

NAVPGSCOL INSTRUCTION 4650.4E

Subj: POLICY FOR OFFICIAL TRAVEL PERFORMED BY NAVAL
POSTGRADUATE SCHOOL PERSONNEL

Ref: (a) Appendix O, JFTR/JTR, Temporary Duty (TDY)
Travel Entitlements
(b) Joint Federal Travel Regulations (JFTR), Vol. I
(c) Joint Travel Regulations (JTR), Vol. II
(d) PERSUPPDET Monterey Instruction 7240.1H
(e) DoD Foreign Clearance Guide
(f) DoD FMR Vol. 9 Chapters 2, 3, & 8.
(g) DoD Directive Number 7000.15, July 8, 1998
(h) NPS Travel Manager 7.1 User Guide

Encl: (1) Naval Postgraduate School Temporary Duty (TDY)
Policy and Procedures Guide
(2) Letter of Authority to Approve/Authorize Travel
Documents
(3) DD Form 577 (Signature Card)
(4) Authorizing Official's Travel Manager Guide
(5) Electronic Funds Transfer (EFT) Information
Sheet
(6) Travel Profile Form
(7) Lost Lodging/Other Receipt Statement
(8) Passport/Visa Instructions
(9) DoD Government Travel Card Information
(10) Travel Request Form
(11) Country Clearance Request Form
(12) Invitational Travel Order (ITO) Form
(13) Fund Cite Authorization
(14) Gift of Travel Form

1. Purpose. To prescribe policy and procedural guidance for the administration of official travel by all military and civilian personnel assigned to the Naval Postgraduate School (NPS).

2. Cancellation. NAVPGSCOLINST 4650.4D, and NAVPGSCOLNOTE 4650. This instruction has been completely revised and should be read in its entirety.

3. Background

a. Regulations. The Naval Postgraduate School is a Pilot test site under the Defense Travel System travel reengineering program. Therefore, the Naval Postgraduate School falls under the guidelines of Appendix O. Appendix O supercedes the TDY entitlements sections of the JTR/JFTR, except where specifically stated in Appendix O.

b. Government travel funds provide for the transportation needs of personnel for expenses incurred while conducting official business on behalf of the Department of the Navy. The Naval Postgraduate School uses travel funds provided through direct appropriations or reimbursable accounts to meet the various travel needs of student, faculty and support personnel. These travel requirements may stem from academic or training demands, research requirements, operational tasking or routine administrative needs.

c. References (a) through (h) and enclosures (1) through (14) provide specific guidance regarding the use of travel funds, their documentation requirements, and the criteria to be used in determining travel entitlements, advances and settlement of claims.

4. Policy

a. It is the policy of the Department of the Navy and the Naval Postgraduate School that official travel shall be limited to the amount necessary to effectively and efficiently carry out the mission of the command. Therefore, all NPS offices and departments shall ensure only essential and cost-effective travel is performed.

b. NPS has implemented the Department of Defense (DoD) Reengineered TDY travel concept of operations which focuses on mission requirements, empowers Authorizing Officials to approve travel and funding, and views travelers, commanders and supervisors as honest customers. The NPS travel system incorporates the use of simplified entitlements for uniformed personnel and DoD Civilians and an automated system using the Travel Manager 7.1™ software that allows travelers to submit travel electronically for processing and approval. NPS

travelers should use this system in pursuit of total automation of the travel process in keeping with the intent of the DoD Travel Reengineering program.

c. Regarding travel expenses, reference (a) directs travelers on official business to exercise the same care as could be expected of a prudent person traveling on personal business. Excess costs, circuitous routes, delays or luxury accommodations, unnecessary for the performance of a mission, are not considered a prudent use of funds. Excess costs or additional expenses incurred to satisfy a personal preference or convenience will be borne by the individual concerned.

5. Action. To ensure compliance with references (a) through (g), and the policies and guidance provided in enclosures (1) through (14), the following responsibilities are assigned:

a. Authorizing Officials (AO) will determine whether requested travel meets the criteria for official travel and that it serves the best interests of the U.S. Government.

b. Authorizing Officials will ensure appropriate funds are available for travel and that requested travel is in accordance with references (a) through (g).

c. All military and civilian personnel executing official travel will adhere to the requirements of references (a) through (g) and enclosures (1) through (14) of this instruction as applicable.

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FRANK C. PETHO
Chief of Staff

Distribution:
NAVPGSCOLINST 5605.2S (List 1)

NPS TEMPORARY DUTY POLICY AND PROCEDURES GUIDE

1. General. The following guidance shall be adhered to in the authorization, preparation and execution of travel orders and submission of travel claims. Examples of applicable documents may be found in enclosures (2) through (17).

2. Authorizing Officials (AO).

a. AOs are the individuals who control the mission, authorize the trip and typically control funds for TDY travel. While it is always the AO's responsibility to ensure funds are available, when using reimbursable funds for travel it is the Principal Investigator's (PI's) responsibility to ensure that the travel is appropriate and supports the work. Although not expected to become travel experts, AOs will thoroughly familiarize themselves with reference (a).

b. Consistent with Appendix O, AOs will be senior level supervisors and department heads (e.g., Department Chairs, Institute Directors, School Deans, and other upper level management) who have the authority to approve the travel of those under their command. While it may be expected that these persons will rely heavily on guidance from their own administrative support in confirming the legitimacy of a travel authorization or voucher, it remains the responsibility of the supervising AO to adequately confirm the information submitted before approval. The signatory duties of the AO may not be delegated to subordinate staff.

c. In order to provide backup in cases when the primary AO is unavailable, it is highly recommended that each organization have at least one backup certified AO. Such a person should be able to act as a backup supervisory official in their organization (e.g., an acting Chair, acting Dean, etc). Administrative or technical staff who do not have the authority to supervise or direct personnel in their organization may not serve as Authorizing Officials.

d. Authorizing Officials are required to attend training regarding their responsibilities and liabilities. AOs are pecuniarily liable for erroneous payments resulting from the negligent performance of their duties for the full amount of the

erroneous payment up to one month's compensation per reference(g). Upon completion of training, AOs will be designated in writing (enclosure (2)) and sample signatures for PSD will be provided on DD Form 577 (enclosure (3)).

e. The Shared Services Travel Office (SSTO) will maintain a current listing of AOs which will be provided to PSD and the Travel Manager System Administrator. Enclosure (2) is to be used to submit changes of AOs to the SSTO.

f. The Travel Manager System Administrator will provide initial instruction on Travel Manager procedures. A brief guide is enclosure (4).

g. At NPS, the following policies will govern the review and approval of TDY travel requests:

(1) All civilian and military personnel traveling on TDY orders, and Fund Cite Authorizations, will have their requests reviewed and approved by the appropriate AO. The Travel Manager program will be used to initiate travel with the exceptions of Invitational Travel Orders (ITOs), Direct Fund Cites, and orders with travel advances. Any travel documents not originated in Travel Manager must be provided to Code (21) to obligate funds a minimum of 5 working days prior to travel.

(2) The Superintendent, Provost and Chief of Staff are designated self-authorizing officials. Comptroller will certify their claims for payment.

(3) When traveling on reimbursable funds, labor should be charged to the same account while on travel. If different accounting is used, a memo signed by the AO stating the reasons needs to be maintained on file.

(4) Travel by military personnel (staff, student, faculty) for medical purposes to Travis Air Force Base Hospital or other medical facilities outside the local area, must be approved and funded by the Dean of Students/Director of Programs (Code 03).

(5) Military emergency leave travel overseas, in cases where a government obligation exists to fund such travel, e.g., Philippine nationals, must be approved, and funded, by Code 03.

3. Travelers/Travel Arrangers.

a. Travelers may be students, staff, faculty, or NPS guests.

b. Government travelers are responsible for knowing the regulations that govern official travel. The travel entitlements contained in reference (a) are to be used for reference and training at Travel Reengineering sites such as NPS. These instructions can be accessed via the web site <http://www.dtic.mil/perdiem/trvlregs>.

c. Travelers will receive initial Travel Manager training from the Travel Manager Systems Administrator. Once trained, travelers will use the Travel Manager system to arrange travel.

d. For travel claims submitted via Travel Manager, travelers are required to retain all lodging and rental car receipts and receipts for items over \$75.00 for a period of four years and three months, and submit these in the event of an audit. Defense Finance and Accounting Service, Kansas City may conduct post payment random audits for these claims processed via Travel Manager. The TM system will conduct audits of all claims processed via Travel Manager. PSD Monterey will conduct all other audits.

e. Travel claims will be paid via Electronic Funds Transfer (EFT) for all travelers. All travelers will complete and submit to the SSTO an EFT Information Sheet at enclosure (5), prior to their first trip to register their data into the local Travel Manager and PSD database.

f. As part of the NPS check-in process, all travel cardholders will check in with the NPS Travel Card Agency Program Coordinator (APC).

g. All travelers should submit to their respective travel coordinator a Travel Profile form at enclosure (6) to record individual travel preferences.

h. Travelers will file travel vouchers via Travel Manager within five working days after completing their travel and provide receipts for lodging and items over \$75.00 to the AO for review. AOs are to review all receipts for lodging and receipts

in excess of \$75.00 per reference (a). DD Form 1351-2 may be used to file claims only for orders approved using the DD1610 form. This form can be obtained from PSD or the travel web site <http://www.dtic.mil/travelink>. When using DD Form 1351-2 to file, the following must be provided to PSD:

(1) Original plus one copy of the travel orders.

(2) Original and one copy of receipts for lodging, and all other items of \$75.00 and over, rental car receipts, and conference fees (regardless of amount) as applicable.

(3) Original and one copy of Lost Lodging/Other Receipt Statement at enclosure (7) signed by the traveler when original receipts are lost or misplaced, if applicable.

(4) Rate of currency exchange used for international travel (indicated on DD Form 1351-2), if applicable. The SSTO will send overdue Travel Voucher submission notices to Travelers 5 working days after completion of travel. If a second notice is needed, it will be sent 10 days after the first notice to the Chairman (or appropriate supervisor), Dean and the Chief of Staff. If the voucher is not submitted within 5 days after the second notice is sent, the Traveler's name will be removed from Travel Manager for future travel until that outstanding voucher has been submitted.

i. Overseas travelers may use official, "no fee" passports while on official travel. It is recommended, however, that travelers use personal (civilian) passports when traveling overseas. Visas are issued by foreign countries and give permission to enter that particular country. Applications for "no fee" passports and visas are submitted using DD Form 1056 and form DSP-11, which can be obtained from the PSD Passport Agent or from the travel web site. Instructions for completing the forms and methods of expediting Passport/Visa processing can be found at enclosure (8).

(1) Antiterrorism Plan for Overseas Traveler (may be required) depending on the area of overseas travel, a traveler may or may not be required to provide a detailed plan, which includes an estimate of the threat situation, review of the area of operations, and an emergency action plan. The NPS Security

Office maintains the database of threat areas, and can provide a sample package to assist in the preparation of this document.

(2) Anti-Terrorism Training/Plan (ATP). Travelers must attend an initial classroom anti-terrorism training brief given by the NPS Security Manager. Contact the Security Manager at 656-2450 for a training schedule. Thereafter, training can be updated once a year online at <http://AT-AWARENESS.ORG>. The access code is AWARE. Once the online training is complete, the certificate must be emailed to the NPS Security Manager at securitymgr@nps.navy.mil. The traveler should contact the Security Manager at least 40 days prior to travel to inquire about the necessity of preparing an ATP. See Attachment 7. If required, the Security Manager will provide guidance for completing the plan. If an ATP is required, but not submitted, the Country Clearance will be DENIED.

j. Military travelers taking leave in conjunction with TDY must submit separate leave papers for approval when using Travel Manager Orders.

4. Travel Manager Systems Administrator.

a. Provides initial and follow-on training and troubleshooting for travelers, travel assistants and Authorizing Officials as required on the Travel Manager System and serves as the DoD Pilot Site travel reengineering representative.

b. Is responsible for the implementation and maintenance of all aspects of the NPS travel system, including the input and maintenance of routing lists. Installs client software for all end users and all new software updates. Retrieves data and generates system reports. The Systems Administrator does not input personal information including preference profiles and financial information.

c. Serves as point of contact for reporting software and system problems. Analyzes software system problems and determines the most feasible method of resolution.

d. Is responsible for the auditing and submission of travel vouchers to DFAS, Cleveland daily. Resolves any problems with the payment files. These vouchers will normally be paid within two business days.

e. Maintain the NPS Travel Manager 7.1 User Guide (reference (h)) up to date.

5. Comptroller.

a. The Comptroller (Code 21) monitors the availability of funds for travel, validates accounting data and is responsible for:

(1) Initial training of Authorizing Officials and refresher training as needed.

(2) Ensuring that after AOs are trained, the SSTO prepares an authorization letter for the Chief of Staff's signature. And, once signed, that copies are provided to PSD, the TM System Administrator, and the AO. Designation/removal requests should be submitted to SSTO by line managers using enclosure (2).

(2) Administering the Government Travel Card program. All government travelers are authorized use of the Government Travel Card which will be used to purchase lodging, meals and transportation as well as to obtain cash advances for travel via Automated Teller Machines in support of official travel. Additional information about the program is at enclosure (9).

(4) Insertion of lines of accounting, associated PI/PM and Financial Analyst names into the accounting section of Travel Manager.

6. Shared Service Travel Office (SSTO). The SSTO performs the following functions:

a. Travel Help Desk. TM is mandated for use at NPS. Assistance should be limited to referral and advice.

b. Arranges and/or conducts training.

c. Receives written requests from line managers to designate/remove AOs. Retains these requests on file. Prepares AO designation letters and signature cards. Ensures the Travel Manager Administrator updates TM system as AOs change. Ensures Personnel Support Detachment receives AO updates.

d. Sets up student travelers in Travel Manager. SSTO inputs travel requests and voucher data for students into TM.

e. Supports international travel (processes clearance requests and assists/directs travelers with Visa applications and anti-terrorist training).

f. Manages the travel card program (card issuance, transfer, cancellation, and review of charges for appropriateness).

g. When required, assists with emergency travel.

h. Monitors late claim submission, over/under payment. Notifies the traveler of discrepancies and appropriate line managers if travelers are not responsive.

i. Assists in preparing/liquidating ITOs, Direct Fund Cites, and orders requiring travel advances as needed.

j. Distribute copies of reference (h) to travelers and other personnel who use Travel Manager.

7. Personnel Support Activity Detachment (PSD) Monterey.

a. PSD Monterey provides the following support for official travel:

(1) Transportation and lodging through the Commercial Travel Office (CTO). Requests are made via Travel Manager or, in the case of ITOs, Fund Cites, and orders requiring travel advances using the Travel Request form at enclosure (9).

(2) Travel Claim Liquidation for claims submitted on DD Form 1351-2. All travel claims will be paid via Electronic Funds Transfer.

(3) Travel advances when traveler is not using the Government Travel Card. A memo from the traveler's AO to the OIC, PSD Monterey is required explaining why the Government Travel Card is not being used. If authorized, travel advances will not be made available more than three working days prior to commencement of travel. Advances cover 80% of lodging 100% of meals and incidentals e.g. (taxi fares, conference fees).

(4) Passport and Visa services for official international travel.

(5) Orders for travelers requiring advances will be submitted on form DD 1610 not via Travel Manager.

8. Other Travel.

a. International Travel. When arranging international travel, in addition to passport and visa requirements as previously discussed, the following additional requirements may apply:

(1) Country Clearance requests may be required per reference (e) in order to authorize official travel to a particular country. Country Clearance Requests (enclosure (11)) are routed to the SSTO. The Security Manager will release the country clearance message. Country Clearance requests should be routed 40 days prior to travel or sooner depending on the requirements of the individual country.

(2) Anti-terrorism briefings must be annotated on the Country Clearance message. Travelers must have attended a brief or completed on-line certification within the past year in order to be current. The Security Manager's Office arranges briefings for all NPS travelers.

b. Invitational Travel Orders (ITOs) are issued to individuals who are not Federal Government employees or members of the Uniformed Services who are performing official business for NPS. ITOs cannot be processed using Travel Manager. A sample ITO is at enclosure (12). ITOs are signed by Comptroller and a copy is routed to the CTO. DD Form 1351-2 must be used to liquidate ITOs. All payments will be made via EFT. SSTO should assist with liquidation procedures as required and ensure travelers complete the EFT form prior to travel.

(1) ITO requests are to be received by the Comptroller a minimum of 5 working days in advance of travel.

(2) ITO requests involving foreign nationals are to be first reviewed by the NPS Security Manager.

c. Fund Cite Authorizations are issued to government employees from agencies other than NPS for the purpose of performing official business. Fund cites cannot be processed using Travel Manager. Enclosure (13) is a sample Fund Cite Authorization. Comptroller signs all direct fund cites. The invitee's travel arranger will make arrangements for travel. Once travel is complete, a copy of the liquidated voucher is required for the Comptroller's office in order to adjust the obligation. DD Form 1351-2 must be used to liquidate Fund Cites.

(1) Not to Exceed Funds. If a fund cite is issued for travel and the funds are close to the actual cost of the travel, a Not to Exceed funds statement may be placed on the travel orders. The dollar amount not to be exceeded must be clearly stated. When using a Not to Exceed Funds statement, the traveler must be aware that they will not be reimbursed for a greater amount than the funds allow. The allowed amount would also include all air and/or ground transportation.

d. No-cost (Permissive) Travel Orders may be issued when travel may be desirable from the Navy's point of view but may not be sufficiently justified to warrant the expenditure of travel funds. Under these circumstances, NPS may issue an authorization (permissive orders) permitting, as distinguished from directing the military member or civilian employee concerned to travel at no expense to the Government. No Cost orders may be initiated in Travel Manager, routed to the AO for approval, and must state "NO COST" in the travel authorization "Type" field and "NO COST" as the Job Order Label in the Accounting field, in addition to having the following statement in the comment block of the travel authorization:

(1) "This permissive authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, per diem, transportation, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered cancelled."

e. Local Travel of Less than 12 hours involving no payment of Per Diem. For travel where per diem is not payable (e.g. travel less than 12 hours, example: military medical

appointments at Travis AFB Hospital), and orders are not required, expenditures such as mileage, parking fees, conference fees, bridge tolls, and occasional meals will be claimed on an SF 1164 form.

f. Gift of Travel. Employees receiving offers to pay travel expenses for official travel from sources other than the federal government must submit a completed copy of the Gift of Travel Form at enclosure (14), including cost estimates, to the Staff Judge Advocate (SJA) or Office of Counsel for approval and forwarding to the Comptroller for processing prior to commencement of travel. Gifts of travel cannot be approved after travel has taken place. Upon completion of travel, the employee must submit a claim on DD Form 1351-2, itemizing all travel expenses which exceeded applicable subsistence expenses. The original travel authorization must accompany the claim form. When the non-federal source of the gift of travel makes full payment in excess of applicable limitations for reimbursable subsistence expenses or common carrier transportation expenses, reimbursement will be the amount of the payment from the non-federal source, if reasonable, but will not exceed the amount of the expenses incurred.

g. Visit Request (OPNAV 5521/27). This form is required if a traveler is visiting a Military Base on official orders. The form can be obtained from the NPS Security Manager or from the website <http://neds.nebt.daps.mil/>.

(1) Visit requests for students are completed by the Director of Student Services (DOSS), signed by the DOSS and then faxed or mailed out to the site being visited.

(2) Visit requests for staff and faculty are forwarded to the Security Manager's office for signature and then faxed or mailed out to the site being visited by the Department.

h. Blanket Travel Orders are not permitted. However, under extreme circumstances when Blanket Travel Orders would significantly benefit the mission of NPS, exceptions may be granted. A Blanket Travel Order exception must be submitted in writing to and approved by the Chief of Staff. Blanket Travel Orders may not be processed through Travel Manager.

From:

To:

Via:

Subj: LETTER OF AUTHORITY TO APPROVE/AUTHORIZE TRAVEL DOCUMENTS

Ref: (a) Joint Federal Travel Regulations, Volume I, Paragraph U2100

(b) Joint Travel Regulations, Volume II, Paragraph C3001

(c) DoD Financial Management Regulation, Volume 5, Paragraph 0212

Encl: (1) DD Form 577 (Signature Card)

1. In accordance with references (a) and (b), the personnel listed below are authorized to approve/authorize the following travel documents for (Command/Department name). Per reference (c) sample signatures of personnel listed below are provided at enclosure (1).

a. Temporary Duty (TDY) Orders for Civilian personnel.

b. Temporary Additional Duty (TAD) travel orders for Military officers and enlisted personnel.

c. Amendment/s to a and b above.

(Note: Do not include functions not performed by command.)

NAME	SSN	TITLE
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2. The personnel listed below are no longer authorized to approve/authorize travel documents for (Command/Department name):

NAME	SSN	TITLE
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1. NAME (Type or print)	2. PAY GRADE	3. DATE
4. OFFICIAL ADDRESS		
5. SIGNATURE		
6. TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED		
THE ABOVE IS THE SIGNATURE OF THE AUTHORIZED INDIVIDUAL		
7. NAME OF COMMANDING OFFICER (Type or print)	8. PAY GRADE	
9. SIGNATURE OF COMMANDING OFFICER		

OD Form 577, MAY 88
S/N 0102-LF-004-3100

*Previous edition may
be used until exhausted.*

SIGNATURE CARD

Authorizing Official (AO) Guide

Who is an Authorizing Official?

The Authorizing Official (AO) is an individual designated (in writing by the command) within an organization who has the authority to approve temporary duty (TDY/TAD) travel authorizations and travel vouchers.

What are the responsibilities of the AO?

The AO is responsible for authorizing business and training TDY and the attendant expenses, within the latitude provided by the revised Joint Travel Regulations (JTR)/Joint Federal Travel Regulations (JFTR) Appendix O (Simplified Entitlements).

What can an AO approve?

1. Transportation

- AO may direct any travel mode other than POV or rental vehicle.
- Contract flights shall be used. AO may approve non-contract flights (with reason recorded in the trip record) if:
 - Seating space or the scheduled contract flight is not available in time to accomplish the mission, or use of the contract flight would increase the overall cost of the trip;

- The contract carrier's flight schedule does not operate during normal working hours;
- A fare, available to the general public, is less than the contract fare and would result in lower total cost to the Government;
- Rail service is available, cost effective, and consistent with mission requirements;
- Smoking is permitted on the contract carrier flight and the non-smoking section of the contract flight is not acceptable;
- The AO determines that a promotional fare (e.g., excursion fare, special fare) is cheaper and is worth the restriction/eligibility risks.

When one of these conditions exists, “the AO records the rationale for not using contract flights on the Trip Record.” This is done with the Other Authorization: USE OF NON-CONTRACT CARRIER AUTHORIZED. **If this statement is not in the travel authorization, PSD will not approve the issuance of tickets.**

- AOs may authorize premium (but less than first) class travel accommodations (with reason recorded in the trip record) if:
 - Available coach class accommodations shall not allow timely mission completion
 - A traveler's documented medical condition requires use of premium class accommodations;
 - Security or exceptional circumstances make use essential to accomplish the mission;
 - Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or health standards;
 - An overall savings is realized based on economic considerations,
 - The origin or destination is OCONUS, the scheduled flight time (including stopovers) exceeds 14 hours, and the mission requires duty performance soon after arrival without

a rest period. (If premium class is authorized for this reason, a rest stop is not authorized.)

- AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations.
- Available U.S. flag air carriers shall be used for all commercial foreign air transportation.
- Rest stops en route or a rest period before reporting may be approved when travel occurs during normal sleeping hours, or scheduled flight (including stopover) exceeds 14 hours.

Note: Rest Stop will not exceed 24 hours.

- Rental car standard size is compact. Car sizes larger than compact must be specified on the trip record.
- POV reimbursement is authorized at the standard rate per mile for the vehicle type and distance between locations. If POV is used but not authorized, reimbursement is limited to the standard rate not to exceed the should-cost of AO approved transportation.

2. Lodging

- AO may authorize actual cost up to per diem rate maximum.
- Room taxes are included in OCONUS lodging cost; but are separate expenses in CONUS (incl. AK, HI & US territories.)
- AO may direct use of BOQ only if TDY is to that installation.
- If the only lodging that can be found costs more than the maximum rate, the AO may authorize the higher amount not to exceed 300% of the published rate.

3. M&IE

- M&IE entitlement rate is 75% on the first and last travel days.

- If Government lodging is available and messing is available, the AO may authorize:
 - The Government Mess Rate if all meals are available, or
 - The Proportional Meal Rate (PMR) if at least one meal a day is available.
- If the Government purchases one or two meals on a given day, the PMR is authorized. If all three meals are purchased, the IE rate is authorized
- IE rate in CONUS is \$2.00. The IE rate OCONUS varies by locality or is \$3.50 when the AO determines that this amount is adequate.
- IE includes laundry costs except for civilians in CONUS when TDY involves at least 4 consecutive lodging nights, or military for at least 7 consecutive nights.

4. Other Expenses

- Other travel expenses are authorized such as travel from transportation terminal to lodging and back, one round trip per day from lodging to place of duty, trips to eat, and travel between duty locations.
- Other miscellaneous travel expenses necessary to completion of the mission may be authorized. These include:
 - Room taxes (in CONUS, AK, HI and US territories)
 - Dual lodging costs
 - Costs of travelers checks
 - ATM fees for use of government travel card for cash advance
 - Photos, passport and visa fees when a regular passport fee is required
 - Official phone calls
 - Currency conversion fees
 - Airport taxes

- Authorized excess government baggage costs
- Taxi and limo tips
- Boarding fees
- Conference registration fees
- Laundry/dry cleaning (civilians: TDY 4 or more days, military: TDY 7 or more days, average \$2/day max)
- Customary personal baggage tips at transportation terminals (military only)
- Baggage tips for government property handling at terminals and hotels
- Phone calls home may be authorized to:
 - To advise of traveler's safe arrival
 - To inform or inquire of medical condition
 - To report a change in itinerary

Note: AO should set a dollar limit for personal calls.

- The AO may also authorize reimbursement for other necessary travel-related (vice mission-related) expenses when they are clearly in the government's interest.

5. TDY with Annual Leave

- The AO may approve official travel with leave or personal travel, provided the official travel is required as part of the traveler's official duties.
 - The official portion is arranged by SATO.
 - Transportation reimbursement is for the cost of official trip portions only.
 - No excess costs for travel or M&IE will be borne by the Government.
 - Do not permit a TDY trip that is an excuse for personal travel.

Changes in TDY locations prior to travel commencement require AO approval. The AO has authority to approve additional expenses not stated in the original authorization subject to Appendix O.

The traveler completes an electronic voucher and it is routed to the AO for review and approval. After the AO has reviewed all the lodging receipts and all other receipts for \$75.00 or more and is satisfied that the claim is valid, he or she will sign the voucher and electronically mark it APPROVED, making it ready for payment.

Note: This is a guide only. The AO should see Appendix O for further details.

Stamping a Trip Record (APPROVED or RETURNED)

Log on to TM 7.1 and select **Route & Review** from the **Modules** menu. You will see a list of trip records that require your **APPROVED** (or **RETURNED**) stamp for electronic processing.

If the list of trip records is long, you may wish to re-sort the trip records by clicking in the category fields shown above the list (**Awaiting Status**, **Dep Date**, **Doc Type**, **Traveler**, **Doc Name**).

To stamp a trip record, click on the desired trip record to highlight and follow the steps below.

Step 1. Trip Record Details

The Details window displays a summary of trip record information. Note that this step is not a substitute for using **Print Preview** to look at the entire trip record before stamping the trip record **APPROVED** or **RETURNED**.

- Select the **File** menu and choose **Details**.
- The Details window displays travel dates, per diem location(s), current trip record Status, and Total Estimated Cost. For more information select the appropriate bold text button:

BUTTON	FUNCTION
Status	Shows Document Routing and Document History information.
Totals	Itemizes estimated costs and LOA information.

Comments	Shows any text entered in the Comments field.
Other Auth	Shows Authorization Codes chosen by the originator.

Select **Close** when you are finished viewing **Details**.

Step 2. Print Preview the Trip Record

The Print Preview function allows you to review the entire Trip Record including the Itinerary, Reservations, Total Costs, Itemized Expenses, the Accounting information and any non-standard authorizations and Duty Conditions such as Actual Expenses, Leave, etc.

- Select the **File** menu and choose **Print Preview**.
- The Print Preview screen will come up in Adobe Acrobat. Navigate through the document as required to view pertinent information.
- Close Adobe Acrobat when finished Print Previewing the document.

Step 3. Adjust the Trip Record (Optional)

If, as an Authorizing Official, you feel the need to make changes to the trip record, you may do so by using the **Adjust** function.

- Select the **File** menu and click the **Adjust** function
- Make required changes (See "Step 2. Complete the Authorization Information" on page 6 for specific instructions on the different fields.)
- Select the **File** menu and click **Close**. If adjustments were made, answer, "Yes" to the **Save** prompt, include adjustment remarks and enter your Signature PIN. If no adjustments were made, answer, "No" to the **Save** prompt.

Step 4. Pre-Audit the Trip Record

You may use the **Pre-Audit** tool for an alert of high costs, non-standard expenses and authorizations, and expenses and authorizations on expense reports that were not shown

on the initial should-cost trip record. This alert will show as a **FAIL** status in the **Audit Results** for each relevant Authorization and expense. As Authorizing Official, you may approve these Authorizations and expenses if they are mission essential and are in accordance with JTR Appendix O (Simplified Entitlements). If they are not mission essential and in accordance with Appendix O, you may stamp the trip record **RETURNED** for adjustments, or make the adjustments yourself and stamp the trip record **APPROVED**. Note that this step is not a substitute for using **Print Preview** to look at the entire trip record before stamping the trip record **APPROVED** or **RETURNED**.

- Select the **File** menu and choose **Pre-Audit**.
- View the Audit Process, Status, and Comments fields in the Pre-Audit Results window to note any failures.

When you are finished viewing the results, select **Close**.

Step 5. Stamp the Trip Record

- Select the **File** menu and choose **Sign**.
- **APPROVED** is the default pending status. To change it to **RETURNED**, click the status field down arrow and highlight **RETURNED**.
- Type any remarks in the **Remarks** field, and enter your signature PIN in the Signature PIN field.
- Click **Yes** to save the trip record.
- *Answer **NO** to the adjustments question if stamping the trip record was the only action taken. Most of the time you will answer **NO**.*
- *Answer **YES** if you made changes to the Authorization (JO number, authorization statements, etc.). If you answer **YES** to adjustments, Travel Manager will pop-up an additional block to be signed and a comments block.*
- Click **OK** to accept the displayed trip record name.

Step 6. Exit from Travel Manager 7.1

- Click on the **File** menu, then select **Exit**.

Delegating Authority

Delegating Signature Authority

To delegate your signature authority:

- In the **Route & Review** module, select the **Setup** menu, then select **Delegate Authority** to display the Delegate Authority window.
- To find the name of the person you want to delegate signature authority to, click the **Edit** menu and then select **Find** from the submenu list.
- Type in the name (first name, last name) as it appears in Travel Manager 7.1 and click **OK**.
- When the correct name is highlighted, choose **Select**.
- Enter your Signature PIN.
- Click **OK** to exit the Signature window.
- Verify that the **Authority Delegated To:** field has the name of the person you selected.
- Select **Close** to exit the Delegate Authority window.

Revoking Signature Authority

To revoke signature authority:

- In the **Route & Review** module, select the **Setup** menu, then select **Delegate Authority** to display the Delegate Authority window. The **Authority Delegated To:** field will display the name of the person who has your signature authority.
- Click **Delete** to remove delegation of authority.
- Answer **Yes** to the Revoke prompt.

- The **Delegate Authority** window will automatically close.
- Click on the **File** menu, then **Exit**.

EFT INFORMATION SHEET

Name (Last, First, MI): _____ SSN: _____ Grade/Rank: _____

Command: _____ Dept/Div/Curriculum: _____

MAILING ADDRESS: _____ PHONE NUMBERS:

_____ Work Phone: _____

_____ Home Phone: _____

Financial Institution:									
Account Number:									
Type of Account: (Check one only)	<input type="checkbox"/> Savings			<input type="checkbox"/> Checking					
Routing Number: (Must be 9 digits)									
Purpose of EFT info submission (check one).	<input type="checkbox"/> For TRAVEL CLAIMS payments only. <input type="checkbox"/> For regular pay and allowances (DDS) payments only. <input type="checkbox"/> For ALL types of payments.								

Signature: _____

Date: _____

PRIVACY ACT STATEMENT

Authority:	5 USC 5701, 37 USC 404-427, EO 9397, 31 USC 3322, 31 CFR 208, 209 AND/OR 210
Principal Purpose(s):	Used for reviewing, approving, accounting and disbursing for official travel/pay and allowances. SSN is used to maintain a numerical identification system for individual claims. The information is confidential and is needed to prove entitlement of payments. The information will be used to process payment data from the Federal Agency to the financial institution and/or its agent.
Routine Use(s):	To substantiate claims for reimbursement for official travel.
Disclosure:	Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed and may delay or prevent the receipt of payments through the Electronic Funds Transfer/Direct Deposit System (EFT/DDS) programs.

TRAVEL PROFILE

This form will provide your travel coordinator with all of the basic information needed for your travel at NPS, eliminating the need for submitting the information each time you travel in the future. Modifications to your profile will be accepted at any time.

Last Name: _____ First Name: _____ Middle Initial: _____

Department: _____ Code: _____

Title at NPS: _____ Rank/rate: _____

Status (check one): Civilian: Officer: Enlisted:

Gender: Male: Female:

Social Security #: _____

Home Address: _____

Miles to Airport from Home Address: _____

Home Phone #: _____

Work Address: _____

Miles to Airport from Work Address: _____

Work Phone #: _____ Work Fax #: _____

E-mail address: _____

Do you have a special meal request on airlines? _____ If so, what? _____

Do you prefer a certain airline? _____ If so, which airline? _____

Where do you prefer to sit on an airline flight? Aisle Window Don't care

What is your frequent flyer #? _____ Airline: _____
_____ Airline: _____

Do you prefer a certain chain of hotels? Yes No If so, which hotel? _____

Do you have any specific preferences in a hotel? Smoking Non-smoking

Wheelchair/physically challenged accessible?

Do you prefer a certain rental car company? Yes No If so, which one? _____

What is your government travel credit card #? _____

Expiration Date? _____

If you do not have a government travel credit card, what is your personal credit card number? _____

Expiration Date? _____

Note: A credit card number is required for SATO to make a hotel reservation.

What is your official passport #? _____

Expiration Date? _____

What is your tourist passport #? _____

Expiration Date? _____

What is your security clearance level? _____

Date: _____

From:

To: Officer in Charge, PERSUPPDET Monterey, CA

Subj: **LOST LODGING/OTHER RECEIPT STATEMENT**

Ref: (a) JFTR Vol. I, Par. U4125

1. Per reference (a), the following statement is provided in lieu of original receipt:

(a) Lodging. The receipt for lodging(s) has been inadvertently lost or destroyed. Following information apply:

Business name & address	daily rate (\$)	date from	date to
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I shared the room with (*rank/name of sharer*) _____ who was also under orders. The daily occupancy rate for the single room was: \$_____ and the total cost was \$_____.

(b) Other. I am claiming the following expenses which is/are over \$75.00 of which receipts are either lost or destroyed:

Business Name	Nature of expense	Date incurred	amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

2. I also understand that verification of items listed above may be made prior to settlement of my claim.

(signature of traveler)

Note: Penalty for willfully making a false claim is a maximum fine of \$10,000.00 or maximum of 5 years imprisonment or both. (U.S. Code Title 18, ction 287, formerly section 80.)

A. AUTHORIZATION TO APPLY FOR A "NO FEE" PASSPORT AND/OR REQUEST FOR VISA (DD1056)

Instructions: Passports for tenured faculty and permanent government employees are good for 5 years. Passports for non-tenured faculty (includes lecturers, visiting researchers, adjuncts, and tenure-track faculty) will be issued for one year at a time and may be renewed up to 5 years. A request for a new passport needs to be filed at the end of 5 years.

Check List for Passport Preparation:

Military traveler should consult PSD about passport requirements. Generally, NATO and other allied countries do not require passports for active duty military traveling on orders, but there are exceptions. Check with PSD for the requirement regardless of the country travelling to.

Locate your old passport, tourist or official, if you have one. You will need it or the number from it.

Check with your department travel clerk, your Administrative Assistant, or call PSD to determine if the country or countries you are traveling to require a visa. If so, the forms may be obtained from your local PSD.

Call HRO and request a copy of your most recent appointment SF-50 and your SF-61. Remember to leave your name and phone number in case there is a problem or they do not have your SF-61 on file. A SF-50 is a personnel action form and is sent to you any time a change is made to your personnel file (i.e. pay raise, change in insurance, etc.). Your appointment action is the SF-50 that is needed. A SF-61 is the form you signed when you started working at NPS and indicates you swear allegiance to the United States.

Make a copy of a blank DD-1056 and DSP-11. Fill out the copies and have both forms typed for the final submission. Please closely follow the guidelines in this book for completing the forms.

If a visa is needed, make a copy of the blank visa form or forms received. Fill out the copy so the final submission is typed. Since each country's visa form and requirements are different, you may call your local PSD (x2783) for assistance in completing the required paperwork.

IF YOU ARE TRAVELING WITHIN 45 DAYS FROM TODAY COMPLETE #6, #7, AND #8. IF YOU ARE TRAVELING AFTER 45 DAYS FROM TODAY COMPLETE #6.

Assemble packet with all of the items that pertains to your travel (see FORMS/ITEMS NEEDED below) and submit to PSD.

An official letter of EXPEDITE is needed if the travel is to take place within 45 days. The letter of EXPEDITE must be signed by the Superintendent (be prepared for further explanation if asked for from the Superintendent's office). In the letter it must be stated who is traveling, where (list each country), when, and purpose of visit. Also, a statement as to when the traveler first knew they were to travel and the reason to support the expedite.

Once the EXPEDITE letter is returned from the Superintendent's office, assemble packet with all of the above items (stated in "ITEMS/FORMS NEEDED" that pertain to your travel) and submit to PSD.

FORMS/ITEMS needed to complete your passport application:

Birth certificate **with seal of issuing agency** or old passport
2 passport photos
DD-1056
DSP-11
SF-50 (copy of your most recent appointment)
SF-61 (copy of Appointment Affidavit. HRO or traveler can request from HRSC)
Visa (if needed for the country to be visited, each country's visa is different so a "how to" is not available)
Letter of passport expedite if application submitted less than 45 days from departure

Fill out the blocks as indicated below DD1056:

1. Use MM/DD/YY format.
2. Enter USN, USA, USAF, DOD, etc., as applicable.
3. Last Name, First Name, Middle Name - the full name is required, do not use initials.
4. Use MM/DD/YY format.
5. Type the City, State (use two letter abbreviation if in U.S.)
6. Check box - it is the same as #3.
7. For civilians use a GS-XX. For Excepted Service Employees (Faculty, Instructors, Lecturers, and Professors), type it as. "GS-XX Equiv." Do NOT use GS-16 or above unless you are a Dean or the Provost.
8. Use format XXX-XX-XXXX
- 9.a. This must be a home address. Use the following format:
222 Happy Lane
Nowhere, CA #####-####
- b. (831) ###-####
- c. (831) 656-####
- 10 a.,b.c. - same format as 9. Above.
- 10 d. If applicable.
11. List Countries you are visiting.
12. Leave blank.
13. Type in the following:
Officer in Charge, PSD
1588 Cunningham Road, Room E-113
Monterey, CA 93943-5210
14. Type in the date you are **departing the Continental United States**. Use format MM/DD/YY.
15. Type in the number of days you are staying, i.e. 30 Days.

16. a. The person who will be signing in block #18 is the person's whose name must be typed in this section. Type their full name: Last Name, First Name Middle Initial
 b. Type Prof. or if a Military Chairman, type in the correct rank and branch of service
 c. Type Chairman, XX Dept. Use the Department/Group two or three letter code, i.e. EC, CS, etc.
 d. Type the Department/Group full street address:
 833 Dyer Road, Room xxx
 Monterey, CA 93943-xxxx
 e. Type the Department/Group office phone number (831) 656-####/ DSN 878-#### (the last four numbers)
 f. Leave blank for the signature of the person whose name is typed in block #16.a.
 g. Person signing in #16.f. must also date this document

17. Type "Official No-Fee Passport Required" If a visa is required for one or all of the countries being visited, then state that. Example - "Visa required for Serbia and Nepal". Visa information can be obtained from your local PSD. If you desire to be notified via e-mail when the passport is returned, enter in this block your email address.

Note: Passport should be kept by Command.

VISA

Visas are different for each country requiring one. If you already have your passport you will need:

The country's visa application - obtained from PSD

Form 1056 - obtained from PSD or Travel Clerk

Letter from Department Chairman stating applicant's name, nature of the business for which he needs to travel, and dates of travel.

On Form 1056 in block #17 type - "APPLICATION FOR VISA ONLY", otherwise, the form is filled out as in directions previously outlined.

Depending upon the country, a current passport photo may be required. It is the exception not the rule and is so stated upon the application if required.

Short on Time? You Do Have An Option

If you hold a current passport and only need a visa, you can visit the country's Consulate in the Bay Area and obtain the visa yourself. This must be accomplished on the traveler's **OWN TIME**. The suggestion is to call ahead and see if this can be done, what hours they will see you, and what you should bring with you. You may have to leave your passport with them and they will send it to you in the mail. Each Consulate has a different policy regarding processing of visas.

C. Application for Passport Registration (DSP-11)

Instructions:

Fill in the blocks as indicated below: (fill in only the white areas on the form, but **DO NOT SIGN.**)

Two Passport photos are to be submitted with this form and the photos must have been taken within six months.

Blocks 1 - 11 are self-explanatory - Block #2 is your home address

12. If same as in #2, type "SAME AS #2", if not type your street, city, state, zip of your permanent address.

13. Occupation examples: Professor, Teacher, Technician, and Teacher/Student.

14. Father's Name: Type first name, middle initial, last name. Birthplace: Type - City, State (use two-letter abbreviation if in the United States). If outside the United States, enter the country of birth but do not abbreviate.

15. Mother's Name: Type first name, middle initial, maiden name. Birthplace: Type - City, State (use two letter abbreviation if in the United States). If outside the United States, enter the country of birth but do not abbreviate.

16. Type the country or countries you will visit. If more than two, list the two major ones. Type the date you are **leaving the Continental United States**. (If you are traveling inside the continental US before departing for overseas, put the date you will actually be leaving the continental United States). The length of stay is indicated as days, i.e. 23 days (optional).

17. Put an "X" in the appropriate box. "If Yes, Submit Passport if Available" - Put an "X" in the box for "Submitted" if you are able to include your current passport with your application. You may submit your most current expired passport if you are retaining your current passport. If this is the case, DO NOT "X" submitted.

If you are unable to include your passport with the application or desire not to, you **MUST** include an official (with seal) birth certificate or naturalization paper. You would then need to type in the "Disposition" area, "Member will keep in possession" or Member retains". You **MUST** submit **EITHER** the passport, the birth certificate, or naturalization paper. "Name in which issued" - type the full name as it appears on your passport. Type in passport number and date issued.

18. Check appropriate box and complete other questions if you checked yes.

19. Fill out if desired.

20. Fill out if applicable.

21. **DO NOT SIGN THIS FORM AT THIS TIME.** You will need to turn in all of your completed paperwork to PSD and at that time you will sign this form so an official passport agent can witness it.

22. Leave blank.

23. Leave blank.

EXPEDITE PROCEDURESLetter from the Superintendent (expedite letter only)

An official letter of EXPEDITE is needed if the travel is to take place within 45 days. The letter of EXPEDITE will need to be signed by the Superintendent (Be prepared for further explanation if asked for from the Superintendent's office). In the letter it must be stated who is traveling, where (list each country), when, and purpose of visit. Also, a statement as to when the traveler first knew they were to travel and the reason to support the expedite.

Example:

From: Superintendent, Naval Postgraduate School
To: Passport Services, Department of State
Attention: USASCAF Liaison
1111 19th Street, NW, Room 300
Washington, D.C. 20522-1705

Subj: REQUEST FOR EXPEDITED PROCESSING OF OFFICIAL PASSPORT

1. Mr. George Jetson, Instructor in the Electrical and Computer Engineering Department, received confirmation last week of the need for official government travel to the Christmas Islands, Rarotonga, Cook Islands, and Bali, Indonesia.
2. Because of weather conditions and the nature of the research, it was determined that between 26 February and 25 March, 1999 would be the most beneficial time for the travel.
3. In accordance with the Foreign travel Clearance Guide, Mr. Jones is required to obtain an official passport.
4. The request for a passport needs to be expedited to accommodate this time frame.
5. Thank you for your assistance in this matter.

D. PROCEDURE TO SUBMIT A REQUEST FOR EXTENSION OR NAME CHANGE OF A PASSPORT

Form DSP-19 - Passport Amendment/Validation Application: This process may take 45 - 60 days. Expedites may be submitted.

ITEMS/FORMS NEEDED

Form DSP-19 - may be obtained from PSD
Copy of your most recent appointment SF-50 - This may be obtained from HRO
Letter from the Superintendent (needed only for renewal expedite)

IDENTIFYING INFORMATION

All areas must be filled out.

NAME CHANGE

Fill out ONLY if requesting a name change. Leave blank all areas that do not pertain to you.
Leave blank if requesting a RENEWAL.

OTHER ACTION REQUESTED

For an extension of your passport, type "Please extend expiration date of passport to MM/DD/YY." (This expiration date MUST be the date, found in block 5-B, on your most recent appointment SF-50.)

Passports may not be extended if they have already expired. For passports that have expired after 5 years, new forms DD-1056 and DSP-11 need to be submitted.

Tenured faculty do not have a date in block 5-B. For tenured faculty, the expiration date is up to five years from the issue date on your current passport. If your passport is five years old or has expired, you will have to obtain a new passport. Please see and complete the procedures for obtaining a passport.

Leave blank if only requesting a NAME CHANGE.

OATH AND SIGNATURE

This area needs to be signed as you have it on your passport. You may sign it before taking the packet to PSD.

LEAVE THE REST OF THE PAGE BLANK

DEPARTMENT OF DEFENSE GOVERNMENT TRAVEL CARD

1. **POLICY AND PURPOSE**

It is Department of Defense (DoD) policy that the government-sponsored, contractor-issued travel card, hereafter referred to as the "travel card," shall be used by DoD personnel to pay for all costs incident to official business travel including lodging, transportation, rental cars, meals, and other allowable reimbursable expenses. The travel card will be used for official travel related expenses away from the personnel's official station/duty station and not for personal, family or household purposes. The purpose of the travel card program is to provide for and standardize the use by DoD travelers of a safe, effective, commercially available method for paying expenses incident to official travel--including cash requirements. The travel card is used in order to improve DoD cash management, reduce DoD and traveler administrative burdens, and provide better service to DoD travelers. Unauthorized use may result in disciplinary or adverse personnel action. Commercial travel offices (CTOs) will accept the travel card for the purchase of transportation for official travel.

Mandatory Use of the Travel Card: Federal Interim Rule 8 amends the Federal Travel Regulation (FTR) provisions pertaining to payment by the Government of expenses connected with official Government Travel. This interim rule implements the requirements of Public Law 105-264, October 19, 1998, regarding the required use of the travel charge card, collection of amounts owed and reimbursement of travel expenses. This interim rule is effective July 16, 1999 and applies to payment of expenses in connection with official Government travel performed on or after December 31, 1999.

The Government Travel Card (GTC) Program. The program consists of three parts: the traditional individually-billed charge card (which includes ATM access), centrally billed accounts (unit and organization cards), and travelers checks (issued by the traditional "purchase" method. A PIN is assigned with each travel card to enable ATM cash withdrawals. ATM/Cash advances, when approved, will be obtained no earlier than five working days before the scheduled departure date and not later than the completion of travel. Traveler checks, authorized by the immediate supervisor and monitored through the APC, are issued to the individual traveler in pre-determined amounts on a continuing basis. The use of this portion of the travel card contract does not preclude the use of the ATM privilege. Transaction fees are charged for both ATM cash withdrawals and travelers checks. These fees are reimbursable expenses provided the traveler requests reimbursement on the travel voucher (JFTR, paragraph U4521).

Agency Program Coordinators (APC) are responsible to their respective Component Program Manager (CPM) for program execution and management at hierarchy levels determined by the CPM. **Travel cardholders** are personnel to whom the DoD travel card has been issued for use in performing official travel. They will adhere to the procedures set forth in this Instruction.

Eligibility

A. Permanently Assigned Personnel. DoD Components shall offer the travel card to all permanently assigned military and civilian personnel (appropriated and non-appropriated) who are likely to travel. Commanders/supervisors may refuse to issue traditional, individually billed travel cards to personnel who have a history of financial irresponsibility. Travel card denials must be reviewed annually by the authorizing official.

B. Reserve, Guard and Part-Time Civilian Employees. All Reserve Component personnel (to include Individual Mobilization Augmentees (IMAs)), and seasonal or part-time civilian employees are authorized to use the travel card for official travel.

Travel Card Applications. Applications will contain the following: a supervisor signature authorizing the travel card, a signed DoD statement of travel cardholder understanding, SSN, current address, work/home phone numbers and e-mail address. The card contractor will issue travel cards only when the application is properly completed and is signed by a recognized APC.

Types of Accounts:

Standard Travel Card: The total credit limit on these cards is \$5000.00 per billing cycle. The ATM limit is \$500.00 per billing cycle; limits may be raised on a case-by case basis.

Restricted Travel Card: These cards are activated by the APC when requested by the traveler for the timeframe specified on the travel orders. The total limit for this card is \$1250.00. This credit limit reflects: a \$200 ATM limit, a \$50.00 retail, with the remaining \$1000.00 to charge lodging, rental cards, and/or miscellaneous expenses. **APC intervention is required to increase travel activation time and limits and to activate and/or deactivate these travel cards. The use of split-disbursement is highly encouraged for these cardholders.**

Travel Card Retail Purchases. There may be extenuating circumstances of official travel in which the use of the travel card is appropriately used for retail purchases. Retail purchases (i.e., those purchases other than airfares, lodging, meals and car rentals) generally are limited to \$250.00/50.00 per month.

Misuse. APCs will review travel card usage reports and reconcile them with the official travel orders/travel log published for the corresponding month. The APC will notify the travel cardholder's supervisor if it appears that a travel cardholder has misused the travel card. The supervisor will take disciplinary action, as appropriate. A copy of the APC's notification, the contractor usage report reflecting misuse, and any applicable correspondence or notes will be maintained locally for future reference.

Account Suspension/Cancellation. Individual travel card accounts are payable upon receipt of the contractor billing statement. NPS will cancel travel cards on the sixty first day of delinquency. The card issuing bank will charge a delinquent fee up to the 120th day. On the 121st day the bank will assess an additional fee and begin wage garnishment procedures. Card reissue is precluded thereafter.

Account Transfers - Within and Outside of the Organization. APCs are responsible for monitoring their employee/enrollee listings as part of their program management. Travel cardholders accounts can be transferred within DoD, but not outside of it. Travel cardholders are responsible for ensuring the losing and gaining APC and the travel card contractor are notified of impending PCS moves. DON card holders will have their cards inactivated during PCS moves.

Termination. Travel cardholder accounts are terminated upon dismissal, retirement, or separation from federal service or upon personal request. The APC immediately must give the travel card contractor the new billing information (in the event the travel cardholder's account was active in the previous month before termination) and close and cancel the travel cardholder's account on a specific date.

Travel Clerk: _____

Phone #: _____/Fax #: _____/email: _____

Travel Request Form

Privacy Act Statement: The authority to request this information is contained in 5 USC 522 Department regulations. This information will be used to assist officials and employees of the Department of the Navy in arranging passenger transportation. Completion of the form is mandatory except for SSN (SSN is mandatory for overseas travel). Failure to provide required information may result in delay of a response or disapproval of the request.

Name of Traveler(s): Last, First, MI	Rank/Rate	SSN	Office Phone	Office Fax	Home Phone <i>(Requested by Airline)</i>

Official Passport #: _____

Official Passport expiration date: _____

Activity Location Visiting: _____

Itinerary:

Traveling alone Traveling With: _____

Departure Date	Departure Time	Departure City	Arrival Time	Arrival City	Special Meal Request

Preferences: **Seat:** Aisle Window Middle **Airline:** _____ Frequent Flyer #: _____

• Note about Air Reservations: Navy contract requires use of GSA Contract Carriers per the Federal Travel Directory. Under the Terms of the contract the government has guaranteed the airline name in the contract all Federal Travel between your origin and destination. You are advised that having the ticket reissued on another carrier for personal preferences or convenience is prohibited. If necessary to change airlines as a result of a flight cancellation or changes to travel requirements, a statement to the reason should be included on the travel voucher (claim).

Lodging Request

Check-in Date	Check-out Date	Name of Hotel or BOQ/BEQ	City/Location

Smoking Non-Smoking Single Double Accessible to wheelchair and/or Physically Challenged

Credit Card #: _____ Expiration Date: _____

Self-Arranged Lodging. Justification: _____

Staying with family or friends Staying in lodging arranged by school or training facility
 Staying in facility where meeting/conference is being held, at rate within government per diem
 Staying aboard ship _____ days, dockside duty, _____ days, sea duty aboard the _____.

Rental Car

Pick up Date/Time	Return Date	City or Airport of Pick-Up	CAR SIZE AUTHORIZED
			<input type="checkbox"/> Compact <input type="checkbox"/> Midsize <input type="checkbox"/> Full <input type="checkbox"/> Mini-van
			<input type="checkbox"/> Compact <input type="checkbox"/> Midsize <input type="checkbox"/> Full <input type="checkbox"/> Mini-van
			<input type="checkbox"/> Compact <input type="checkbox"/> Midsize <input type="checkbox"/> Full <input type="checkbox"/> Mini-van

Note about Rental Car Reservation: Companies with which MTMC has negotiated special DoD/Govt car rental rates will be used to the exclusion of all others. Navy contract requires use of the lowest available rate.

Invitational Traveler Only

Cost Reimbursable Contractor; (Note: Government contractors are not eligible to use GSA contract air passenger fares. The CTO will need orders within 24 hours to secure the excursion fare rate.)

Business Address	Business Phone	Home Address	Home Phone

Per Public Law 104-134 all federal government payments must be paid via Electronic Funds Transfer (EFT). Travelers must complete the PSDMTRY 7200/6 (Rev 11/98) in order to receive payment.

COUNTRY CLEARANCE REQUEST FORM

Countries to be visited:

Full Name:

Phone:

Social Security Number:

Title:

Department:

Security Clearance:

Rank (GS or Equivalent):

Passport Number (Official):

Passport Date: Place of Issue:

Passport Number (Tourist):

Passport Date: Place of Issue:

Citizenship:

Date of Birth:

Place of Birth:

Resident Alien Number (if applicable):

This visit is: Classified: Unclassified:

Local Support Required: Yes: No:

Date Attended Counter-Terrorist Training:

Proposed Itinerary: Day-by-Day Stops to include:

- (1) Mode of transportation
- (2) Departure and arrival dates
- (3) Dates of Annual Leave, if any
- (4) What you are going to do at each stop
- (5) Point of contact at each stop including title/position, organization, address, and phone number.

Depart Monterey:

Arrive:

Depart:

Arrive:

Depart:

Arrive:

Depart:

Purpose and Justification of each place visited:

If this request is being submitted less than 40 days prior to departure, please give reason why:

Approval:
Traveler: _____

Date: _____

Chairman: _____

Date: _____

INVITATIONAL TRAVEL ORDER

(Travel Arranger - fill in white areas)

Name:		Travel Order #	N6227102IT		
SSN:		JON #			
Home or Business Address:					
Name & Location of Activity Issuing Invitation					
POC for Travel Arrangement & Travel Claim (Form DD1351-2)					
Purpose of Trip:					
You are invited to proceed from:		To:		Dates:	
Size of Rental Car Authorized:					
<p>Per Public Law 104-134 all federal government payments must be paid via Electronic Funds Transfer (EFT). Travelers must complete the PSDMTRY 7200/6 (Rev 11/98) in order to receive payment.</p> <p>Receipts: Ticket stubs are required to substantiate your transportation cost. Original Receipts are required for lodging, rental car and registration. Original Receipts are required for all items of expense in an amount of \$75 or more plus any applicable tax.</p>					
Estimated Cost	Travel		PD		Misc. (Misc includes cost of rental car & gas/parking fees)
Total Estimated Cost	\$ -				
<p>Government Contractors are not authorized to travel on ITOs or eligible to use GSA contract air passenger fares</p> <p>Select from the following and mark an "X" in the corresponding box on the left):</p>					
<input type="checkbox"/>	Transportation has been arranged by the order-issuing agent and are included with this order.				

You may arrange your transportation. The following rules apply:
 You may arrange your transportation directly with the carrier or through a travel office under contract to the U.S. Government. **If you purchase transportation from a travel office (travel agency) not under contract to the Government, reimbursement is limited to the cost to the Government on a constructive basis for transportation that would have been arranged by a travel office under contract to the Government.** Except for Canada and Mexico, you may use a travel office not under contract to the Government in a foreign country if ticketing can't be secured from a branch office or general agent of an American-flag carrier.

It is DOD policy that in using regularly scheduled air transportation:
 (a) accommodations selected shall be the least costly service that permits satisfactory accomplishment of the mission of the traveler, and
 (b) United States carriers must be used for all commercial foreign air transportation if service provided by those carriers is available; otherwise reimbursement for the cost of transportation is not allowed.

You are authorized to travel by privately-owned conveyance (POC) as advantageous to the Government. Reimbursement shall be at the rate of \$0.365 per mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred including per diem while in travel status under this travel order.

You are authorized to travel by privately-owned conveyance (POC) on a constructive basis. You would normally be authorized to travel by common carrier. Reimbursement shall be limited to the cost of travel by the usual mode of common carrier, including per diem.

Per Diem (select one that applies):

You shall be paid a per diem allowance to cover your expenses for lodging, meals, and incidentals. While traveling and performing the mission you shall be authorized a per diem equal to the daily amount you pay for lodging, plus a fixed amount for meals and incidental expenses, not to exceed the maximum amount prescribed in JTR, Appendix B or D for the locality concerned. If your costs, particularly for lodging, are more than the maximum per diem rate prescribed in JTR, Appendix B or D, then only the maximum per diem rate shall be paid. (See JTR, Chapter 4, Part L for applicable rules). **Multiply daily amounts by days of travel to calculate trip amount:**

Per Diem		Max Lodging		M&IE		Total		\$
								-

You shall be paid an actual subsistence expense allowance (AEA) for lodging and a per diem for meals and incidentals (M&IE). You are required to itemize your lodging expenses only. Actual Subsistence Expense Allowance (AEA) Authorized over allowance. **Multiply daily amounts by days of travel:**

Locality		Maximum AEA Allowance		Amount allowed for M&IE authorized on a per diem basis.		

You shall be paid an actual subsistence expense allowance (AEA) for lodging and meals and incidental expenses (M&IE). You must itemize all your subsistence expenses. Subsistence expenses include lodgings; meals; personal laundry, pressing, and dry cleaning are only reimbursable if trip is more than four consecutive nights at TDY area; local transportation (including reasonable tips) between places of lodging, duty, and place meals are taken; and other necessary expenses. You shall be reimbursed for the actual expenses incurred, but not to exceed the maximum amount authorized for the locality concerned. (See JTR, Chapter 4, Part M for applicable rules)

Accounting Information (complete white boxes only)

Appropriation Symbol and Sub-Head				Object class	BU Cont Number	Sub-Allot #	Authorized Acctg	Type	Property Acctg	Cost Code	
AA17		1804		210	62271	00	68892	2D	0	622710	E

Remarks:

Signature
Principal Investigator
Title

Signature
Comptroller Only
(For the Secretary of the Navy)

Funds Reviewer
(ASA or SPFA)

Security Manager
(for foreign nationals traveling to NPS)

funds are used)

November 22, 2002

Naval Postgraduate School

From: Superintendent Naval Postgraduate School

To:

Subj: FUND CITE AUTHORIZATION FOR MILITARY MEMBER

Ref: (a) DOD FMR, Vol. 9

(b) Travel Re-engineering Implementation Memorandum #11

1. You are hereby authorized to cite the following accounting data for the official travel of:

Name & Title:		SSN#	
Standard Doc #:	N6227102T	JON	
Phone (comm. & DSN):		Fax:	
Home or Business Address:			
Name & Location of Activity Issuing Invitation			
POC for Travel Arrangement & Travel Claim			
Purpose of Trip:			
You are invited to proceed from:	To:	Dates:	
Size of Rental Car Authorized:			
Purpose:			
Authorizations:	Travel	PD	Misc. (Misc includes cost of rental car & gas/parking fees)
Total Estimated Cost	\$ -		

Remarks: Attach a copy of this funding to your travel orders.

Accounting Information				(complete white boxes only)				
Appropriation Symbol and Sub-Head	Object class	BU Cont Number	Sub-Allot #	Authorized Acctg	Type	Property Acctg	Cost Code	
AA17	1804	210	62271	00 68892	2D	0	622710	E

2. Per reference (a), it is the responsibility of the Commanding Officer (or his designated representative) to insure the traveler is notified in the travel orders of the requirement to submit a claim to the appropriate command office within 5 calendar days after return to duty and to insure that traveler complies with those instructions.

3. Per reference (b), it is the responsibility of the traveler to submit his/her travel claim complete with appropriate documentation for disbursement within 5 calendar days of return from travel. Travel claim is to be processed at your local command and a copy of the voucher summary to be sent to:

Signature
Title

Signature
Comptroller Only
(For the Secretary of the Navy)

Funds Reviewer (ASA or
SPFA)

POC for this
document is:

GIFTS OF TRAVEL
FROM NON-FEDERAL SOURCES
(31 U.S.C. 1353)
NAVAL POSTGRADUATE SCHOOL

ALL INFORMATION MUST BE TYPED (EXCEPT THE SIGNATURE OF EMPLOYEE)

1. Acceptance Official: **SUPERINTENDENT**
2. Name of DoD Employee: _____ Phone: _____
3. Title of DoD Employee: _____ Code: _____
4. Name of Accompanying Spouse (if applicable) : _____
5. Name of Non-Federal Source Providing Travel: _____

6. The identity of the non-federal source that is sponsoring the event: _____

7. Nature of the event (Meeting or Conference) and reason for Employee's attendance: _____

8. Date(s) of the event: _____
9. Employee's travel date(s): _____
10. Spouse's travel date(s) in connection with attendance at the event: _____
11. Location of the event: _____

12. Nature of Travel Expense:	Check (to the Treasury)	In Kind	Estimated Amount	Actual Cost
Airfare	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
Hotel	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
Meals	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____
Other	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____	\$ _____

(e.g., taxi, waiver of tuition, etc.)

13. Total Amount: Check \$ _____ In Kind \$ _____

(Note: Acceptance of Cash Payments is strictly prohibited)

14. Other Facts/Information:
Nature and sensitivity of any matter pending at NPS affecting the interests of the non-federal source providing the travel and the employee's role in such matter: _____

Identity of expected participants: _____

I acknowledge that knowingly making any false writing is punishable by fine, imprisonment or both (18 U.S.C. 1001). The statements in this report are true, complete, and correct to the best of my knowledge and belief.

Signature of Employee: _____

Date: _____

Enclosure (14)