



DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549
FORT MEADE, MARYLAND 20755-0549

DISA INSTRUCTION 200-40-1*

TRAVEL AND TRANSPORTATION

Official Travel

1. **Purpose.** This Instruction prescribes policy and assigns responsibilities and duties for official travel. It addresses all main aspects related to official travel.
2. **Applicability.** This Instruction applies to all Defense Information Systems Agency (DISA) activities and the Joint Force Headquarters - Department of Defense Information Network (JFHQ-DODIN).
3. **Authority.** This Instruction is published in accordance with the authority contained in the Joint Travel Regulations (JTR) and DoD Directive 4500.54E, Foreign Clearance Program (FCP), 28 December 2009.
4. **Policy.** Every effort will be made to minimize official travel being performed by DISA personnel. Travel will be approved when it is considered advantageous to the Government and when the mission cannot be satisfied by other means. Travel overseas will be arranged with a minimum requirement for equipment, facilities, installation services, and personnel. Visits will be coordinated in advance to avoid duplication or conflict of visits and overloading of facilities. Trips to the same general area at the same time will be consolidated to the maximum extent practicable.
 - 4.1 A traveler is required to use the Agency Travel Management Center (TMC) when making arrangements for official travel. The TMC will make all reservations for commercial airline, bus, and rail transportation; commercial lodging; and rental cars.
 - 4.2 The use of the Defense Travel System (DTS) is DoD mandated and is designed to meet operational requirements, improve service to the customers, and reduce overall cost to the Government. The DTS maximizes the traveler's use of the Government Travel Charge Card (GTCC), and a traveler is required to use the GTCC to procure commercial air transportation, lodging, and rental cars in DTS. Permissions and access within DTS will be closely monitored by the Travel and Transportation Office (MP41) and validated at a minimum quarterly.
5. **Responsibilities.**
 - 5.1 **Director for Workforce Services and Development Directorate (WSD).** The Director, WSD, will serve as the focal point for all travel matters.

5.2 Directors, Executives, Commanders, and Chiefs of Major Organizational Elements.

These individuals maintaining the role as accountable officials will serve as control points for organizational travel matters.

6. Duties of the Chief, Travel and Transportation Office. The Chief, Travel and Transportation Office (MP41), located in the Workforce Services and Development Directorate (WSD) Manpower, Payroll, and Transportation Division (MP4), has overall responsibility for DISA travel. The Chief, MP41, as the Agency's Lead Defense Travel Administrator (LDTA) for the Defense Travel System (DTS) and Component Program Manager (CPM) for the Government Travel Charge Card (GTCC), will:

6.1 Provide oversight and management of the Agency's use of DTS and the GTCC in compliance with applicable directives.

6.2 Serve as the Agency representative when attending meetings hosted by the General Services Administration (GSA) Program Office, GSA Contracting Office, Defense Travel Management Office (DTMO), and Defense Finance and Accounting Service (DFAS) regarding the use of the GTCC.

6.3 Develop training guidelines and procedures for organizations to promote the proper use of the GTCC, conduct quarterly conference calls with Agency Program Coordinators (APCs), and conduct an annual conference for APCs.

6.4 Review and approve requests for centrally billed accounts and maintain a cardholder hierarchy, as it relates to the Agency.

6.5 Provide oversight of DISA's government vehicle pool (U-Drive-It) and mass transit benefits.

7. Duties of a Traveler. A traveler is viewed as any DoD civilian employee or military member who uses DTS to create authorizations (orders), vouchers, and/or local vouchers for temporary duty (TDY) travel. A traveler will:

7.1 Ensure profile information in DTS is kept up to date; specifically, official e-mail address and Electronic Funds Transfer (EFT) (banking information and GTCC information).

7.2 Submit valid and accurate travel requests and submit valid and accurate vouchers within 5 working days of completion of travel, electronically sign all authorizations and vouchers, and attach all required substantiating documents.

7.3 Ensure authorization for travel is canceled in DTS, as soon as a trip is canceled, in accordance with the cancellation procedures.

8. Duties for Defense Travel System (DTS) Roles. Duties for DTS roles and accompanying training requirements and DTS permissions are detailed in chapter C1.

9. **Duties Pertaining to the Government Travel Charge Card (GTCC).** Duties pertaining to the GTCC are detailed in chapter C3.

10. **DISA Defense Travel System (DTS) Customer Service Website.** The DISA DTS Customer Service Website provides travel information and self-help for DTS users. The site is located at https://disa.deps.mil/ORG/MP4/MP41/DTS_Customer_Service/default.aspx. (This site is also accessible on the Resource Management Center (RMC) Workforces Services and Development Directorate (WSD) MP4 - Manpower, Payroll and Transportation Division SharePoint cite. Click on "Branches," "MP41 - Travel and Transportation Branch," and "Programs.")

11. DoD Commerical Travel Management Oversight.

11.1 **Defense Travel Management Office (DTMO).** The DTMO has been established as the single focal point for commercial travel within DoD. The office provides central oversight for commercial travel management, travel policy and implementation, GTCC management, customer support and training, functional oversight of DTS, and station and housing allowances program management.

11.2 **Travel Management Center (TMC).** The TMC, formerly referred to as the Contract Travel Office (CTO), is the commercial activity that provides travel services to DoD. (A current list of TMC contact information can be found on the DTS Customer Service Website. [Refer to paragraph 10.]) Several field activities have their own TMC offices, and travelers should contact their local Organizational Defense Travel Administrator (ODTA) for contact information.

12. **Contents.** In addition to providing general guidance on official travel in chapter C2, this Instruction addresses the following topics: government travel charge card, travel authorizations, local travel, official temporary duty travel abroad, and use of vehicles for official travel in chapters C3 through C7, respectively.

BARNHART.BR
ADLEY.WILLIA
M.1140635789

Digitally signed by
BARNHART.BRADLEY
.WILLIAM.1140635789
Date: 2018.10.29
20:34:32 -04'00'

BRADLEY W. BARNHART
Colonel, USAF
Chief of Staff

SUMMARY OF SIGNIFICANT CHANGES. This Instruction has undergone extensive revision, and the reader is encouraged to review the Instruction in its entirety.

*This Instruction replaces DISA 200-40-1, 11 June 2014.

OPR: MP4 – disa.meade.mps.mbx.mps-4@mail.mil

DISTRIBUTION: Intended for public release.

CONTENTS

BASIC INSTRUCTION

1. Purpose
2. Applicability
3. Authority
4. Policy
5. Responsibilities
6. Duties of the Chief, Travel and Transportation Office
7. Duties of a Traveler
8. Duties for Defense Travel System (DTS) Roles
9. Duties Pertaining to the Government Travel Charge Card (GTCC)
10. DISA Defense Travel System (DTS) Customer Service Website
11. DoD Commerical Travel Management Oversight
12. Contents

C1. ROLES AND DUTIES FOR TRAVEL-RELATED POSITIONS

- C1.1 Lead Defense Travel Administrator (LDTA)
- C1.2 Organizational Defense Travel Administrator (ODTA)
- C1.3 Authorizing Official (AO) and Certifying Officer (CO)
- C1.4 Finance Defense Travel Administrator (FDTA)
- C1.5 Debt Management Monitor (DMM)
- C1.6 Non-Defense Travel System (DTS) Entry Agent (NDEA)
- C1.7 Government Contractor
- C1.8 Foreign National

C2. GENERAL

- C2.1 Authorization of Travel
- C2.2 Fraud and Improper Payments
- C2.3 Class of Services Authorized
- C2.4 Approval of Travel to Field Commands
- C2.5 Personal Leave with Official Travel (PLOT)
- C2.6 Personal Travel to Permanent Duty Station (PDS) While on TDY
- C2.7 Civilian Clothing Authorization
- C2.8 Traveler Designated as Official Courier
- C2.9 Baggage
- C2.10 Manual Orders

C3. GOVERNMENT TRAVEL CHARGE CARD (GTCC)

- C3.1 Mandatory Use
- C3.2 Requesting and Receiving a Card
- C3.3 Transferring a Card
- C3.4 Cash Travel Advances
- C3.5 Expenses
- C3.6 Voucher Settlement and Payment
- C3.7 Split Disbursement
- C3.8 Unauthorized Usage or Misuse
- C3.9 Delinquency
- C3.10 Agency Program Coordinator (APC) Duties and Signature Authority
- C3.11 Responsibilities of a Travel Cardholder
- C3.12 Responsibilities of a Supervisor of a Travel Cardholder
- C3.13 Billing Disputes
- C3.14 Nongovernment Travel Charge Cardholder

C4. TRAVEL AUTHORIZATIONS

- C4.1 Travel Justification
- C4.2 Authorized Trips
- C4.3 Invitational Travel
- C4.4 Group Authorization
- C4.5 Confirmatory Authorization
- C4.6 Deployment Travel
- C4.7 Reserve Component Travel
- C4.8 Extended TDY (180 or More Consecutive Days)
- C4.9 Trip Type
- C4.10 Modes of Travel
- C4.11 Class of Services
- C4.12 Frequent Flyer Benefits
- C4.13 Constructed Travel Worksheet (CTW)
- C4.14 Variations
- C4.15 Cancellations
- C4.16 Ticketing Methods
- C4.17 Commercial Air Itinerary
- C4.18 Unused Tickets
- C4.19 Ticket Changes
- C4.20 Rental Cars
- C4.21 Baggage
- C4.22 Lodging
- C4.23 State Tax Exemption
- C4.24 Expenses and Receipts

C5. CHAPTER 5. LOCAL TRAVEL

- C5.1 Travel Mode
- C5.2 Reimbursement
- C5.3 Submission of a Claim
- C5.4 Field Activity Related
- C5.5 Examples of Local Travel and Reimbursable Expenses

C6. OFFICIAL TEMPORARY DUTY TRAVEL ABROAD

- C6.1 Travel Clearance
- C6.2 By Senior Officials
- C6.3 Coordination of Visits
- C6.4 Special Security Requirements
- C6.5 Manual Overseas Travel Orders
- C6.6 Official Passports and Visas

C7. VEHICLES FOR OFFICIAL TRAVEL

- C7.1 Government-Furnished or Commercial Vehicle
- C7.2 Interagency Motor Pool
- C7.3 Rental

ILLUSTRATIONS

Table

- TC1.1 Defense Travel System (DTS) Roles, Training Requirements, and Permissions

C1. CHAPTER 1. ROLES AND DUTIES FOR TRAVEL-RELATED POSITIONS

The roles and duties for travel-related positions are described as follows. Training requirements and Defense Travel System (DTS) permissions are detailed in table C1.1 and the Defense Travel Administrator Manual, Chapter 3. (The Manual is located at https://www.defensetravel.dod.mil/Docs/Training/DTA_Cover_and_TOC.pdf.)

C1.1 Lead Defense Travel Administrator (LDTA). The LDTA, located in Workforce Services and Development Directorate (WSD) Manpower, Payroll, and Transportation Division (MP4) Travel and Transportation Branch (MP41), is responsible for the overall travel functions and management of the Agency's DTS to include day-to-day DTS operations; managing the DTS Help Desk; providing oversight to the Defense Travel Administrators (DTAs) within the Agency; and establishing permission and DTS access to travel technicians, Organizational Defense Travel Administrators (ODTAs), and Authorizing Officials (AOs) and Certifying Officers (COs). An LDTA is officially appointed, in writing, using the Department of Defense (DD) Form 577: Appointment/Termination Record - Authorized Signature. Initial and annual Certifying Officer Legislation (COL) training is required for an LDTA. An LDTA will:

C1.1.1 Coordinate any system issues, including upgrades and system discrepancy reports with the Defense Travel Management Office (DTMO).

C1.1.2 Provide initial and followup customer support systems operation and other training to DTAs and ODTAs.

C1.1.3 Validate and reconcile DTS roles and permissions quarterly.

C1.1.4 Assign, manage, and monitor all permission levels to ensure appropriate separation of duties. (An LTDA is to ensure training has been completed before DTS permissions are assigned.)

C1.1.5 Ensure ODTAs and AOs are properly appointed, in writing, using a DD Form 577. (Electronic copies of all DD Form 577s and required training certificates for ODTA and AOs are to be retained. For audit purposes, ODTA and AO appointments are to be archived when the member is no longer serving as an ODTA or AO.)

C1.1.6 Conduct ODTA, AO, Non-Defense Travel System (NDEA), and traveler initial and annual refresher training and maintain copies of all attendance rosters for the current year. Ensure personnel requiring COL certification have completed the training and have uploaded their training certificates in the Corporate Management Information System (CMIS). Monitor DTS permissions and immediately revoke permissions if training requirements lapse for an individual with a designated DTS role.

C1.1.7 Retrieve and reconcile reports from the DTS Website, such as unsubmitted voucher reports, and complete traveler listing reports.

C1.1.8 Manage the Agency's DTS Help Desk providing DTS user support and advanced troubleshooting of issues associated with the use of DTS and ensure the Agency's DTS Help Desk contact information is current and accurately published on the DTMO Website.

C1.2 Organizational Defense Travel Administrator (ODTA). An ODTA, as the primary point of contact (POC) for their center or directorate, is responsible for overall travel processing and DTS support for their organization. The ODTA provides administrative oversight of DTS at the suborganizational level and assists the LDTA with overall DTS administration for their organization. An ODTA is appointed, in writing, on a DD Form 577: Appointment/Termination Record - Authorized Signature. The DD Form 577 is to be signed at the Division Chief or higher level. Initial and annual Certifying Officer Legislation (COL) training is required for an ODTA. An ODTA will:

C1.2.1 Complete the Defense Travel Management Office (DTMO) Defense Travel Administrator (DTA) certification program.

C1.2.2 Ensure organizational information is current within the DTA Maintenance Tool; specifically, monitoring the organizational e-mail (DTA identification [ID], Organization e-mail, and Self-Registration e-mail).

C1.2.3 Provide oversight and administration of DTS for travelers in their assigned hierarchy of organization; assign and regulate permission levels higher than "0" to those who perform additional duties within DTS; and monitor and update routing lists, groups, and traveler profiles, as needed, to maintain the current organizational structure. (Updates are to be coordinated with the Travel and Transportation Office [MP41].) Conduct routing list maintenance within the DTA Maintenance Tool. Monitor the Self Registration Module for newly created traveler profiles weekly and "accepted" into the organization. Validate and reconcile permissions, at a minimum, quarterly.

C1.2.4 Ensure travelers keep their DTS profile up to date; specifically, official profile e-mail address, Electronic Funds Transfer (EFT), and Government Travel Charge Card (GTCC) information.

C1.2.5 Ensure routing lists are configured to maximize the accuracy of DTS documents and facilitate expeditious document approval. (Each routing list level should contain more than one routing official to ensure documents flow smoothly [ensure backup is in place in the absence of primary official].)

C1.2.6 Assist travelers and Authorizing Officials (AOs) and Certifying Officials (COs) in the preparation, submission, and approval of travel authorizations and vouchers.

C1.2.7 Execute unsubmitted voucher reports at least biweekly and provide other reports, as requested, to management or the Travel and Transportation Office (MP41).

C1.3 Authorizing Official (AO) and Certifying Officer (CO). An AO and CO is an official at the operational level who has the responsibility for the mission and the authority to obligate funds to support temporary duty (TDY) travel for the mission. The AO authorizes only travel necessary to accomplish the mission of the Government. An AO may also be a CO. Appointments for an AO and CO are documented, in writing, on a DD Form 577: Appointment/Termination Record - Authorized Signature. The DD Form 577 is to be signed at the Deputy Director level. In order to maintain the role of an AO and/or CO, Certifying Officer Legislation (COL) training is required annually. (The DoD Financial Management Regulation [DoD FMR], Volume 9, Chapter 2, and the DTS Financial Field Procedures Guide provide detailed information on the appointment requirements.) The AO usually approves travel requirements and authorizations. The CO certifies and adjusts obligations and disbursement of government funds that are associated with a travel document. In DTS, the same individual often acts as both the AO and the CO. An AO who applies the approved signature stamp that results in a payment to the traveler is acting as a CO. **An AO and CO may be held pecuniary liable for all erroneous payments that result from approving improper payments.** (Refer to the DoD FMR, Volume 5, Chapter 33, for information regarding pecuniary liability. Refer to the Desktop Guide for Approving Officials and Certifying Officers at http://www.defensetravel.dod.mil/Docs/Training/AO_CO_Guide.pdf for a processing guide for this DTS role.) An AO and CO will:

C1.3.1 Work with servicing ODTAs to resolve travel-related problems.

C1.3.2 Ensure authorizations are approved within established guidelines and Government Travel Charge Card (GTCC) cardholders are properly utilizing their cards in conjunction with travel and current policy. Ensure travel is necessary to accomplish the mission and fully justified by **entering the mandatory statement as follows on all authorizations:** "Secure Video Teleconference (SVTC) or other Web-based communication is not sufficient to accomplish travel objectives."

C1.3.3 Ensure travelers submit vouchers within 5 business days of returning from travel.

C1.3.4 Ensure the best estimate of travel costs are documented (nonmileage and mileage expenses, fuel costs, lodging taxes, parking, baggage fees, and taxis). (Required receipts are lodging, rental car, expenses exceeding \$75, and Travel Management Center (TMC) airline ticketed receipts.)

C1.3.5 Review and verify all vouchers are completed and required receipts are attached. Ensure claimed amounts match documents and receipts. (Requiring additional receipts is discouraged except to substantiate reimbursement if a traveler's claim contains doubtful reimbursement.)

C1.3.6 Ensure documents are only signed or T-Entered for travelers without reasonable access to DTS; such as, non-Common Access Card (CAC) holders. (T-Entered is the DTS signature stamp that accomplishes the same action as SIGNED. It may only be used by a Non-DTS Entry Agent (NDEA) when signing a voucher or local voucher on behalf of a traveler. [It is not used to sign authorizations.]) Ensure the traveler's signed DD Form 1351-2: Travel Voucher or

Subvoucher, or Optional Form (OF) 1164: Claim for Reimbursements for Expenditures on Official Business, is uploaded into the DTS document as substantiating documentation for all vouchers that are stamped, when a voucher or local voucher is T-Entered.

C1.3.7 Ensure all foreign travel requirements in the DoD Foreign Clearance Guide (FCG) are met and documented in the DTS authorization as part of a preaudit remark or other comment to the AO prior to approval. (See chapter 6.)

C1.4 Finance Defense Travel Administrator (FDTA). An FDTA manages the financial elements within DTS. (Appointment for this DTS role will be in writing on a DD Form 577. Initial and annual COL training is required for a FDTA.) For a complete list of FDTA duties, refer to DoD FMR, Volume 9, Chapter 2.

C1.5 Debt Management Monitor (DMM). The DMM serves as the Agency POC for debt issues within DTS tracking overpayments and collection actions within the system. The Resource Management Center (RMC) Accounting and Audit Readiness Division [RM3] is the organization within DISA with this function. (For information on the duties of a DMM, refer to the Guide to Managing Travel-Incurred Debt located on the DTMO Website at http://www.defensetravel.dod.mil/Docs/Guide_to_Managing_Travel_Incurred_Debt.)

C1.6 Non-Defense Travel System (DTS) Entry Agent (NDEA). An NDEA is a military member, DoD civilian employee, or contractor authorized to act as a travel clerk completing DTS documents on behalf of other travelers. Appointment for this role is in writing using a DD Form 577. An NDEA must complete initial and annual Program and Policies: Travel Policy training. An NDEA will serve as a POC within an organization to perform DTS functions on behalf of travelers to include completing travel documents and updating travel preferences in a traveler's personal profile.

C1.7 Government Contractor.

C1.7.1 A government contractor is authorized, to the extent prescribed in their contract, to perform the following functions: (1) review travel documents prior to approval by an authorized government official, (2) modify travel documents to correct administrative errors prior to approval by an authorized government official, (3) create government travel documents for use by government employees, (4) input and maintain lines of accounting to be used for government travel by government employees and assign them to specific groups of travelers, (5) maintain approved budgets and travel targets for associated lines of accounting within DTS based on documentation supplied by a government official, (6) maintain government personnel data while complying with all privacy act requirements, and (7) electronically input and forward a travel claim in place of the traveler using the T-Entered stamp only after the traveler has provided a signed paper copy of the travel claim to the contractor, which will be uploaded into the document and maintained on file. Contractors will be appointed on a DISA DTS contractor appointment letter and are to have their profiles loaded into DTS manually using a nontraveler profile.

C1.7.2 A government contractor is not authorized to perform the following functions: (1) commit, obligate, or disburse funds on behalf of the Government under any circumstances in the production environment of DTS including using any stamp with an associated action that will result in the commitment, obligation, or disbursement of government funds, (2) create travel budgets and travel targets, (3) use DTS in the role of a traveler, (4) make final decisions on government travel, or (5) electronically approve or certify documents; such as, authorizations or vouchers.

C1.8 Foreign National. Depending on status of forces agreements (SOFAs), regulations, and local policy, a foreign national may perform certain DTS roles that may include the following: DTA, NDEA, and AO. These users will have a public key infrastructure (PKI) certificate for DTS access and a unique identification (ID) number when building their user profile. If a foreign national does not have a Social Security Number (SSN) or Taxpayer Identification Number (TIN), it is then necessary to use the Foreign Identification Number (FIN) that is issued by the Defense Manpower Data Center (DMDC) and is found on the employee's ID card or Common Access Card (CAC). Consult applicable SOFA, regulations, and local policy to establish local procedures for use of the DTS by foreign nationals.)

**Table C1.1 DEFENSE TRAVEL SYSTEM (DTS)
ROLES, TRAINING REQUIREMENTS, AND PERMISSIONS**

Role	Required Certification Training and Documentation	Org Access	Group Access	Permission
Agency Defense Travel Administrator (DTA)	<ul style="list-style-type: none"> DD-577 Appointed as Agency DTA Training for Accountable Officials and Certifying Officers (TAOCO) Initial Training for Accountable Officials and Certifying Officers (TAOCO) Annual Refresher 	X	X	0,1,2,3,4,5,6,7
Lead Defense Travel Administrator (LDTA)	<ul style="list-style-type: none"> DD-577 Appointed as LDTA Training for Accountable Officials and Certifying Officers (TAOCO) Initial Training for Accountable Officials and Certifying Officers (TAOCO) Annual Refresher 	X	X	0,1,2,3,4,5,6
Finance Defense Travel Administrator (FDTA)	<ul style="list-style-type: none"> DD-577 Appointed as FDTA Training for Accountable Officials and Certifying Officers (TAOCO) Initial Training for Accountable Officials and Certifying Officers (TAOCO) Annual Refresher 	X	X	0,1,2,3,6
Organizational Defense Travel Administrators (ODTA)	<ul style="list-style-type: none"> DD-577 Appointed as ODTA Program and Policies – Travel Policy – taken annually located in Travel Trax Complete Defense Travel Administrator (DTA) Certificate located in Travel Trax 	X	X	0,1,3*,5 *Optional
Authorizing/Certifying Official (AO/CO)	<ul style="list-style-type: none"> DD-577 Appointed as (AO/CO) Training for Accountable Officials and Certifying Officers (TAOCO) Initial Training for Accountable Officials and Certifying Officers (TAOCO) Annual Refresher 	X	No	0,1,2
Debt Management Monitor (DMM)	<ul style="list-style-type: none"> DD-577 Appointed as DMM In Travel Trax FDTA Debt Management Monitor Training for Accountable Officials and Certifying Officers (TAOCO) Initial 	X	X	0,1,2,3,6
Non-DTS Entry Agent (NDEA)	<ul style="list-style-type: none"> NDEA Appointment Letter Program and Policies – Travel Policy – taken annually located in Travel Trax 	No	X	0*if no other role
Government Contractors	<ul style="list-style-type: none"> Support Contractor Information Letter Depends on Role 	*	*	*Depends on Role
Travel Clerk	<ul style="list-style-type: none"> DD-577 Appointed as Travel Clerk Training: About DTS, DTS Travel Documents, and Travel Policies 		X	0
Reviewer	<ul style="list-style-type: none"> DD-577 Appointed as a Reviewer Training: About DTS, DTS Travel Documents, Travel Policies, and DTS Approval Process 		X	0,1,2

C2. CHAPTER 2. GENERAL

C2.1 Authorization of Travel. The Director, DISA, has been delegated authority by the Secretary of Defense to approve temporary duty (TDY) travel and permanent change of station (PCS) for civilian personnel of DISA and TDY travel for military personnel assigned or detailed to DISA. Invitational travel may be authorized for individuals employed by private industry whose consultative, advisory, or highly specialized technical services are required in a capacity that is directly related to, or in connection with, DISA activities. Authority also exists for the approval of travel for part-time consultants when actually employed in the performance of DISA business.

C2.1.1 Authorization of TDY Travel for Civilian and Military Personnel. The Directors, Executives, and Chiefs, Headquarters, DISA; Chief of Staff; and Commanders of DISA field offices have been delegated the authority by the Director, DISA, to approve requests for official travel of personnel under their cognizance. These individuals are charged with the responsibility of determining the necessity of such travel to accomplish a mission or purpose that cannot be accomplished efficiently and economically by other means. This authority may be further delegated, in writing, to the Deputy Directors, Deputy Executives, and Deputy Commanders, or their designees.

C2.1.2 Authorization of Permanent Change of Station (PCS) Travel for Civilian Personnel. The Directors, Deputy Directors, Executives, and Deputy Executives have been authorized to approve PCS for civilian personnel for their respective organizations. This authority may not be further delegated.

C2.1.2.1 Civilian employees on PCS to a new overseas assignment will travel by government air or government-procured air transportation. The Air Mobility Command (AMC) will reserve this transportation. If military air or government-procured air transportation is not available or does not meet mission requirements, travel is authorized by commercial air, as stated in subparagraph C4.9.1. A choice of travel either by surface or air may be made, provided carriers of American registry are available, but reimbursement to the traveler will be at the actual AMC cost.

C2.1.2.2 Civilian employees on PCS to a new permanent duty station (PDS) located within the same city or area will be authorized travel, transportation, and other related allowances, as applicable, per the Joint Travel Regulations (JTR), if the move is (1) in the government's interest; (2) to a new PDS which is at least 50 miles from the old PDS, and (3) not primarily for the convenience or benefit of the employee or at the employee's request.

C2.1.3 Authorization of Travel for Consultant and Expert TDY Travel for Invitational Travel Orders. See Appendix I, paragraph 4, in the JTR for specific instructions.

C2.1.4 Contractor and Consultant Travel Authorization Letters. Contractor personnel and consultant travel authorization letters are issued to permit travel by military aircraft, if required, and the use of facilities on military installations where appropriate and permitted by the Status of Forces Agreements (SOFAs) in the case of foreign areas. DISA officials who initiate and

approve such requests will determine if the appropriate SOFA authorizes non-DoD employee use of military installation facilities. Contractor and consultant travel will comply with contract requirements and be in the best interests of DoD and the Government. Contractor personnel will be reimbursed in accordance with the terms of the contract under which they are providing goods and services to DISA. The DISA organization requesting contractor or consultant travel will prepare the travel authorization letter on DISA letterhead. Travel order numbers will be requested from the travel office via e-mail at disa.meade.wsd.mpx.travelteam@mail.mil.

C2.2 Fraud and Improper Payments.

C2.2.1 Every inaccuracy on a claim form shall not be equated with intent to defraud the Government. When minor discrepancies exist as a result of clerical or computation errors, misunderstanding of procedure, or failure to properly document, the intent to deceive may be missing and a finding of fraud would not likely be supported absent evidence to the contrary. Such errors shall be discussed with the claimant and be corrected. For example, when a person inadvertently submits a travel voucher for hotel expenses that contains minor additional room charges that are not payable and, upon notification, the claimant acknowledges the mistake, and where there is no intent to deceive, fraud has not occurred. When there is reason to suspect that a claim presented for payment contains fraudulent information, the Authorizing Official (AO) shall request assistance from the General Counsel (GC) to initiate an investigation into the suspected fraud. The requirement to request an investigation applies regardless of the dollar value of the suspected fraud. The AOs and supervisors shall take appropriate disciplinary action in substantiated determinations of fraud.

C2.2.2 An improper payment is defined in the Improper Payment Elimination and Recovery Act of 2010 as any payment that should not have been made or was made in the incorrect amount under statutory, contract, administrative, or other legally applicable requirements. A payment made for an incorrect amount, overpayment, or underpayment is considered an improper payment. A voucher must be amended to correct an improper payment. **An AO may be held pecuniary liable for improper travel payments which they approve.**

C2.3 Class of Services Authorized. Travel requests and reservations will be made routinely utilizing less than first-class accommodations (i.e., coach). A request to utilize any premium class travel (i.e.; business or first class) requires special approvals and is only authorized in rare circumstances. Business class travel requires Director, DISA, approval, and first class travel requires Secretary of Defense approval. Refer to JTR, Chapter 2, Table 2-5, for detailed information.

C2.4 Approval of Travel to Field Commands. DISA military, civilian, and contractors will obtain e-mail approval from the appropriate DISA field commander in advance of official travel. (The e-mail will contain the traveler(s) name, organization, dates of visit, purpose of visit, contact(s) during the visit, and point of contact.) DISA program managers or contracting representatives are to obtain such approval for contractor personnel, which is to be requested a minimum of 14 days prior to the official travel. Approval or disapproval of travel will be confirmed via an e-mail to the requesting office. Approved travel clearance requests will be

forwarded to the respective organization that requested the travel clearance. Disapproved travel clearance requests will be resolved between the requesting office and the area of responsibility (AOR) for the intended travel.

C.2.4.1 When it is necessary to schedule a trip on short notice, the DISA field activity will be notified immediately.

C.2.4.2 Travel for training does not require DISA field activity approval, unless it could potentially impact the daily operations of the DISA field activity.

C2.5 Personal Leave with Official Travel (PLOT). PLOT is leave taken while at an official TDY location. All travel is restricted to locations contained in the official itinerary. The following must occur to comply with PLOT in the Defense Travel System (DTS): (1) varied travel dates due to travel, (2) use of DTS and General Service Administration (GSA) airline city pair fares are used for official travel locations, (3) authorizations include all dates of travel (official and personal) away from the permanent duty station (PDS), (4) personal travel dates are annotated as leave in DTS on the "Per Diem Entitlements" screen to ensure the per diem allowances are not paid for the nonofficial travel dates, (5) DTS adjusts the per diem entitlements due to the traveler upon entry of leave dates by traveler, and (6) any personal or nonofficial expenses are not charged to the Government Travel Charge Card (GTCC). Defense Finance and Accounting Service (DFAS) certification of DTS for PLOT includes all PLOT except for travel by privately owned conveyance in excess of 400 miles.

C2.5.1 For civilian personnel, chapter 1, part B, of volume 2, of the JTR defines leave and entitlements. Civilian personnel for whom leave in conjunction with TDY has been approved will notify the appropriate time and attendance clerk.

C2.5.2 For military personnel, chapters 4 and 6 of the JTR defines leave and entitlements. Military personnel for whom leave in conjunction with TDY has been approved will complete a military leave request and furnish a copy to the Chief, Military Personnel Division (MP2). If delay en route for personal reasons is authorized, an appropriate statement will be included in the travel order indicating the number of days of annual leave authorized. The number of leave days and dates of leave must be indicated in block 16 of the Department of Defense (DD) Form 1610: Request and Authorization of TDY Travel for DoD Personnel.

C2.5.3 Leave in conjunction with TDY orders has, on occasion, subjected governmental agencies to severe criticism where it could be construed that the TDY was conveniently arranged to provide leave travel at government expense. This is especially true when leave is granted in conjunction with extremely short periods of TDY. An AO must ensure the TDY trip is not an excuse for personal travel.

C2.6 Personal Travel to Permanent Duty Station (PDS) While on TDY. When an employee on TDY voluntarily and for personal reasons returns to the PDS or their place of abode from which they commute daily to the PDS on a weekend and departs again on the same weekend for TDY, the maximum reimbursement will be limited to the per diem or actual expense allowance

and travel expense which would have been allowed had the employee remained at the TDY station. Employees returning to the PDS on a weekend or between TDY trips for official business must perform at least a half-day of official business prior to departing on the second TDY trip.

C2.7 Civilian Clothing Authorization. Military personnel may be authorized to wear and/or carry civilian clothing when it will not interfere with the performance of the assigned mission. This authorization should be included only in the orders for overseas travel. Military personnel must wear civilian clothing when traveling first class on commercial aircraft.

C2.8 Traveler Designated as Official Courier. If a traveler is designated as official courier, a statement will be entered in the remarks column of the travel orders to that effect.

C2.9 Baggage. Baggage rules and procedures adopted by the airline industry permit most airlines to charge either by the piece or by the pound. Travelers must check with the Travel Management Center (TMC) to determine airline-specific baggage allowances.

C2.9.1 If it is necessary to carry excess baggage on a TDY trip, the authorization must be written into the travel order in block 16 of DD Form 1610 for manual orders. In DTS, excess baggage expenses should be entered under nonmileage expenses and be approved by the AO in advance. For additional information regarding excess baggage, the travel office should be contacted.

C2.9.2 An individual traveling outside the continental United States (OCONUS) on a military aircraft or contract air carrier is allowed two checked pieces plus one carry-on piece. The two checkable bags may not exceed 62 linear inches (length plus width plus depth) or 70 pounds each. The carry-on bag may not exceed 45 linear inches and must be able to fit under the airplane seat in front of the traveler or in the overhead compartment.

C2.10 Manual Orders. Detailed instructions on submitting manual travel authorization requests and vouchers is provided on the DISA Defense Travel System (DTS) Customer Service Website. (Refer to paragraph 10 of the basic Instruction for information on the Website.)

C3. CHAPTER 3. GOVERNMENT TRAVEL CHARGE CARD (GTCC)

C3.1 Mandatory Use. Use of the Government Travel Charge Card (GTCC) is mandated by the Travel and Transportation Reform Act (TTRA). The TTRA of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs related to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the Agency and will only be utilized to pay for official business travel expenses and in strict compliance with government regulations and card company guidelines. Travelers issued a GTCC are required to use their GTCC to procure commercial air transportation, lodging, and rental cars. Positions known to require travel more than once per year need to include the ability to obtain and keep the GTCC as a condition of employment or the position should not require travel more than two times per year. Travelers who refuse to obtain a GTCC are not authorized to receive cash advances for travel, as required by the Travel and Transportation Reengineering Act. Exemptions to mandatory use of the GTCC are detailed in DoD 7000.14-R, Defense Financial Management Regulation, Volume 9, Chapter 3, Travel Policy and Procedures. For example, exceptions to pay nontraining-related registration or conference fees for official meetings, conferences, etc., held in the local commuting area can be granted on a case-by-case basis by the local Agency Program Coordinator (APC).

C3.2 Requesting and Receiving a Card. In order to obtain a GTCC, the traveler is to submit an e-mail to the travel card helpdesk at disa.meade.wsd.mbx.travel-card-helpdesk@mail.mil requesting the requirements to obtain a GTCC. The Travel and Transportation Office (MP41) will send instructions to the traveler and a link to the required training. The traveler must complete the mandatory Programs and Policy Travel Card 101 training and Statement of Understanding (SOU). The SOU is to be digitally signed by the supervisor. The format for the SOU is provided in the Corporate Management Information System (CMIS) at <https://cmis.disa.mil/travel/card/tcard.cfm>. The training certificate and signed SOU is to be uploaded into CMIS at <https://cmis.disa.mil/travel/card/tcard.cfm>. After this has been completed, the traveler will receive the GTCC application and submission instructions. Upon receipt of the card, the traveler is to sign the back of the GTCC and maintain positive control of the card against misuse.

C3.3 Transferring a Card.

C3.2.1 Employees transferring to DISA from another government agency will contact the local DISA Agency Program Coordinator (APC) to request to have the GTCC account transferred to DISA by sending an e-mail containing the last eight digits of the account number to the travel card helpdesk at disa.meade.wsd.mbx.travel-card-helpdesk@mail.mil. The cardholder is required to fill out an SOU, take the mandatory Programs and Policy Travel Card 101 training, and provide the local DISA APC with a copy of the training certificate before the account can be transferred to DISA.

C3.3.2 Employees transferring from DISA are to contact the local DISA APC to complete a transfer form by contacting the travel card helpdesk at disa.meade.wsd.mbx.travel-card-helpdesk@mail.mil. The local DISA APC will deactivate the account, unless otherwise requested. The cardholder will contact the APC at the new agency to have the travel card reactivated and transfer completed.

C3.3.3 Employees who are retiring, separating, or leaving for employment with a non-DoD agency are to contact the travel card help desk at disa.meade.wsd.mbx.travel-card-helpdesk@mail.mil to close their account.

C3.4 Cash Travel Advances. Cash travel advances are authorized solely for the purpose of obtaining funds for approved official travel that is substantiated by a travel order. Cardholders are strongly encouraged to charge all official travel expenses to the maximum extent possible and to obtain cash travel advances to the minimum extent possible.

C3.4.1 The cardholder is authorized to obtain cash advances by using the automatic teller machine (ATM) network to cover meals, incidental expense portion of per diem, and miscellaneous reimbursable expenses that normally cannot be charged to the card. Cash advances are authorized 3 calendar days or less before the scheduled departure date and no later than completion of the travel.

C3.4.2 The maximum amount of a travel advance authorized for GTCC holders is based on the type of charge card. Requests to increase the limit on the charge card will be coordinated through the local APC.

C3.4.3 Noncardholders may obtain an advance via Electronic Funds Transfer (EFT). Supervisors will authorize the advance on the individual's travel order.

C3.5 Expenses. Types of official expenses authorized when using the GTCC include meals; common carrier transportation fares; lodging costs; rental cars, when authorized; gasoline for rental cars; taxis; and incidental expenses covered by the per diem rate or actual subsistence expense allowance.

C3.5.1 The GTCC may be used by the cardholder while in a travel status to pay for nonreimbursable incidental travel expenses, such as rental movies, personal telephone calls, exercise fees, and beverages, when such charges are part of the room billing or meal and are reasonable. These charges are not reimbursable as they are included in the meals and incidental entitlements.

C3.5.2 The GTCC can be used for personal lodging or rental car charges that are incurred during leave in conjunction with authorized official travel expenses when such charges are an integral part of the billing for the period spent at the temporary duty (TDY) location while on official travel.

C3.6 Voucher Settlement and Payment. Travel vouchers should be submitted through the Defense Travel System (DTS) within 5 working days after the end of each trip or after each 30-day travel period when the travel exceeds 45 days.

C3.6.1 Outstanding travel advances and unpaid travel vouchers will be settled prior to an individual's separation or permanent change of station (PCS) departure. Travelers must be reimbursed for authorized travel expenses via EFT unless they do not have a banking establishment.

C3.6.2 Payment is due upon receipt of the cardholder's statement of account. After receiving a statement, a cardholder is expected to pay the balance in full. Billing disputes between the cardholder and the card company should be referred to the appropriate APC.

C3.7 Split Disbursement. All DoD personnel (military and civilian) are required to split disburse all undisputed expenses charged to the GTCC as a part of the travel settlement process. Payment for all GTCC charges will be sent directly to the travel card vendor via split disbursement as part of the traveler's voucher reimbursement. It is the cardholder's responsibility to promptly pay the travel card vendor directly for any outstanding charges not split disbursed at the time of the travel voucher settlement. To support the split disbursement requirement, DTS automatically defaults air and/or rail (when charged to an individually billed account [IBA] only), hotel, rental vehicle, and other miscellaneous nonmileage expenses identified by the traveler in the split disbursement amount paid directly to the travel card vendor. DTS users must also include the amount of any ATM withdrawals and any miscellaneous GTCC charges, to include but not be limited to meals charged to the GTCC, in their split disbursement amount paid directly to the travel card vendor. Traveler's submitting a manual voucher for non-DTS travel are required to annotate the split disbursement amount in the upper right hand section of the Department of Defense (DD) Form 1351-2: Travel Voucher or Subvoucher. Authorizing Officials (AO) are responsible for ensuring split disbursement amounts are properly annotated and will return any travel vouchers that do not comply for correction and resubmission. For additional information regarding split disbursement, refer to Title 10 U.S.C. 2784a.

C3.8 Unauthorized Usage or Misuse.

C3.8.1 The APC will monitor the account status of users for unofficial charges and investigate all inquiries from the card company concerning delinquent payment, misuses of the card, and other related matters. If fraud, waste, or abuse is suspected, the APC will notify the Component Program Manager (CPM). Depending on the circumstances, the cardholder's supervisor and other offices, such as DISA Inspector General (IG), Security, and Personnel, may also be contacted for possible administrative or punitive action.

C3.8.1.1 Examples of unauthorized or improper use of the GTCC include but are not limited to cash advances when not on official travel, using the card at casinos and adult entertainment places, and purchasing tickets for sporting or entertainment events.

C3.8.1.2 Under no circumstance are employees to place any charge or hold on their card for another traveler. The employee will not be reimbursed for another traveler's expenses. It is a personal matter to recover any funds.

C3.8.2 Misuse of the GTCC is not tolerated by DoD. A cardholder will only use their GTCC for authorized travel expenses and not for personal use. Military personnel who misuse their GTCC are subject to appropriate disciplinary actions in accordance with Uniform Code of Military Justice (including Article 92), and civilian personnel who misuse their GTCC are subject to appropriate administrative or corrective action.

C3.9 **Delinquency.** The card company will contact the cardholder when the account becomes 45 days delinquent and again every 15 days. When the card becomes 90 days delinquent, the card company will begin salary offset procedures if the delinquent charges are not paid within 30 days. The bank begins salary offset procedures when the account becomes 126 to 130 days delinquent.

C3.9.1 The APC will also concurrently send out notifications of delinquency as follows:

C3.9.1.1 30-day reminder to the cardholder and CPM.

C3.9.1.2 60-day delinquency to the cardholder, card holder's supervisor, and CPM.

C3.9.1.3 90-day, 120-day, and 180+ day delinquency notices via e-mail to the cardholder, cardholder's supervisor, cardholder's Deputy Director, and CPM.

C3.9.2 The APC will notify the Director, Workforce Services and Development Directorate (WSD); cardholder's supervisor and Deputy Director; and CPM when card suspensions or revocations occur or other adverse actions are taken against a cardholder.

C3.10 **Agency Program Coordinator (APC) Duties and Signature Authority.**

C3.10.1 An APC is responsible for the management and execution of the day-to-day operations for travel cards. An APC is designated, in writing, by a director or commander. The overall role of the APC resides in the Travel and Transportation Office (MP41). Additional APCs may be designated at field offices. An APC will:

C3.10.1.1 Ensure the cardholder hierarchy is updated, as required.

C3.10.1.2 Appoint APCs and maintain a current listing of program coordinators to include locations and phone numbers.

C3.10.1.3 Review and recommend to the CPM approval or disapproval of component requests for centrally billed accounts.

C3.10.1.4 Attend GTCC program meetings hosted by the General Services Administration (GSA) Program Office, GSA Contracting Office, Defense Travel Management Office (DTMO), and Defense Finance and Accounting Service (DFAS).

C3.10.1.5 Inform the CPM, via e-mail, of all revoked and/or suspended GTCC accounts or other adverse actions taken against a cardholder or the Agency by the card company.

C3.10.1.6 Develop training guidelines and procedures for organizations to promote the proper use of the GTCC, conduct quarterly conference calls with APCs, and conduct an annual conference for APCs.

C3.10.1.7 Perform random quarterly audits of accounts.

C3.10.1.8 Maintain the GTCC files to include all individually billed account (IBA) card applications (with supervisory approval), signed copies of the statements of understanding (SOUs), and all GTCC correspondence related to each individual cardholders. The files are to be maintained in a locked filing area, subject to Privacy Act requirements.

C3.10.1.9 Ensure all electronic SOUs have been digitally signed by the applicant and supervisor and ensure the applicant has completed the Mandatory Programs and Policy Travel Card 101 Training.

C3.10.1.10 Review and close GTCC accounts that have not been used in a 12-month period.

C3.10.1.11 Authorize the use of a retail merchant whose merchant code has been blocked by the card company. (Use of these merchants will be approved on a case-by-case basis when required to accomplish the mission.)

C3.10.1.12 Prepare and forward GTCC payment delinquency notices to cardholders suspected of agreement violation or misuse of the GTCC. (Paragraph C3.9 addresses delinquency notices.)

C3.10.1.143 Notify the Director, WSD; cardholder's supervisor and Deputy Director; and CPM when card suspensions or revocations occur or other adverse actions are taken against a cardholder.

C3.10.1.15 Monitor the account status of users for unofficial charges and investigate all inquiries from the card company concerning delinquent payment, misuses of the card, and other related matters. (If fraud, waste, or abuse is suspected, the DISA Inspector General (IG) and Security may also be notified.)

C3.10.1.15 Sign the IBA application authorizing the issuance and transfer, if applicable, of a GTCC.

C3.10.1.16 Close or deactivate a GTCC account when an individual leaves the Agency or no longer requires a card.

C3.10.2 An APC is granted signature authority by the Director, DISA, on correspondence to cardholders who are found to be delinquent in payment to GTCC accounts. (Signature authority also applies to correspondence to notify the cardholder of suspected agreement violations or misuse of the card.)

C3.11 Responsibilities of a Travel Cardholder. A travel cardholder will:

C3.11.1 Pay in full the undisputed amount stated on the monthly billing statement by the due date indicated on the statement regardless of the status of their travel reimbursements. (Accounts are considered past due at 30 days past billing and delinquent if unpaid 61 days after the billing date.)

C3.11.2 File interim vouchers every 30 days if in a long-term travel status (travel greater than 45 days) in order to receive partial payments and use split disbursement as the means of settlement to ensure payment to the travel card vendor to avoid delinquency.

C3.11.3 Request scheduled partial payments (SSP) in DTS, as part of the authorization process, ensuring expenses anticipated to be charged on the travel card are properly designated.

C3.12 Responsibilities of a Supervisor of a Travel Cardholder. A supervisor of a travel cardholder is responsible for monitoring compliance with policy, to include responding to inquiries from APCs and determining administrative or disciplinary actions. A supervisor will:

C3.12.1 Determine if the employee has the need for a GTCC.

C3.12.2 Digitally sign the employee's SOU after the Mandatory Programs and Policy Travel Card 101 Training has been completed and the training certificate has been successfully uploaded.

C3.12.3 Brief the employee on the proper use of the GTCC and the consequences of abuse in its use and/or delinquent payments (documented by using the SOU).

C3.12.4 Receive and deliver delinquency notices to cardholders and supply the APC with a written account of corrective action(s) taken within 5 working days of receipt of the e-mail notice.

C3.12.5 Contact the personnel office (civilian or military) to determine the appropriate corrective and/or disciplinary actions to be taken should violations of the GTCC agreement occur.

C3.12.6 Counsel and take corrective measures if an employee violates the GTCC agreement and provide a written account to the APC of the actions taken.

C3.13 **Billing Disputes.**

C3.13.1 In the event that the billing statement includes charges that the account holder considers questionable, the cardholder will first contact the merchant to try to resolve the questionable charge. If unsuccessful, the cardholder will obtain a dispute form from the APC for an individually billed account (IBA), account manager for the centrally billed account (CBA), or from the travel card vendor's Website. The cardholder or CBA Manager will complete and send the form to the travel card vendor. (The cardholder can find a Transaction Dispute Guide on the travel card vendor's Website under APC Guides.) All disputes must be filed within 60 days of the date on the billing statement on which the erroneous charge first appeared. The cardholder is to ensure the dispute form has been received by the travel card vendor. Once the dispute notification has been received by the travel card vendor, the travel card vendor will issue a provisional credit for the amount of the dispute pending resolution.

C3.13.2 Formally disputed charges will not age, and the account will not suspend for lack of payment. Any disputed charge identified in the reconciliation process will be resolved in the manner prescribed in the GSA SmartPay® Master Contract. Should the travel card vendor request additional information to research and resolve the dispute, the cardholder must provide the requested information within the specified timeframe. Disputes found in favor of the merchant vendor or failure to comply will result in the disputed charge being placed back onto the cardholder's account, and the cardholder would be responsible for repayment, as well as any applicable late fees for IBA or Prompt Payment Interest charges for CBA.

C3.14 **Nongovernment Travel Charge Cardholder.** If a traveler does not have a GTCC and the method of payment selected is the centrally billed account (CBA), the electronic document routes to the DISA Travel Office to validate the requirement to use the CBA. If the scheduled TDY is at least 2 weeks out, the electronic document will be returned and the traveler will be provided instructions as to how to apply for a GTCC. If use of the CBA is validated, the Approving Official (AO) applies the approved stamp on all authorizations using the CBA.

C4. CHAPTER 4. TRAVEL AUTHORIZATIONS

C4.1 Travel Justification. Official travel is only authorized if necessary to accomplish the mission and if fully justified. **All authorizations shall contain the following justification:** "Secure Video Teleconference (SVTC) or other Web-based communication is not sufficient to accomplish travel objectives." To eliminate unnecessary spending on foreign and domestic travel and to comply with DoD travel requirements (Joint Travel Regulation [JTR], Appendix H), each Department of Defense (DD) Form 1610: Request and Authorization for TDY Travel of DoD Personnel, will include in block 9, the purpose of travel and one of the seven travel purpose identifiers: site visit, information meeting, training attendance, speech or presentation, conference attendance, relocation, or entitlement travel.

C4.2 Authorized Trips. The main trips authorized are routine temporary duty (TDY), open allotment for use with Defense Working Capital Fund (DWCF) Financial Accounting Management Information System (FAMIS), arrangements only, permissive TDY (at no expense to the Government), house hunting, invitational travel, and special circumstance. Details about each of these trip types is provided in the Defense Travel Administrator's Manual, Appendix K, Tables K.1.A and K.1.B. Detailed guidance for completing a request to travel is located on the DISA Defense Travel System (DTS) Customer Service Website. (Refer to paragraph 10 of the basic Instruction for information on the Website.)

C4.3 Invitational Travel. An invitational travel authorization (ITA) can be processed in the Defense Travel System (DTS) using the required trip type of "E-INVITATIONAL." Use of the trip type "E-INVITATIONAL" will trigger a preaudit that will require the user to select the reason for the invitational travel. For complete details, refer to the ITA procedures located on the Defense Travel Management Office Website at <http://www.defensetravel.dod.mil>.

C4.3.1 The organization inviting the traveler is to ensure the necessary traveler's profile information has been inputted into DTS and to make the arrangements. Until such time as DTS can automatically calculate proper travel entitlements, ITAs will use the "arrangements only" trip type "Invitational."

C4.3.2 If the individual traveling on an ITA is a dependent of a DoD uniformed member or civilian employee, the Defense Travel Administrator (DTA) will enter a profile with the minimum information required. The sponsor's organization will be used in the profile with a rank of "OTHER" and the traveler's name and Social Security Number (SSN). If the traveler is not a dependent of a DoD sponsor, the sponsoring organization will be entered in the profile and "OTHER" will be used for the rank in the profile using the DTA's organization and routing list.

C4.4 Group Authorization. A group authorization may be created (by the primary traveler, travel office, or other authorized user) and approved in DTS. Upon the approval of the Authorizing Official (AO), the Group Authorization is "locked," a group identification (ID) number is assigned, individual authorizations are created (each with a unique Travel Authorization Number [TANUM]), and obligations are created. Once this occurs, any required amendment is prepared on the individual authorizations. Upon completion of travel,

each traveler creates an individual voucher from authorization. At this time, travel arrangements are not processed through the DTS Reservation Module and sent to the Travel Management Center (TMC). Until DTS is modified to fully automate the group travel reservation process, travel arrangements shall be coordinated with the TMC outside of DTS by the primary traveler and/or Agency DTA. For complete details, refer to the DTS Defense Travel Administrator's Manual/DTA Manual Appendices and the DTS Guides 1 through 5 located under "Quick Links and Resources" on the Defense Travel Management Center Website at <http://www.defense-travel.dod.mil/site/training.cfm>.

C4.5 Confirmatory Authorization. A confirmatory authorization is used when an authorization cannot be completed prior to the traveler's departure. The authorization should be completed as soon as possible after verbal approval has been granted. Reservations are made directly with the TMC. Airfare is entered on the "Other Trans" screen, and the lodging or rental car costs are updated on the appropriate screens. Use of the DTS Reservations Module may result in duplicate commercial reservations.

C4.6 Deployment Travel. Guidance on deployment travel is provided on the DISA Defense Travel System (DTS) Customer Service Website. (Refer to paragraph 10 of the basic Instruction for information on the Website.)

C4.7 Reserve Component Travel. Reserve component members should consult their Service-level DTS office for procedures.

C4.8 Extended TDY (180 or More Consecutive Days). Prior to approving an authorization for extended TDY (180 or more consecutive days at the same location), the AO will ensure there is written approval from the appropriate command level. The approval documentation shall be maintained on file within the AO's organization or may be attached to the authorization as substantiating documents. For civilians preparing for a deployment, refer to DoD Directive 1404.10, DoD Civilian Expeditionary Workforce.

C4.9 Trip Type. It is paramount the traveler select the correct "Trip Type" when creating an authorization in DTS, as DISA has a variety of funding sources. Selecting the correct "Trip Type" will prevent delays in processing and approval. If the wrong trip type is selected, the document will not process and a new authorization will have to be re-created, as the trip type cannot be changed once the authorization is created.

C4.9.1 "AA – Routine TDY" is to be selected for all funding sources except Defense Working Capital Fund (DWCF)/Program Element (PE55).

C4.9.2 "AB – Open Allotment" is to be selected for funding source DWCF/PE 55. The trip description must include a justification. If the trip is classified, the statement of "DISA direct mission support" will be used for the justification. Local travel utilizing DWCF/PE55 requires both an authorization and voucher to be processed. Additional information on processing DWCF/PE55 DTS documents is provided on the DISA Defense Travel System (DTS) Customer Service Website. (Refer to paragraph 10 of the basic Instruction for information on the Website.)

C4.10 Modes of Travel. Other than local travel, flying is normally considered to be the most cost effective and efficient form for official travel. A traveler requesting a nonstandard mode of travel may be required to complete a constructed travel worksheet for travel that is 400 miles one way or more.

C4.10.1 Commercial Air Travel (Contract City-Pair Carriers). Maximum use will be made of the Government contract city-pair carriers when performing official TDY travel in the continental United States (CONUS) and overseas. The General Service Administration (GSA) City-Pair Program is a contract between the Government and certain airlines for routes frequently traveled for Government business. The nonuse of a contract city pair carrier must be justified on the travel order. City-Pair Program fares are for official travel only and cannot be used for travel to or from leave points or for any portion of a route traveled for personal convenience. For additional information, refer to the GSA City-Pair Program; Defense Transportation Regulation (DTR) 4500.9-R, Part 1; Federal Travel Regulation (FTR) §301-10; and computation examples. The AO is responsible for determining if a city-pair flight meets mission requirements. The AO holds pecuniary liability and, therefore, should exercise strict fiscal responsibility when making this determination.

C4.10.2 Contract Air Service. The use of discount fares offered by contract air carriers between certain cities (city-pairs) is considered advantageous to the Government and is mandatory for authorized air travel between those city-pairs. An exception to the use of contract air carriers must be justified in block 16 of the Department of Defense (DD) Form 1610: Request and Authorization of TDY Travel for DoD Personnel. Exceptions for use of noncontract air carrier are as follows:

C4.10.2.1 Space or scheduled flights are not available in time to accomplish the purpose of the travel or use of contract service would require the traveler to incur unnecessary overnight lodging costs that would increase the total cost of the trip.

C4.10.2.2 Contract carrier schedule is not compatible with DoD policy. Travelers will not normally be expected to arrive or depart between 2400 - 0600 hours if there are more reasonable schedules available to meet mission requirements.

C4.10.2.3 A noncontract (DoD approved) carrier offers a lower fare available to the general public, the use of which results in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals, and related expenses. This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare or if the lower fare offered by a noncontract carrier is restricted to government and military travelers on official business and may only be purchased with a government travel card, contractor issued charge card, or centrally billed account.

C4.10.3 Noncontract Air Service. The use of noncontract air service may be authorized only when justified under the conditions noted in subparagraph C4.9.2. Advance authorization and the specific justification reason for the use of noncontract air service must be shown on the travel

order or other form of travel authorization before the actual travel begins, unless extenuating circumstances or emergency situations make advance authorization impossible. In this event, the employee shall obtain written approval from the appropriate DoD component official at the earliest possible time after completing the travel. The approval and justification, therefore, must be stated on, or attached to, the travel voucher.

C4.10.4 Military Air. Scheduled military air transportation will be used in accordance with the JTR, when traveling overseas.

C4.10.5 Rail. Use of rail will be considered advantageous to the Government when the one-way distance does not exceed 250 miles from the permanent duty station (PDS). Coach class will be utilized. For overnight travel, slumber coach sleeping accommodations will be used or the lowest level of sleeping accommodations available on a train that does not offer slumber coach accommodations. First-class rail accommodations may be used when travelers are required to safeguard classified material.

C4.10.6 Bus. Travel by bus, including extra fare bus, may be authorized if considered to be more advantageous to the Government.

C4.10.7 Government Vehicles. A government-furnished automobile is the first resource when an automobile is required for official travel performed locally, short-term TDY, or within commuting distance of an employee's PDS. Travelers must submit a request in the U-Drive-It Corporate Management Information System (CMIS) module and use a government vehicle if available. If available and not used, the reimbursement will be limited.

C4.10.8 Privately Owned Conveyance (POC). Use of a POC to conduct official government business shall only be authorized for travel within the limits of the immediate vicinity of a TDY station and the costs including mileage between place of lodging and the place of business is determined to be advantageous to the Government. Use of a POC may be authorized if government or commercial transportation is not available or when other suitable transportation is unavailable to accomplish the travel.

C4.10.8.1 Travelers who choose to use their own POC when a government-furnished or -owned vehicle is available will be reimbursed at a reduced mileage rate. A statement of the circumstances justifying mileage reimbursement between place of lodging and place of business will be included in the electronic or manual travel order or reimbursement voucher.

C4.10.8.2 In determining whether the use of a POC is more advantageous to the Government than other available modes of transportation, the overall benefits, disadvantages, comparative costs of transportation, per diem, and reimbursable items, etc., will be considered. From a cost standpoint, it may be assumed that travel by POC is more economical than common carrier if the one-way distance to the TDY station is 400 miles or less. A Constructed Travel Worksheet (CTW) is required for travel exceeding 400 miles one way. (See subparagraph C4.13 for information on a CTW).

C4.11 Class of Services. In accordance with the JTR, travelers must use economy or coach accommodations on an airplane, train, or ship. When an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class." The criteria for consideration of approval for use of first class is contained in the JTR. Approval of business or first class travel is managed outside of DTS. A copy of the approval is to be attached to the DTS document prior to AO approval.

C4.11.1 An AO shall be familiar with the agency procedures for obtaining approval for other than economy or coach class travel and will obtain approval before authorizing the accommodations. (See the JTR, Chapter 2, and DTR 4500.9-R, Part 1.)

C4.11.2 The circumstances justifying use of premium class (business class) other than first class are contained in the JTR. Premium class accommodations require the approval of the Director, DISA. This approval cannot be delegated further. The organization requesting premium class less than first class will submit the request including all supporting documentation in the DISA Task Management Tool (DTMT) and forward to the Director, DISA, for approval. For those requests that the Director, DISA, approves, the organization will provide the Travel and Transportation Office (MP41) with a copy of the package including the approval letter.

C4.11.3 First class airline accommodations require Secretary of Defense level approval, in accordance with the JTR. All requests for use of first class will be forwarded through the Travel and Transportation Office (MP41) to the Director, DISA, for endorsement. Requests must be submitted prior to travel unless extenuating circumstances or emergency situations make it impossible to request approval in advance of travel. If advance approval cannot be obtained, the request for approval must be submitted within 5 working days after completion of TDY.

C4.11.4 Employees and/or dependents who use commercial air carriers for domestic and international travel on official business shall use coach class airline accommodations. Employees shall ascertain their travel requirements in sufficient time to book coach class accommodations.

C4.12 Frequent Flyer Benefits. DoD regulations allow travelers to upgrade to first class and business class travel using frequent flyer benefits. To use frequent flyer benefits for an upgrade, travelers must contact the carrier directly after reservations have been confirmed by the TMC. Travelers are not authorized to refuse transportation provided by the City-Pair Program for frequent flyer benefit purposes.

C4.13 Constructed Travel Worksheet (CTW). Travelers requesting nonstandard modes of travel that exceed 400 miles one way (800 miles round trip) shall complete a CTW for approval by the AO. The CTW is a cost comparison completed by the traveler and provided to the AO. It helps the AO determine the most cost effective way for travel to be performed and whether to limit reimbursement costs. The CTW shall be included in the substantiating records portion of the travel authorization prior to approval.

C4.14 Variations. When variations are required to complete the TDY mission, the traveler is to ensure the best estimate of travel costs are documented (nonmileage and mileage expenses, fuel costs, lodging taxes, parking, and taxis). If the traveler requires variations to be authorized, the traveler can select variations authorized on the "Other Authorizations" screen of their DTS authorization. The traveler must also enter corresponding comments to explain why variations authorized is a requirement for their TDY. If the traveler does not provide comments explaining why variations are required, the AO is to return the authorization to the traveler and require comments be provided. If there are no comments regarding the requirement for variations authorized, the result could be an improper payment.

C4.15 Cancellations. Travel authorizations, which include air travel, not approved and ticketed at least 72 hours in advance of the scheduled flight departure are automatically canceled. This applies to domestic city-pair and noncontract government flights that are either booked through DTS or a TMC. Although a reservation may exist, it is not ticketed until the AO approves the travel authorization and the TMC tickets the reservation. If a travel authorization is not approved at least 72 hours in advance of travel, the traveler will not have a ticket or a reservation in the airline's system. If airline reservations are canceled, the traveler should follow their normal ticketing process to rebook the flight. A traveler will not rebook at the airline counter.

C4.15.1 A traveler may have travel plans canceled or changed due to mission requirements. If they do not have sufficient notice, a traveler may be unable to cancel reservations or registrations and shall be charged for unavoidable expenses or penalty fees for these changes. If a ticket is canceled after being issued, the TMC transaction fee shall still be charged to either the Government Travel Charge Card (GTCC) or centrally billed account (CBA), as appropriate. The traveler shall be reimbursed for expenses incurred as a result of mission-related cancellations or changes; expenses incurred due to personal preferences are nonreimbursable. A traveler shall complete a voucher in DTS for reimbursement of these charges. A traveler is responsible for following proper cancellation procedures, as directed by the AO.

C4.15.2 A traveler is to ensure authorizations for travel are "Canceled" in DTS, as soon as the trip is canceled. Specific cancellation procedures are located on the DISA Defense Travel System (DTS) Customer Service Website. (Refer to paragraph 10 of the basic Instruction for information on the Website.)

C4.16 Ticketing Methods. Electronic ticketing (e-ticket) is the preferred method of ticketing and is mandated when available. If the TMC is unable to provide e-ticket booking, a paper ticket should be made available 3 business days prior to travel. When a paper ticket is required, the traveler shall make arrangements to pick up the ticket from the TMC no earlier than 3 business days prior to departure. Travelers are strictly prohibited from exchanging e-tickets for paper tickets, unless the issuance of paper tickets is in the best interest of the Agency's mission.

C4.17 Commercial Air Itinerary. Travelers can print a commercial air itinerary through DTS or from the e-mail provided by the TMC.

C4.18 Unused Tickets. Unused paper tickets shall be returned to the TMC by the traveler, as soon as possible. If an e-ticket is unused, the traveler shall notify the TMC. In either case, the traveler shall note the changes in DTS.

C4.19 Ticket Changes. If changes are necessary prior to the authorization being ticketed by the TMC, travelers shall adjust or amend the document in DTS.

C4.19.1 Travel arrangements that require changes after the tickets have been issued by the TMC should be made only due to mission requirements and by the TMC. The reason for this restriction is that changes incur additional costs to the Government. The traveler should contact the TMC directly for requested changes after obtaining the AO's approval. The TMC will not assume the responsibility and arbitrarily make a change to the official ticket without the AO's approval. Travelers who violate policy and make ticket changes directly with the airline, instead of their respective TMC, must indicate the reason why they did so in their voucher. Travelers can be held financially responsible if the voucher does not reflect the actual travel.

C4.19.2 The traveler is notified by TMC of any airline-initiated ticketing changes after tickets have been issued. The TMC provides the traveler all pertinent information contained in a traveler's finalized ticket itinerary. Any changes or updates to a Passenger Name Record (PNR) prior to the trip should be relayed to the traveler via e-mail, fax, or telephone. At a minimum, this information should include the PNR locator number and all flight, car rental, and commercial lodging information with costs and ticket numbers. If multiple carriers are used on an itinerary, costs should be broken out by ticket number. Changes shall be inputted manually into DTS by the traveler when filing the travel voucher.

C4.19.3 Travel itinerary changes that are mission directed after departure require the traveler to contact the TMC and to notify the AO of any additional costs incurred. It is the traveler's responsibility to accurately account for all changes and charges when submitting their voucher.

C4.20 Rental Cars. A rental car shall be reserved in DTS by the traveler. The lowest cost rental car shall be selected in DTS by the traveler. The AO may authorize an appropriately sized vehicle, in accordance with mission needs, when a compact rental car (the standard for TDY travel) does not meet mission requirements.

C4.21 Baggage. Any time a traveler is charged a fee by the airline to transport accompanied baggage, the baggage is considered "excess baggage," and the associated fee is considered an excess baggage fee. If the cost is known in advance, this estimated cost should be placed in the authorization. The traveler shall make payment for excess baggage directly to the carrier at the time of check-in. The traveler shall claim reimbursement for excess baggage on the voucher. The AO is to ensure excess baggage is justified.

C4.22 Lodging. Lodging arrangements should be made in the reservation module or the traveler may request TMC assistance.

C4.22.1 Military personnel are required to utilize government quarters, if available, while on TDY to a military installation. When such quarters are available but not used, lodging

reimbursement will be limited to the government quarters cost. Waivers on the use of government quarters will be granted only for unusual conditions. The lack of availability of government quarters must be documented on the travel orders and voucher. This applies to both electronic and manual orders and vouchers.

C4.22.2 Civilian employees may not be ordered or required to use government quarters, nor may lodging reimbursement be limited to the government quarters rate, unless a reduced per diem rate has been established, in accordance with the JTR. In compliance with the requirement to exercise prudence when incurring expenses, civilian employees should check the availability of government quarters and are encouraged to use government quarters when TDY to a U.S. military installation. (This does not apply to civilians who are TDY for 30 days or less to a site which is part of the Integrated Lodging Program Pilot. The JTR par. 020303 requires travelers [Service members and civilians] who are TDY for 30 or less days to an Integrated Lodging Program Pilot site to use government (DoD) lodging, privatized lodging, or DoD preferred commercial lodging before other lodging options.)

C4.23 **State Tax Exemption.** In accordance with the requirement to exercise prudence when incurring expenses, travelers should request tax exemption for lodging. Certain states exempt DoD travelers from paying state hotel or lodging taxes. DTS automatically identifies those states, and the traveler is to obtain the correct tax exemption forms. The General Services Administration (GSA) Website maintains a list of states that honor the State tax exemption for DoD travelers. If the hotel or lodging facility in the United States does not grant the State tax exemption, the taxes shall be claimed as a separate expense on the voucher. For hotels and lodging facilities in foreign countries, lodging taxes should be included as part of the total lodging cost and not claimed separately.

C4.24 **Expenses and Receipts.** All travel expenses (mileage and nonmileage) shall be entered into DTS for reimbursement. Best estimate expenses should be entered in DTS in the authorization for budgeting purposes to ensure an expense is authorized prior to travel. All receipts for airfare, rental car, lodging, and any other expense in excess of \$75 is required to be submitted with the traveler's voucher. Expenses claimed in DTS must match the amounts on the receipts; otherwise, it will result in an improper payment. These receipts shall be uploaded as a substantiating record into DTS (no matter the cost). Generally, receipts under \$75 do not need to be provided, unless directed or required by the AO. Boarding passes are not acceptable receipts.

C5. CHAPTER 5. LOCAL TRAVEL

C5.1 Travel Mode. Local travel in, around, or near the permanent duty station (PDS) does not require a written travel authorization as long as lodging or per diem is not payable or is not funded under the Defense Capital Working Fund (DWCF)/Program Element (PE)55. (An Organizational Defense Travel Administrator [ODTA] or a Finance Defense Travel Administrator [FDTA] can advise of the funding source, if needed.) When lodging or per diem is payable, a written travel authorization must support the travel claim. DISA employees performing local travel on authorized official business and expecting to claim reimbursement of expenses incurred in the performance of such travel will use the mode of travel which results in the lowest overall cost to the Government and meets mission requirements. Generally, either government transportation (motor pool vehicles or DoD bus service) or commercial bus or subway service, in that order, will be used in preference to a privately owned conveyance (POC) or a taxicab. If an individual chooses to use a POC instead of available commercial service, reimbursement will be limited to the cost of such commercial service. Reimbursement for local travel is not authorized if an individual chooses to use a POC in lieu of available government transportation. The Authorizing Official (AO) will verify the travel performed was advantageous to the Government and that the most economical mode of transportation was used.

C5.2 Reimbursement. DISA personnel permanently assigned to the National Capital Region (NCR) will not be reimbursed local travel expenses incurred when temporarily reassigned to an alternate workplace located within the NCR. Commercial transportation reimbursement is authorized or approved only if the expenses incurred for travel exceed the expenses ordinarily incurred when the traveler commutes to the PDS workplace. Reimbursement is for actual and necessary expenses that exceed the everyday cost incurred for local public transit.

C5.2.1 DISA personnel permanently assigned outside of the NCR will be subject to the local travel policies established by the DISA field commanders or the host command. DISA personnel permanently assigned at Fort Meade, Maryland, are subject to the local travel policy of the Fort Meade Garrison Commander. (Local travel policy is available on the DISA Defense Travel System [DTS] Customer Service Website. (Refer to paragraph 10 of the basic Instruction for information on the Website.)

C5.2.2 In the case of a dual workplace assignment, a primary and alternate workplace will be designated. For purposes of this Instruction, an alternate workplace will be treated as a temporary reassignment, and reimbursement will not be made for travel to the alternate workplace.

C5.3 Submission of a Claim. A local claim is to be submitted no later than 3 months after completion of the first transaction annotated on the form. A claim submitted after 3 months must be supported with a justification for late submission.

C5.4 Field Activity Related.

C5.4.1 A local travel official will be appointed at the organizational level, in writing, by the commander of a field activity to manage local travel at the field activity. (A copy of the appointment letter is to be forwarded to the Manpower, Payroll, and Transportation Office [MP4].)

C5.4.2 Procedures for conducting local travel in and around the area of the field activity and for the submission of local travel claims will be developed by a field activity. (A copy of the procedures document is to be forwarded to MP4.)

C5.4.3 Local travel at a field activity will be managed by a local travel official who will coordinate with the organizational Financial Management Officer to ensure a correct financial document is established. Current copies of the Joint Travel Regulation (JTR); DoD 4500.36-R, Acquisition, Management, and Use of DoD Non-Tactical Vehicles; and locally established travel policy and procedures will be maintained by a local travel official.

C5.5 Examples of Local Travel and Reimbursable Expenses. Examples of local travel and reimbursable expenses are provided on the DISA Defense Travel System (DTS) Customer Service Website. (Refer to paragraph 10 of the basic Instruction for information on the Website.)

C6. CHAPTER 6. OFFICIAL TEMPORARY DUTY TRAVEL ABROAD

C6.1 Travel Clearance. DoD personnel performing official temporary duty (TDY) abroad must obtain Country and Geographic Combatant Command Theater Travel Clearances, prior to commencing travel to foreign countries. This requirement is mandated by DoD Directive (DoDD) 4500.54E, Foreign Clearance Program (FCP), and the DoD Foreign Clearance Guide (FCG). A request for travel clearance approval for travel abroad will be submitted sufficiently in advance to allow for orderly processing, evaluation of necessity of visit, and coordination with the Commander of the DISA field office or command, if appropriate, and the Department of State, the U.S. Embassy concerned, and the combatant commands in the countries to be visited. The Aircraft and Personnel Automated Clearance System (APACS) is a Web-based system that can be accessed from any internet connected computer. It standardizes the format of clearance requests and provides a single communication venue to send, receive, and process requests. It is designed to capture all the travel requirements required by the DoD Foreign Clearance Program. Before an APACS request is submitted, the traveler is to review the Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil>.

C6.1.1 A request for approval of travel abroad will be sent via e-mail to the appropriate DISA Field Commander with a copy to the DISA Cyber Operations Directorate (CE) DISA Command Section (CEC). Unless the mission of the trip will be impaired by advance notification or an emergency exists, clearance for visits will be requested at least 30 days in advance from the appropriate U.S. official(s) in the area to be visited. (When visits are made to Hawaii only, the guidance in the DoD Foreign Clearance Guide [FCG] should be followed, and the e-mail approval of the DISA Field Commander obtained at least 10 days prior to arrival.) Emergency requests will include complete justification for the visit in order for a waiver of the 30-day advance requirement to be considered. The FCG at <http://www.fcg.pentagon.mil> contains the latest requirements for requesting travel clearances.

C6.1.1.1 The e-mail request sent to a DISA Field Commander will contain a copy of the clearance message sent to the command to be visited and the following information: (1) purpose of the TDY; (2) traveler(s) first and last name; (3) rank, if military; civil service grade, if civilian; and organization code or company name, if contractor; (4) estimated departure and arrival dates of travel; and (5) name(s) of area of responsibility (AOR) and prior coordination points of contact.

C6.1.1.2 Approval or disapproval of a travel clearance request will be confirmed or denied via e-mail to the requesting office. Approved travel clearance requests will be forwarded to the respective organization that requested the travel clearance. Disapproved travel clearance requests will be resolved between the requesting office and the AOR for the intended travel.

C6.1.2 Requests for clearance for visits overseas are as follows:

C6.1.2.1 The request for clearance pertaining to the mission of a combatant command shall be submitted to the component Commanders, Military Advisory Assistance Group (MAAG)/Mission, or other joint activities concerned, with an information copy to the combatant

commander and the units to be visited. If the combatant command headquarters is to be visited or in theater administrative support is required from the combatant command, the combatant commander shall be included as an action addressee. In all cases, an information copy of the request will be furnished to the cognizant DISA Commander and, as appropriate, the DISA Regional Commander(s).

C6.1.2.2 The request for clearance not pertaining to the mission of a combatant command shall be submitted to the U.S. Embassy concerned with an information copy to the headquarters for the combatant command concerned. In all cases, an information copy of the request will be furnished to the cognizant DISA Commander, and, as appropriate, the DISA Regional Commander(s).

6.1.3 Contractors and consultants traveling overseas must obtain the appropriate clearance(s) from the component Commanders, Military Advisory Assistance Group (MAAG)/Mission, or other joint activities concerned.

C6.2 By Senior Officials. The Office of the Under Secretary of Defense for Policy (OUSD(P)) provides a central source of information to facilitate consolidation of travel to overseas installations by senior officials assigned to, or sponsored by, DoD headquarters activities.

C6.2.1 DISA senior officials and headquarters elements sponsoring travel for others of equivalent rank will, as far in advance of the visit as practical, but no later than 45 days prior to visit, advise OUSD(P) by memorandum of approved plans for travel to overseas installations. The memorandum will be addressed to the Office of the Under Secretary for Defense for Policy (OUSD(P)), and a copy will be furnished to the Travel and Transportation Office (MP41). The notifications or requests for prior concurrence will include (1) names, ranks, and position titles of potential visitors; (2) purpose of visit; (3) date and nature of invitation(s), if any; (4) identity of hosts and others to be contacted; (5) a tentative itinerary including mode of transportation and estimated time of arrival and departure at each place; and (6) other special information as may be helpful in affecting DoD-wide coordination, including information on the public affairs aspects of impending trips.

C6.2.2 Any conflicts, duplication, or overlapping with other plans will be brought to the traveler's attention by OUSD(P) and changes or consolidation suggested, as appropriate. After receipt of concurrence from OUSD(P), the individual will request travel clearance in accordance with the procedures outlined in paragraph C6.1 and the DoD FCG.

C6.3 Coordination of Visits. Correspondence concerning overseas travel requiring Department of State concurrence will be addressed to the Office of the Under Secretary of Defense for Policy (OUSD(P)), and an information copy of such correspondence will be furnished to the Travel and Transportation Office (MP41). Correspondence concerning travel by personnel of a DISA field activity located overseas to other overseas areas will be addressed to the U.S. Embassy in the country to be visited. Requests for concurrence with visit and notifications sent to the Department of State or U.S. Embassy will include the information specified in the DoD FCG and other special information, as may be considered appropriate.

C6.3.1 Travel to countries listed as "special areas" require notification or requests for prior concurrence of the Department of State and U.S. Embassy at least 45 days in advance of the proposed trips, regardless of the purpose of the trip. From time to time, certain countries within the "special areas" list will be considered so politically sensitive that certain additional approvals within DoD will be required. The Chief, Security Division (MP6), will be kept abreast of changes in the special areas list and will inform appropriate personnel of such changes.

C6.3.2 Travel to countries not listed as "special areas" require notification to the Department of State and the U.S. Embassy prior to trips that will involve contacts or meetings with foreign government officials or industry representatives and briefings or logistical support by U.S. Embassy or consular personnel. Such notification should be received by the Department of State and the appropriate Embassy, as far in advance as feasible, but at least 45 days prior to the visit.

C6.4 Special Security Requirements.

C6.4.1 An antiterrorism briefing is required annually for all DISA personnel. In addition to the annual briefing, personnel traveling outside of the continental United States (CONUS) on official travel orders must receive an AOR-specific update within 90 days of travel. The Security Division (MP6) is responsible for providing antiterrorism briefings.

C6.4.2 A traveler, official and unofficial, who has been granted special access authorizations for sensitive compartmented information (SCI) must contact the Special Security Representative (SSR) of their component prior to traveling outside of the continental United States (OCONUS). A traveler must submit an itinerary to the SSR and coordinate a Defensive Security Briefing and/or Risk-of-Capture Briefing. The SSR will forward all information to the Security Division (MP6) Special Security Office (SSO). Failure to comply with these provisions may result in the withdrawal of approval for continued access to SCI and may be considered in determining whether or not future SCI access will be granted.

C6.4.3 Notification of collateral clearances and special accesses, except for Special Intelligence and/or Special Activities Office (SI/SAO), is the responsibility of the traveler. The clearances can only be forwarded to the command or the activity to be visited by utilizing a DISA Form 43: Visit Notification, or by electronic message after coordination with the Security manager. Special access program (SAP) electronic message notification must have an MP6 cite number.

C6.5 Manual Overseas Travel Orders. Manual (paper) overseas travel orders sent to the travel office for processing will contain the signature of the Antiterrorism Officer (ATO), a copy of the Field Commander's approval, and a copy of the clearance message. Overseas travel orders that do not have required documentation will be returned unprocessed by the Travel and Transportation Office (MP41).

C6.6 Official Passports and Visas. Official passports and visas are mandatory for all civilian employees performing official travel overseas. Military personnel are required to have a passport and/or visa when traveling to certain countries. Military and civilian personnel will be issued a "No Fee" passport when ordered to travel overseas to countries where passports and visas are required, in accordance with the United States FCG. Military personnel traveling to countries

not requiring passports will use their military identification card and travel orders rather than obtaining a "No Fee" passport. Use of "Regular Fee" tourist passports will only be authorized when traveling to areas designated as "High Risk" by the Department of State. Passport and visa requirements are available in the FCG country-specific pages at <http://www/fcg.pentagon.mil>. Military Personnel Division (MP2) provides assistance with official passports.

C7. CHAPTER 7. VEHICLES

C7.1 Government-Furnished or Commercial Vehicle. Whenever possible, a traveler will use the services of companies in the following order: General Services Administration (GSA) interagency motor pool, GSA contract, DoD contract, and other rental vehicle companies.

The traveler will have the right to choose type and make of rental automobile; however, reimbursement will be limited to the compact car rate. An exception may be made in those instances when a compact automobile rental is not available and when three or more travelers use the same rental automobile during the same period of time. When the use of a government-furnished vehicle is directed by the Authorizing Official (AO) in the accomplishment of the directed travel, the following statement is required in the remarks block of the travel order: "Government furnished automobile is more advantageous to the Government."

C7.2 Interagency Motor Pool. There are many government-owned vehicles located in interagency motor pools throughout the continental United States (CONUS). The GSA controls the use of these vehicles. Government personnel who are traveling on official business are allowed to use the service of the interagency motor pool. DISA personnel will use interagency motor pool vehicles when they are available and when such use will not hinder or unnecessarily delay the accomplishment of the assigned mission.

C7.3 Rental. The approval for the use of a rental vehicle will be given only in those instances when the justification indicates an overall advantage to the Government and when it is not merely for the traveler's convenience. Use of rental vehicles will be for the conduct of official business only. In those instances when a traveler consolidates official business with personal business, the rental vehicles will be turned in upon completion of official business. A traveler must make their own arrangements for personal travel and request two separate agreements (official and personal). It will not be permissible for a traveler to enter a claim on their travel voucher for a rental vehicle(s) less deduction(s) for personal use.

C7.3.1 The Defense Travel Management Office (DTMO) has an agreement with several large car rental companies for rental vehicle service for DoD personnel. This agreement provides special rental benefits and reduced rates to all federal government employees traveling on official business. A traveler who has been authorized a rental car should book their rental car reservations through the Defense Travel System (DTS). (Participants of the Rental Car Program are available in DTS.) A traveler should ensure the "Government Administrative Rate Supplement" or "GARS"--a \$5 per day fee--is listed on the rental contract at the time of pick up. A traveler receives liability coverage for personal injury, wrongful death, and property damage at the following limits: \$25,000 for property damage, \$100,000 per person, \$300,000 for all persons, per incident. Loss Damage Waiver (LDW)/Collision Damage Waiver (CDW) is provided at no additional cost. A traveler may be held responsible for damages if the vehicle was used in an unauthorized manner.

C7.3.2 A traveler may choose a non-DoD contracted rental company if a GSA interagency motor pool and a DoD contract rental vehicle are not available. A traveler will indicate to the rental clerk that they are a government employee traveling on official business so that

either an appropriate discount or a lower economy price may be given. The Government Travel Charge Card (GTCC) will be used by DISA personnel in the rental of commercial automobiles.

C7.3.3 Only one rental automobile will be authorized when travel is performed by more than one member of DISA to the same destination within the same time period if cost effective. Only in unusual circumstances will more than one rental automobile be authorized.

C7.3.4 The use of rental automobiles will not normally be authorized when travel is scheduled to military installations or courses of instruction. An exception may be made in unusual instances when local military or civilian transportation is not available to the traveler in the performance of official business.