional insurance or upgrades, this is not a reimbursable expense. *Authorization may be given under the following conditions:*

a. Aircraft is maintenance or weathered down.

b. ALL RENTAL CAR RESERVATIONS MUST BE MADE THROUGH SATO\*\*\*  
There will be no reimbursement for rental cars on reservations made without going through SATO.

c. If requesting rental cars during normal hours Mon-Fri, 0730-1600 call 1-800-716-7286. If after normal hours (with approval) call SATO at 1-800-359-9999.

5. Claims. Submit all receipts to Admin within five working days. Receipts for claims **WILL NOT** be accepted after five working days, you will be reimbursed for Per Diem only. Sign completed claims when turning in receipts.

6. Receipts. Receipts are required for all expenses and must have members name on it to be submitted for reimbursement.

7. Government Travel Charge Card (GTCC). The use of the GTCC for all expenses arising from official Government travel is mandatory per reference (g) (JFTR Volume 1, Chapter 2, Part A, Section U2015).