

Brief Sheet for Military/Civilian Travelers on Official Orders

The following DO's and DON'Ts should be noted prior to and during your TAD/TDY trip.

A. DO's

1. Do obtain lodging, rental car, and/or conference fee receipt regardless of amount.
2. Do indicate on travel claim the meals included in the conference fee paid.
4. Do retain Original Orders.
5. Do obtain receipts for any expenses of \$75.00 or more.
6. Do obtain non-availability of Government Quarters/Messing statement on orders if found that those facilities are not available and orders is endorsed "GMR Authorized or PMR Authorized."
7. Do submit claim for reimbursement for expenditures such as mileage, toll fees, parking fees, and occasional meals on SF 1164 (if traveled for less than 12 hours). (Occasional meals are meals consumed outside the vicinity of permanent duty station and may be authorized reimbursement by the AO with amount not to exceed the *proportional meal rate for the area of TAD/TDY.)
8. Do claim actual cost of meals consumed during transit period (first and last day) if under Group Travel Status. Breakdown cost by date and meal type - breakfast, lunch, or dinner. (Note: reimbursement will not exceed the daily *proportional meal rate for the area of TAD/TDY.)
9. Do investigate *per diem rates in the area of TAD/TDY before commencing travel.
10. Do plan to bring the necessary supplies to TAD/TDY site (instead of purchasing those supplies at TAD/TDY site.)
11. Do file travel claims within 5 (five) days of completion of travel, ensuring that all copies of DD 1351-2 are legible, and travel advance payments properly annotated if applicable.

B. DON'TS:

1. DO NOT accept insurance coverage (CDW or PAI) for rental cars within CONUS, Alaska, Hawaii, Puerto Rico, and the territories and possessions of the United States unless a non-reimbursable insurance coverage is desired.
2. DO NOT use credit cards slips in lieu of any receipts.
3. DO NOT rent cars other than the one specified on your official SATO endorsement.
4. DO NOT detach official SATO endorsement from original orders.
5. DO NOT make travel arrangement with any agency (other than SATO) without prior approval of OIC PSD Monterey.
6. DO NOT consider long term parking at the airport if it exceeds the cost of round trip limousine fare.

Notes: - Government traveler must exercise the same care and regard for expenses as a prudent person traveling at personal expense.

* Per diem rates, including proportional meal rates, can be found in website:
<http://www.dtic.mil/perdiem/pdrates.html>.