



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
PATUXENT RIVER, MARYLAND 20670-5304

FTEG/NASINST 4650.1
CR50 7/10/11

JUN 30 1993

FTEG/NAS INSTRUCTION 4650.1

From: Director, Flight Test and Engineering Group
Commanding Officer, Naval Air Station

Subj: TEMPORARY ADDITIONAL DUTY (TAD) AND RELATED TRAVEL

Ref: (a) Military, Volume 1, Joint Federal Travel Regulations
(b) Department of Defense Civilian Personnel, Volume 2,
Joint Travel Regulations
(c) NAVAIRWARCENACDIV/NAS On-line Travel System Users
Manual
(d) NAVAIRWARCENACDIV/NAS Travel System Desk Procedures
(e) NAVAIRWARCENACDIVINST 7400.1
(f) Video Teleconferencing Center Information Packet

Encl: (1) Military Travel Procedures, Guidelines, and Example of
Travel Order Request
(2) Civilian Travel Procedures, Guidelines, and Example of
Travel Order Request
(3) Request for Travel Orders/Reservations/Tickets
(NDW-NATC-4650/8)
(4) Long-Term TDY Justification Data Sheet
(5) Guidelines for Preparation of Travel Voucher or
Subvoucher (DD Form 1351-2)
(6) Guidelines for Preparation of Claim for Reimbursement
for Expenditures on Official Business (SF 1164)
(7) Privacy Act Statement
(8) Accounting Citation Data
(9) Sample Notification Memorandums

1. Purpose. To issue local procedures governing Temporary Additional Duty (TAD) and related travel for military and civilian personnel utilizing the Patuxent River, Maryland, travel facilities.

2. Cancellation. NAVAIRTESTCENINST 4650.1J is cancelled.

3. Background. TAD orders assign a person to temporary duty at one or more places in addition to present duties and direct the individual, upon completion of this duty, to return to the permanent duty station to resume regular duty. This instruction, with procedures, guidelines, and examples contained in enclosures (1) through (9), provides a ready reference of information and guidance for matters pertaining to TAD travel. Regulations and policies contained herein are subject to provisions of Navy travel instructions, references (a) through (e), NAVCOMPT Manual, NAVPERS Manual, and other pertinent directives issued by competent authority.

JUN 30 1983

FTEG/NASINST 4650.1

4. Policy

a. The Policy of the Department of the Navy for travel and transportation at government expense is that it be directed only when officially justified and by those means which meet mission requirements consistent with good management practices. A traveler on official business shall exercise the same care in incurring expenses and accomplishing a mission that a prudent person would exercise if traveling on personal business. Each request for travel orders will be reviewed by an officer or civilian of suitable rank and experience to determine that:

(1) The travel is for essential official business.

(2) The purpose of the travel cannot efficiently be accomplished except by travel and there is a significant mission which unquestionably requires a personal visit. Whenever possible, a telephone call, video teleconference (per reference (f)), or other communication will be substituted.

(3) The proposed duration of travel is no greater than required. Permanent Change of Station orders shall be considered when it is anticipated that TAD will exceed 12 months.

(4) All possible measures have been taken to consolidate travel and to reduce the number of trips to the minimum. The feasibility of combining missions rather than making two trips to adjacent or nearby areas shall be evaluated.

(5) The number of persons assigned to a TAD mission will be kept to a minimum consistent with the purpose of the travel.

(6) The government air priorities, if requested, are actually necessary.

(7) Prior to commencement of travel, a request has been made from the activity to be visited as to the availability of government quarters, messing, transportation, and logistic support, as required.

(8) The travel economics are consistent with existing Department of Defense policies.

b. The NAVAIRWARCENACDIV FTEG Director and directorate directors have the authority to authenticate travel for FTEG personnel by utilizing the facsimile stamp of COMNAVAIRWARCENACDIV; NAS department heads have the authority to authenticate travel orders for NAS personnel by utilizing the facsimile stamp of CONAS. The facsimile stamp signature will appear in block 23 of the military travel orders and block 20 of the civilian travel orders.

JUN 30 1993

FTEG/NASINST 4650.1

c. The individual designated by the directorate director or department head will review itineraries prior to submission to the Travel Claims Branch at the Personnel Support Activity Detachment (PSAD). This review will not be for the purpose of determining the legality of claims, but to provide a general idea of the traveler's movements, utilization of time, and miscellaneous expenses, with the aim of authorizing future orders in a manner most likely to result in economical travel. Ideally, orders shall be written so as to approximate the necessary costs of official travel and so that travelers are neither financially rewarded nor penalized by reason of travel status.

d. The Standards of Conduct, as set forth in SECNAV Instruction 5370.2, will be adhered to in connection with travel, transportation, and temporary duty assignments.

5. Responsibilities

a. Commanding Officers, Directors, and Department Heads

(1) Place responsibility for preparation, approval, control, and completion of TAD orders and claims for military and civilian personnel in one organizational unit, preferably the administrative/management resources area of the directorate/department.

(2) Assign and train personnel in the proper use of the On-line Travel System. Assign one person as the travel liaison representative between their organization and travel offices. These specifically designated personnel will be responsible for coordinating questions and procedures and for expeditious handling of travel functions within each organization. Use the On-line Travel System to generate the Delinquent Report and the Social Security Number Report to monitor those orders and claims not settled. Employees will be advised that an expense advance will not be granted if the employee has failed for unacceptable reasons to submit a claim voucher on a previous travel order under which an expense advance was paid, or has not made arrangements for settlement of an outstanding over-advance. In the case of mass deployments and crew flights, the travel liaison representative will utilize wholesale methods; e.g., check travel orders, assemble travel claims, check for correctness and consistency of itineraries, ensure completion of proper endorsements, memorandums, and receipts, and submit together for processing. The name, organization, and telephone number of each designated representative (and changes when occurring) will be submitted in writing to the PSAD Transportation Office and Travel Claims Branch.

(3) Review each travel order for mission necessity, conditions, and economy.

JUN 30 1993

FTEG/NASINST 4650.1

(4) Ensure that each travel claim, Travel Voucher or Subvoucher (DD Form 1351-2), is reviewed by personnel knowledgeable of the traveler's orders and mission.

(5) Utilize portions of the purpose field on the travel request input screen of the on-line system for explanation of delinquencies.

(6) Provide the Comptroller Office (CR21D2) a copy of all orders not requiring a Transportation Request or travel advance.

(7) Ensure frequent travelers, those who travel more than twice a year, are enrolled in the government credit card program and are issued a Diners Club credit card. Travel orders must indicate whether the employee is a "frequent" or "nonfrequent" traveler.

(8) Ensure that all employees separating from the activity or NAVAIRWARCENACDIV/NAS complex start checking out internally 2 weeks prior to the last workday to ensure any outstanding advances are liquidated before the last workday. If an employee is found to owe money to the government, take the necessary steps as stated in reference (e). The checkout form (NDW-NATC-12351/1) will be initialed by the travel clerk indicating that no travel claim is outstanding.

b. PSAD. Coordinates the processing of all ongoing orders for the NAVAIRWARCENACDIV/NAS complex. Discrepancies will be referred to the proper authorities for corrective action. Additionally, PSAD shall do the following:

(1) Maintain a record of all orders and provide the NAVAIRWARCENACDIV Comptroller Office (CR21D2) a copy of the orders and travel advance information.

(2) Provide the Comptroller Office (CR21D2) with a copy of the report of cancelled Transportation Requests.

(3) Prepare and issue tickets and Military Airlift Command Transportation Authorizations.

(4) Arrange airline and rental car reservations.

(5) Arrange and coordinate travel via commercial aircraft, when government aircraft is not available, through the Flight Planning Branch of NAS Air Operations Department.

(6) Maintain liaison with Comptroller offices responsible for the disbursing and accounting for travel funds.

001 30 1993

FTEG/NASINST 4650.1

(7) Administer travel per this instruction.

(8) Provide information to travelers.

c. Comptroller Office. Is responsible for the following:

(1) Monitoring the recovery of travel advances and providing directorates/departments a report on delinquent accounts.

(2) Performing official accounting and reporting of travel expenses.

(3) Interpreting and administering higher authority travel regulations and instructions.

(4) Forwarding a list of "pay-checkage" candidates to COMNAVAIRWARCENACDIV and CONAS when appropriate.

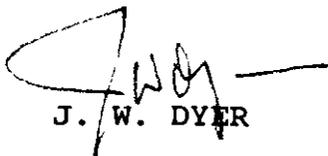
(5) Initiating action as stated in reference (e) to recoup money from the delinquent employee.

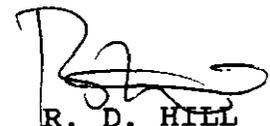
d. Human Resources Office. Prepares appropriate temporary duty (TDY)/Permanent Change of Station cost analysis, TDY approval, and per diem letters on civilian TDY cases of 180 days or more. Prepares all travel orders for those selected for long-term training, to ensure consistency in travel order preparation and provide a central administrative reporting location for long-term training TDY. Provides a copy of the approved orders to the home directorate/department.

e. Directorates/Departments. Provide the Human Resources Office the required information, copies of original approval documentation/endorsements or modifications, and programmatic/accounting data as appropriate to support the request for long-term TDY. Initiates collection action to ensure that outstanding travel orders are resolved timely as required in reference (e). Ensures all travel indebtedness is properly identified during employee checkout to allow for pay checkage recovery as required.

f. Travelers. Personnel who travel in relation to TAD will become familiar with and adhere to the policies and instructions set forth in this directive.

6. Review. The Comptroller will review this instruction annually on its anniversary date and revise as necessary.


J. W. DYER


R. D. HILL

JUN 30 1993

NAVY AIRCRAFT CENTER
FTEG/NASINST 4650.1

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Navy Exchange (2)	VQ-4 (5)
TID (2)	

TABLE OF CONTENTS

	<u>Page</u>	<u>Page</u>
	<u>No.</u>	<u>No.</u>
	<u>Military</u>	<u>Civilian</u>
	<u>Encl (1)</u>	<u>Encl (2)</u>
PREPARATION, SUBMISSION, AND CANCELLATION OF ORDERS	1	1
PREPARATION	1	1
GROUP TRAVEL	1	
FOREIGN TRAVEL	1	1
GENERAL (GROUP ORDERS)		2
ATTENDANCE AND PARTICIPATION AT MEETINGS AND CONFERENCES OF NONFEDERAL ORGANIZATIONS	2	2
FERRYING OF AIRCRAFT	3	
PERMISSIVE (NO COST) ORDERS	3	3
INVITATIONAL ORDERS		3
CONFIRMATION ORDERS	3	3
REPEAT AND BLANKET TRAVEL ORDERS	3	3
LONG-TERM TDY		3
LONG-TERM TDY NOT TO EXCEED 1 YEAR		4
LONG-TERM TDY OVER 1 YEAR		4
SUBMISSION	3	4
CANCELLATION	3	4
TRAVEL ADVANCES	4	4
GENERAL	4	4
AMOUNTS	4	5
TRAVEL TO AND FROM TAD/TDY STATION	4	5
TO WASHINGTON, D.C., AREA AND RETURN WITHIN THE SAME CALENDAR DAY	4	5
PUBLIC WORKS (PW) BUS SERVICE	4	5
POOL VEHICLE	5	5
PRIVATELY OWNED CONVEYANCE (POC)	5	6
OTHER	5	6
ROUND TRIPS OF 10 HOURS OR LESS WITHIN 1 CALENDAR DAY	5	6
LOCAL TRAVEL EXPENSES	5	6
TO AND FROM COMMON CARRIER POINTS IN WASHINGTON, D.C., AREA	5	6
TO AND FROM TAD/TDY STATION	5	6
GOVERNMENT AUTOMOBILE	6	6
GOVERNMENT AIRCRAFT	6	6
COMMON CARRIER	6	7
POC	6	7
MORE ADVANTAGEOUS TO THE GOVERNMENT		7
AUTHORIZED AS A CONVENIENCE FOR THE TRAVELER		7
PERSONAL EXPENSE	7	
SELF-PILOTED AIRCRAFT	7	7

JUN 30 1993

FTEG/NASINST 4650.1

NAVPER/ARGENT/DEFENSE

	<u>Page</u> <u>No.</u>	<u>Page</u> <u>No.</u>
	<u>Military</u> <u>Encl (1)</u>	<u>Civilian</u> <u>Encl (2)</u>
TRAVEL IN AND AROUND TAD/TDY STATION	7	7
TAXICABS, STREETCARS, OR BUSES	7	8
SPECIAL CONVEYANCES	8	8
GENERAL	8	8
RENTAL CAR SERVICE/SELECTION POLICY	8	8
RENTAL CAR INSURANCE	10	10
OTHER TRANSPORTATION	10	10
COMMON CARRIER	10	10
TAXICAB	11	10
POC	11	10
LODGING, MEALS, AND OTHER FACILITIES	11	11
MISCELLANEOUS REIMBURSABLE EXPENSES	11	11
TRAVEL ITINERARIES	12	12
PREPARATION	12	12
SUBMISSION	12	12
MONEY DUE TRAVELER	12	12
MONEY DUE THE GOVERNMENT	12	12
FORMS AVAILABILITY	13	13
GUIDELINES FOR PREPARATION OF TAD/TDY TRAVEL ORDERS FOR MILITARY/CIVILIAN PERSONNEL (NAVPER 1320/16)/(DD Form 1610)	14	14
SAMPLE MILITARY/CIVILIAN TRAVEL ORDERS	17	17

Page No.

Military/Civilian
Encl (3)

REQUEST FOR TRAVEL ORDERS/RESERVATIONS/TICKETS (NDW-NATC-4650/8)	1
---	---

Civilian
Encl (4)

LONG-TERM TDY JUSTIFICATION DATA SHEET	1
--	---

JUN 30 1993

FTEG/NASINST 4650.1

MANUAL OF THE ARMY

Page No.

Military/Civilian
Encl (5)

GUIDELINES FOR PREPARATION OF TRAVEL VOUCHER OR
SUBVOUCHER (DD Form 1351-2) 1

SAMPLE TRAVEL VOUCHER OR SUBVOUCHER (DD Form 1351-2) . 5

Military/Civilian
Encl (6)

GUIDELINES FOR PREPARATION OF CLAIM FOR
REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL
BUSINESS (SF 1164) 1

SAMPLE CLAIM FOR REIMBURSEMENT FOR EXPENDITURES
ON OFFICIAL BUSINESS (SF 1164) 3

Military/Civilian
Encl (7)

PRIVACY ACT STATEMENT 1

Military/Civilian
Encl (8)

ACCOUNTING CITATION DATA 1

Military/Civilian
Encl (9)

SAMPLE NOTIFICATION MEMORANDUMS 1

JUN 30 1993

FTEG/NASINST 4650.1

MILITARY TRAVEL PROCEDURES, GUIDELINES,
AND EXAMPLE OF TRAVEL ORDER REQUEST

1. Preparation, Submission, and Cancellation of Orders

a. Preparation. NDW-NATC-4650/8 (sample shown in enclosure (3)) will be completed by the traveler and submitted to the order-writing office when initiating travel orders, rental car reservations, and airline tickets. Temporary Additional Duty (TAD) orders for military personnel will be prepared on form NAVPERS 1320/16 per guidelines and samples on pages 14 through 18 of this enclosure. Exercise care when preparing the orders, as incorrect data will delay the processing cycle. Prior to departure, each traveler under orders will be informed, via memorandum, as shown on page 1 of enclosure (9), of their obligation to submit a travel claim (to their respective Administration Services Office) within 5 calendar days following completion of travel (whether or not an advance was taken). If the traveler fails to submit a travel claim within 5 calendar days following completion of travel, Comptroller will forward, via memorandum, as shown on page 2 of enclosure (9), a notice requesting settlement within 15 calendar days of the date of the memorandum and warning that failure to comply would result in initiating action to recover the amount due to the government by a salary offset. If the travel claim is not filed within 15 calendar days, the traveler's director/department head will be notified and collection action will be initiated as required by reference (e).

(1) Group Travel. Group travel will be directed when feasible, utilizing guidelines set forth in Joint Federal Travel Regulations U4000 of reference (a), when several members are traveling from a common point of origin to a common destination for which transportation will be furnished by government conveyance or the Commercial Transportation Office (CTO) and subsistence will be furnished enroute. When group travel is utilized, the travel order must be specifically designated as a "group travel order."

(2) Foreign Travel. Foreign visits and numbers of visitors shall be held to an absolute minimum. To perform essential official business overseas, directorates and departments will follow these procedures:

(a) Visit requests, signed by COMNAVAIRWARCENACDIV, will be submitted to Naval Air Systems Command (NAVAIRSYSCOM) (AIR-01A44) for approval per NAVAIR Instruction 5550.1B if classified information is to be disclosed to foreign nationals. Requests will include information required by items 1a through 1e of enclosure (1) to OPNAV Instruction 4650.11F and shall be submitted to NAVAIRSYSCOM (AIR-01A44) at least 45 days prior to visit. NAVAIRSYSCOM will be the sponsoring activity and will take action required by OPNAV Instruction 4650.11F. Visitors shall not

Enclosure (1)
Military

JUN 30 1993

FTEG/NASINST 4650.1

NAVAIR COMNAVAIRWARCENACDIDIV

carry U.S. Navy classified information on foreign visits, nor shall they promise to furnish foreign governments any classified documentary information. Classified information or documents which the visitor wishes to have considered for release to a foreign government as a result of a visit shall be submitted to NAVAIRSYSCOM (AIR-01A44).

(b) Personnel will be given the Foreign Traveler Briefing required by Article No. 3-10 of OPNAV Instruction 5510.1H when attending international meetings in any country outside the U.S. where it can be anticipated that communist-controlled country representatives will be in attendance or when traveling to or through communist-controlled countries.

(c) Personnel shall carry North Atlantic Treaty Organization Travel Orders per BUPERS Instruction 1320.6E when in a travel status in North Atlantic Treaty Organization member countries.

(d) Policies and procedures contained in OPNAV Instruction 4650.11F and NAVAIR Instruction 5550.1B will be adhered to for foreign travel, whether classified or unclassified. Attendance at nonfederal meetings and conferences held in foreign countries will be governed by NATC Instruction 4650.2F.

(e) Personnel shall maximize the use of government air or government procured air transportation. When travel by a commercial airplane is authorized, employees will use a U.S. flag airplane except when unavailable or impractical. When the use of a foreign airplane is authorized or approved, the reason will be entered on the travel order or claim voucher. A Military Airlift Command Transportation Authorization (MTA) will be utilized for foreign travel whenever possible.

(f) Personnel may be required to have a physical examination as well as certain routine or special immunizations, depending upon the locality of travel. Consult the Patuxent River Naval Hospital for specific requirements.

(g) Personnel will apply for an official passport immediately upon being advised that orders are to be issued to countries where a passport is required. An Authorization to Apply for a "No Fee" Passport (DD Form 1056) will be used. Passport photographs can be obtained through the Technical Information Department Photographic Laboratory.

(3) Attendance and Participation at Meetings and Conferences of Nonfederal Organizations. For personnel attending meetings or conventions of a scientific, technical, or professional nature sponsored or convened by private or nongovernmental organizations, expenditure of funds for attendance must be approved by COMNAVAIRWARCENACDIV, per NATC Instruction 4650.2F. TAD orders

JUN 30 1993

FTEG/NASINST 4650.1

NAVPERSPUBLIC 1555A

will not be approved until the Request and Approval for Attendance at Meetings (NAVEXOS Form 12000/2) has been approved by COMNAVAIRWARCENACDIV. Events outside the local area which charge registration fees of more than \$10 per day of attendance will not generally be attended.

(4) Ferrying of Aircraft. Such orders shall be prepared per OPNAV Instruction 3710.6H.

(5) Permissive (No Cost) Orders. When the service will benefit from the travel but not to the extent of expending government funds, permissive orders may be authorized. On this type of orders, all modes of transportation to be utilized will be changed from "directed" to "authorized." The following statement will be included on all orders written for travel at no expense to the government: "The above travel is authorized with the understanding that you will be entitled to no reimbursement in connection therewith. If you do not desire to bear this expense, you will consider this authorization revoked."

(6) Confirmation Orders. If official travel begins or is performed before a travel order is issued, such action will be supported by proper oral, letter, or message authority. The issuance of a confirmatory travel order as promptly as possible is necessary and will contain the following statement: "Subject travel was necessary at this time and the time consumed in administrative channels prevented written orders from being issued prior to your departure."

(7) Repeat and Blanket Travel Orders. Requests for these orders shall be forwarded to the Bureau Office or activity for approval and will contain justification as to the necessity of this type of orders. Detailed information is contained in NAVPERS Publication 1555A.

b. Submission. Submit the prepared NAVPERS 1320/16 (original and six copies) to the Personnel Support Activity Detachment (PSAD) Travel Office at least 3 working days prior to departure date. In cases of emergency circumstances as determined by COMNAVAIRWARCEN-ACDIV or cognizant director, requests may be hand-carried in order to expedite transportation arrangements. After orders are authorized, the Travel Claims Branch at PSAD will ensure that one copy of all orders is forwarded to the Comptroller (CR21D2) for obligation purposes. Additions, deletions, or amendments to orders must be requested by memorandum, signed by the Order Authorizing Official, or submitted as a new set of orders.

c. Cancellation. When orders are cancelled for any reason, the originating activity will return the original orders, ticket, and advance to the Fiscal Office at PSAD promptly. If no advance was involved, return cancelled original orders and ticket to the CTO.

JUN 30 1993

FTEG/NASINST 4650.1

NAVY AIR WAR CEN AC DIV INST

2. Travel Advances

a. General. Personnel traveling on official business are expected to use the Diners Club charge card made available by the government.

(1) Frequent travelers are personnel in grades E-7 and above who are expected to travel at least two or more times a year. Personnel outside this criteria who are cardholders and required to travel at least twice a year are also considered frequent travelers. These travelers will be advanced sums for meals and incidental expenses (taxis, tolls, parking, etc). Major travel expenses (rental car and lodging) will be charged to the Diners Club charge card.

(2) Nonfrequent travelers will be advanced 80 percent of the estimated travel allowance in situations where the traveler is not a cardholder.

b. Amounts. When circumstances warrant, partial payment may be obtained at the TAD point. Advances will not be made for less than \$50 (exception will be made in individual cases when travel would impose a financial hardship), nor in excess of allowable per diem up to 30 days, plus the estimated mileage allowance. If no disbursing facilities are available at the TAD area, advance per diem may be paid in the amount authorized in the orders when the situation is indicated on the orders. The total per diem allowance for any day will not exceed the maximum rate for the locality within the Continental United States. Advances shall not be paid more than 3 days prior to travel or if an outstanding advance has not been liquidated.

3. Travel To and From TAD Station. The means of travel selected will be the most economical which will permit satisfactory accomplishment of the mission of the traveler. No provisions herein will be construed as preventing the 'government from furnishing accommodations with less than minimum standards when it is determined that exigencies of the service require use of such accommodations. Types and modes of travel to be utilized are as follows:

a. To Washington, D.C., Area and Return Within the Same Calendar Day

(1) Public Works (PW) Bus Service. The PW Department furnishes a vehicle and driver for a daily trip to the Washington, D.C., area Monday through Friday, except holidays. This service is provided for official business and is available to all activities supported by NAVAIRWARCENACDIV/NAS. NATC Instruction 11240.3D provides the PW bus schedule and the Department of Defense bus schedule.

JUN 30 1993

FTEG/NASINST 4650.1

NEW YORK AIR MAIL DIVISION

(2) Pool Vehicle. A sedan may be obtained by calling the Taxi Pool at extension 5088 when an official needs off-station use of a pool vehicle, which cannot be met by the Washington, D.C., run. Personnel operating a government vehicle must have in their possession a valid operator's license. Activity transportation representatives appointed per NATC Instruction 11240.3D and NASPAXRIV Instruction 11240.19D shall contact the PW Transportation Office who will coordinate and consolidate trips. As the quantity of vehicles is limited, availability will be on a first-come, first-served basis. Vehicle usage is normally restricted to 1-day trips.

(3) Privately Owned Conveyance (POC). A POC may be authorized subject to reimbursement if departure and arrival times prohibit the use of daily scheduled transportation and a government vehicle is unavailable. However, orders of this nature should be kept to a minimum.

(4) Other. A bus service, in conjunction with taxis, should be considered when schedules are compatible with the traveler's needs. Taxis should be used only in emergencies because of the cost and must be specifically authorized on the orders or endorsement thereto. When cost effective, local air charter, hired by an authorized transportation officer, or rental car may be utilized.

(5) Round Trips of 10 Hours or Less Within 1 Calendar Day. A round trip of 10 hours or less within 1 calendar day allows no per diem. However, procurement of meals at personal expense from other than a government mess will be reimbursed, not to exceed two meals, when a travel period is over 10 hours during the same calendar day.

(6) Local Travel Expenses. The Claim for Reimbursement for Expenditures on Official Business (SF 1164), sample shown on page 3 of enclosure (6), prepared in original and three copies, may be used in submitting claims for registration fees and expenses of authorized or approved use of taxicabs, public carriers, or POC's in transacting official business in the locality of the permanent duty station. Claims for trips will be made no later than the fifth work day of the following month in which the expense was incurred. This form will not be used for reimbursement of fares or mileage for use of POC in connection with TAD travel involving per diem allowance.

b. To and From Common Carrier Points in Washington, D.C., Area. The transportation described in paragraph 3a above applies.

c. To and From TAD Station

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JUN 30 1993

FTEG/NASINST 4650.1

NAVY AIRCRAFT OPERATIONS

(1) Government Automobile. A government automobile may be authorized when the need of the service is required or when such mode is advantageous to the government.

(2) Government Aircraft. A government aircraft will be authorized when available. Military airspace will be arranged through the Flight Planning Branch in the NAS Air Operations building per NAVCOMPT Manual 032600. A Customer Identification Code (see page 3 of enclosure (8)) will be cited in block 19 of all TAD travel orders authorizing use of Military Airlift Command aircraft.

(3) Common Carrier. Department of Defense policy requires that in using commercial carrier transportation, accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler. Reservations must be made through the CTO. Attempts to utilize special lower fares should be made when such type of service is practical and economical to the government. When travel is directed to be performed by government conveyance and such conveyance is available but not utilized, the actual cost of common carrier transportation at personal expense will not be reimbursed. If the cost of transportation used exceeds \$25, copies of or receipts for tickets will be required. AMTRAK Metroliner Coach Service offers a 20% discount for official travel between Washington, D.C., and New York City and intermediate points. (Reservation must be confirmed round trip.)

(4) POC. The POC mode of travel may be "authorized" when acceptable to the member and determined to be more advantageous to the government. Determination will be based on the facts in each individual case. Authorization shall not be granted unless the order issuing authority is convinced that such mode of travel is clearly more advantageous to the government and may not be authorized when leave is involved. When travel orders specifically state that a mode of travel is more advantageous to the government, per diem allowances are payable for the actual time necessary to perform the official travel, not to exceed travel time in accordance with JFTR U5160-B. When travel orders do not contain the statement "more advantageous to the government," it will be considered that such mode is for the convenience of the traveler. Per diem will be paid for the time actually consumed, providing per diem does not exceed that payable for constructive travel over a usually traveled route by air or surface common carrier. Reimbursement for travel will be for the official distance providing that the member was in fact the owner and operator of the POC utilized and was primarily responsible for the payment of the operating expenses thereof. Parking fees are reimbursable for parking at a transportation terminal when this mode is used to provide round trip transportation to and from the terminal. For lengthy periods of TAD, the traveler should be directed to travel via commercial means or government vehicle to and from airport

JUN 30 1993

NAVY DEPARTMENT
FREG/NASINST 4650.1

(vice POC) to eliminate excessive parking fee charges. The traveler may elect to be paid actual expense of operation; reimbursement of actual expenses is limited to fuel, oil, parking fees, ferry fares, road, bridge and tunnel tolls, and winter plug-ins. Receipts for any item over \$25 are required.

(5) Personal Expense. Personal expense travel may be authorized with reimbursement for the official distance. However, should the traveler elect this method of travel, per diem and miscellaneous expenses will not be allowed during the actual travel posture (1)r may rental vehicle or other transportation be authorized.

(6) Self-Piloted Aircraft. Privately owned aircraft mode of travel is governed by the same regulations as any other POC. Aero Club aircraft may be authorized; however, reimbursement for transportation and per diem will not exceed the cost to the government of travel by commercial carrier.

4. Travel In and Around TAD Station. The means of travel utilized will be the most advantageous to the government. With the exception of bus or streetcar facilities, a determination of the advantage to the government is required before such transportation can be authorized or approved at government expense. Taxicabs will be used only when suitable, government-owned or leased, airport limousine, or common carrier transportation is not available for all or part of the distance to or from terminals. The approval or authority for reimbursement for commercial modes of transportation will be included in the basic travel orders or in an endorsement to the travel orders. The following criteria will be used in determining travel mode reimbursements:

a. Taxicabs, Streetcars, or Buses. These means of conveyance are authorized between:

(1) Place of abode, lodging, or permanent duty station and common carrier or other terminal.

(2) Carrier terminals while enroute, when necessitated by change from one carrier to another.

(3) Carrier terminal and place of lodging, and return, in connection with unavoidable delays enroute incidental to transportation.

(4) Carrier terminal and the employee's place of business or place of lodging.

(5) Place of abode and permanent duty station on the days of departure from and return to permanent duty station incidental to temporary duty requiring at least 1 night's lodging. If taxis are authorized in and around the TAD point, the purpose and

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JUN 30 1993

FTEG/NASINST 4650,1

MINIATURE CONTACT POINT

limitations will be stated. Taxis in and around TAD point should be authorized only when the traveler is not in government quarters and is not authorized a rental car.

b. Special Conveyances

(1) General. Rental cars (General Services Administration (GSA) Interagency Motor Pool, GSA contract, or commercial), boats, aircraft, etc., may be utilized by personnel in a temporary duty status for official travel if use is authorized in the travel orders by the following statement: "The most economical commercial means of transportation available is authorized in and around TAD point. GSA or other rental car is authorized only if government or more economical commercial transportation is not available, and will be utilized for official business only." Specific subparagraph or combinations from the Joint Federal Travel Regulations as to the extent of the rental car usage authorized must be indicated using the following codes:

JFTR-U3415-E - between duty stations. (To be authorized only when circumstances do not permit travel by the usual means of transportation or when the use of a special conveyance is determined to be advantageous to the government.)

JFTR-U3415-D - to or from local carrier terminals. (Reimbursement for the total expenses incurred in this usage, for any one trip, will not exceed the usual one-way taxi fare, including tip, unless taxi service does not exist.)

JFTR-U3415-D - to, from, and between other carrier terminals. (May be authorized when it is determined that neither public transportation nor government transportation between such points are adequate to meet the requirements of the travel.)

JFTR-U3510-C3 - between place of lodging and place of business and between place of business and place where meals are procured. (Reimbursement for the total expenses incurred in this usage, for any one trip, will not exceed the usual taxi fare, including tip, unless taxi service does not exist.)

(2) Rental Car Service/Selection Policy. Where rental services of GSA Interagency Motor Pool, GSA contract, and

JUN 30 1993

FTEG/NASINST 4650.1

NAVY/NAVCOMPT INSTRUCTION

commercial rental companies, or a combination of any two are available at the TAD point, selection of the particular rental service will be based on the one most responsive to mission requirements and which will result in the most economical use of rental fees. NAVCOMPT Instruction 4650.7 sets forth policy for selection of rental cars. Procedures to be followed when rental car is authorized:

(a) GSA Interagency Motor Pool (government-owned) vehicles are the least expensive and will be utilized whenever economically advantageous. The traveler must choose pickup/delivery times carefully since these agencies are normally open from 0800 to 1700, Monday through Friday, and are not located at the air terminals as are commercial rentals. A Customer Identification Code (see page 3 of enclosure (8)) will be cited in block 19 of all TAD orders when the traveler is utilizing a motor pool vehicle and will be furnished to the motor pool representative. A billed office address code, 173000, must also be shown on the orders.

(b) GSA Contract (commercially owned with government contract) vehicles are the second choice. The Federal Supply Schedule and Traveler's Pocket Guide, listing GSA contractors' locations, phone numbers, and applicable discounts, have been distributed to each activity's travel office. The GSA contract agencies are normally cheaper than other agencies, but not always. If a GSA contract agency has already obligated the maximum number of cars contracted to rent to the government, this agency is not required to give the stated discount on vehicles over the agreed maximum. Also, some agencies may not have the GSA contract for a certain area, but will give a substantial discount to government travelers; in some cases, this is a larger discount than the agency with the GSA contract. Special rates (long-term, Monday through Friday, etc.) should be checked and requested when applicable and a savings can be realized.

(c) Rental cars will not normally be authorized when the traveler is utilizing government quarters and performing TAD at the same government installation nor when attending a symposium and staying at the same or a nearby location.

(d) Interagency Motor Pool vehicles will not be used for personal reasons. Personal use of other than rental cars must be indicated on the itinerary and deducted from reimbursable expenses.

(e) The car will be shared when the use of a rental car is required and several travelers are going to the same destination. Directorates and travelers will coordinate group utilization of rental cars.

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JUN 30 1993

FTEG/NASINST 4650.1

NAVY INQUIRY/ACD/EXT/NOI

(f) Travelers should provide their order-writing activity with feedback on rental car bargains and/or complaints at frequently visited areas for use of other travelers.

(g) Payment for rental cars (with the exception of Interagency Motor Pool) will be made at the time of occurrence with advanced funds or credit card. Legible itemized supporting bills for claims will be attached to the travel claim voucher.

(3) Rental Car Insurance. Reimbursement for the cost of purchasing extra collision insurance (i.e., collision damage waiver adjustment) to provide full coverage collision insurance in connection with renting an automobile, when the fee for such insurance is not included in the rental fee, is prohibited within CONUS. Contact the PSAD Travel Claims Branch concerning collision damage waiver adjustment out of the Continental United States. Members may be reimbursed up to the deductible amount as contained in the rental contract for personal funds paid to rental car agencies for damage sustained by an automobile properly rented and damaged in the performance of official business when extra collision insurance was not purchased. Claims for such expenditures will be supported by appropriate documentation and receipts. Documentation will include, as a minimum, statements and itemized bills from the member and the car rental agency in order to ensure that the claim is valid and in an amount commensurate with the actual damages. In addition, it should include an accident report in order to establish fault on the part of the party not employed by the government and to enable the government to recoup its loss when the negligence of that party can be established without costly investigation. Receipts for the hire of special conveyance must describe the service hired; the service rendered; the rate of compensation by the day, hour, or other unit, as may have been agreed upon; and an itemized account of any funds spent in paying for the damage sustained by the vehicle. Additional drivers should be indicated on the rental car contract. If a driver other than the traveler on whose orders the rental car is authorized has an accident, the agency may make the claim against the traveler in whose name the car was rented. When the claim is settled, a substantiated and approved explanation must be made.

c. Other Transportation. Reimbursement is authorized for the following modes of travel as stipulated, provided the member furnishes a statement that government transportation was unavailable or unsuitable for the travel involved:

(1) Common Carrier. Reimbursement is authorized for bus, streetcar, subway, ferry, or other public carrier fares actually paid by the traveler.

JUN 30 1993

FTEG/NASINST 4650.1

~~NAVY TRAVEL REGULATIONS~~

(2) Taxicab. Reimbursement for taxicab fares and tips is authorized when utilization of a taxicab is determined to be advantageous to the government.

(3) POC. Reimbursement for POC will be at the current rate when POC is specifically authorized in the travel orders.

5. Lodging, Meals, and Other Facilities. Travelers are required to utilize government quarters in connection with their temporary duty orders. Government quarters include Navy Lodges with the Navy BOQ/BEQ as the first preference, the Navy Lodge as the second preference, and commercial lodging as the last preference when making reservations. The traveler must utilize government quarters if located within a reasonable commuting distance of the traveler's primary TAD location (i.e., within a 30-minute drive during rush-hour traffic). If a reservation request cannot be obtained from the BOQ/BEQ/Navy Lodge handling the request, then a Certification of Nonavailability (CNA) must be issued. CNA's will be furnished to the traveler either in person, by mail, or by fax. CNA's must be on a computer-generated form which clearly identifies the issuing activity and dates of coverage, or on issuing command letterhead, or stamped on the original orders with a controlled CNA number and period of coverage. CNA's in any other form will not be honored by PSAD. Once a CNA has been issued, the command travel coordinator will contact the commercial travel office at their local activity to obtain commercial lodging accommodations. If there are no government quarters in the area, indicate on the travel orders in the remarks block the following: "NO GOVERNMENT QUARTERS EXIST AT TAD SITE WITHIN A 30-MINUTE COMMUTE." The statement "UTILIZATION OF GOVERNMENT FACILITIES WOULD ADVERSELY AFFECT THE PERFORMANCE OF THE ASSIGNED MISSION" will no longer be accepted. A more detailed justification is needed. Issuing nonavailability statements for the entire TAD period is discontinued. If the TAD exceeds 14 calendar days from the first day of travel, the BOQ/BEQ will contact the traveler at the TAD site if, or when, government quarters become available. The traveler will be required to move from commercial lodging into government quarters; however, the traveler will not be required to move more than twice at any one location during a single TAD assignment. Moves will not be made for periods of 7 days or less.

6. Miscellaneous Reimbursable Expenses. A receipt to support claim for miscellaneous expenses will be furnished for any item in excess of \$25. Failure to furnish receipts must be fully explained on the claim. Each expense must be itemized. Some instances of these expenses are:

a. Tips for the handling of personal baggage (airport only), government property, taxi fares, airport limousine services, and motel transportation services.

b. Checking and transfer of baggage.

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JUN 30 1993

FTEG/NASINST 4650.1

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- c. Airport parking fees for POC and all parking fees for government auto and rental cars.
- d. Tie-down fees for Aero Club or private airplane.
- e. Ferry fares and road, bridge, and tunnel tolls when utilizing government or special conveyance (see paragraph 3c(4)).
- f. Registration fees (receipt mandatory regardless of cost).
- g. Passport, visa, and changing of status fees (including cost of photos and birth certificates).
- h. Entry fees, airport and boarding taxes, and similar fees.
- i. Traveler's checks.

7. Travel Itineraries

a. Preparation. Within 5 calendar days after completion of travel, prepare original and two copies of Travel Voucher or Subvoucher (DD Form 1351-2) per instructions contained in enclosure (5). A claim must be submitted even though no additional payment or collection is involved.

b. Submission. Within 5 calendar days after completion of travel and after review by the order-writing activity, the voucher will be forwarded with the original and two copies of the TAD order and all required statements and receipts to the PSAD Travel Claims Branch.

c. Money Due Traveler. The Travel Claims Branch will compute the claim and type a check for any amount due the traveler. A copy of the completed itinerary will be submitted to the traveler along with the original orders if enough copies are available. The stamped original is the traveler's receipt. A file of all travel documents should be retained by travelers as their personal record of travel.

d. Money Due the Government. If the traveler has not submitted his/her claim within 5 calendar days upon completion of travel, the traveler and his/her order-writing activity will be notified, by memorandum, of the amount due which must be paid within 15 calendar days of the date of the memorandum. In the event the amount due is not refunded within the 15 calendar days, PSAD will process the collection document in total by pay checkage. When a DD Form 1351-2 has not been filed and it is not known if the traveler or the government owes money, the entire advance will be recovered. When extenuating circumstances such as hospitalization, further travel, leave, or administrative delays prevent settlement, the allowed time for filing or payment may be extended, provided

JUN 30 1993

FTEG/NASINST 4650.1

NAVAIRWARCENACDIV

the circumstances are known to and approved by the directorate/department head. In those cases where the individual is not available, the order-writing activity will advise the PSAD Fiscal Office of the circumstances to prevent money from being deducted from the traveler's pay. Pay record checkage is an involved procedure and the time and paperwork involved are extensive; therefore, when money must be collected in this manner, the traveler's commanding officer will be notified. In extreme cases, when travelers are repeated offenders and their directors/department heads do not respond to the problem, a letter from COMNAVAIRWARCENACDIV will be directed to the activity.

8. Forms Availability

a. Technical Information Department:

NDW-NATC-4650/8 Request For Travel Orders/Reservations/Tickets

b. NAS Supply Servmart:

NAVPERS 1320/16 Temporary Additional Duty (TEMADD) Travel Orders

DD Form 1056 Authorization To Apply For A "No Fee" Passport

NAVEXOS Form 12000/2 Request And Approval For Attendance At Meetings

SF 1164 Claim For Reimbursement For Expenditures On Official Business

DD Form 1351-2 Travel Voucher Or Subvoucher

DD Form 1351-2C Travel Voucher Or Subvoucher Continuation Sheet

JUN 30 1993

FTEG/NASINST 4650.1

NAVAIRWARCENACDINST

GUIDELINES FOR PREPARATION OF TAD TRAVEL ORDERS
FOR MILITARY PERSONNEL (NAVPERS 1320/16)

Submit original and six typed copies. Complete blocks 1 through 24 as follows:

1. Enter name and location of permanent duty station; i.e., Commander, Naval Air Warfare Center Aircraft Division, Patuxent River, Maryland 20670-5304 for NAVAIRWARCENACDIV personnel and Commanding Officer, Naval Air Station, Patuxent River, Maryland 20670-5409 for NAS personnel.
2. Enter Standard Document Number (see page 2 of enclosure (8)).
3. Enter rank/rate, name, branch of service, subcost center code, and home/work phone numbers.
4. See page 2 of enclosure (8).
5. Social Security Number.
6. Enter date of order preparation.
7. Enter the applicable authority used to originate orders (message, verbal authority, etc.).
8. Check applicable block. If orders are for group travel, enter "See attached list" in block 3, leave blocks 2 and 5 blank, and put the information normally entered in blocks 2, 3, and 5 on a separate page and attach to orders. Each traveler's name should be arrowed and each should be provided with adequate copies.
9. When directed to proceed, use this block for approximate date of departure. Travel should be commenced within a period of 10 days on either side of this date.
10. When accepting elective or permissive orders, utilize this block for date of departure and item 4 (from back of order form) will be placed in block 20.
11. Enter approximate number of days expected TAD. If enlisted personnel are departing to a military organization for more than 7 days (30 days if officer), they may take their service record and accounts. Therefore, it is imperative that maximum lead time be allowed the Travel Office so the proper entries can be made in the service record and to ensure that the traveler is completely checked out. Activity personnel offices will send enlisted personnel to the TAD Office to check out prior to 0830 the last working day of the week; personnel leaving prior to this time will report to the TAD Office the working day preceding the departure date to ensure completion of checkout and arrangement of transportation.

JUN 30 1993

FTEG/NASINST 4650.1

NAVPERCIRC 4650.1

12. Self-explanatory.

13. Indicate places from and to which official travel is authorized and "return to" point. The specific TAD point is required, as well as the city and state, when TAD is performed at a military command or activity.

14. Check applicable block. TEMADD is for general travel, meetings, etc., TEMADDCON is temporary duty in connection with specific naval matters, and TEMADDINS is temporary duty for the purpose of instruction.

15. Enter purpose using one of the below listed standard purpose categories. If in connection with operational and training flights, enter "DIFOT." The purpose of travel will be designated as "mission essential" or "administrative."

Site Visit	Special Mission
Information Meeting	Troop Movement
Training Attendance	Recruiting
Speech or Presentation	Congressional Travel
Conference Attendance	Audit or Inspection
Entitlement	Other

Detailed explanation of these categories is in NAVCOMPT Instruction 4650.8.

16. Check if applicable.

17. Enter correct accounting data (see enclosure (8)).

18. Enter closest possible estimates. When miscellaneous (other) cost estimates exceed \$50, cost data must be broken down in the remarks block. For example, if total "other" cost is \$250, enter in remarks block "rental car \$150, registration fee \$75, taxi to and from airport \$25."

19. A Customer Identification Code (see page 3 of enclosure (8)) must be entered in block 19 if GSA Interagency Motor Pool Vehicle or Military Airlift Command aircraft is to be utilized.

20. Enter required statements by item number on back of order form.

21. Enter required statements in addition to those indicated by item number in block 20. May be used for any special authorization, restrictions, instructions, or any other pertinent information. If the traveler will accompany or be accompanied by other official travelers, a statement indicating the traveler(s) by name will be included.

22. Block will not be completed unless ordered by the host command.

Order 1174

JUN 30 1993

FTEG/NASINST 4650.1

NAVY AIRWARCENACDIV DIRECT

23. Enter the name and signature of the Order Authorizing Official. The NAVAIRWARCENACDIV FTEG Director and directorate directors are authorized to utilize the facsimile stamp of COMNAVAIRWARCENACDIV; NAS department heads are authorized to utilize the facsimile stamp of CONAS.

24. Enter request for TR/reservations here and the point from and to which the member expects to require transportation with any authorized stops enroute; also indicate desire for any particular airline and/or flight. If the reservation was requested through the Travel Office prior to issuance of orders, so state to avoid duplicate arrangements.

NOTE: When the orders are for the benefit of another activity and cites their accounting citation data, a copy of the orders will be forwarded to the benefiting activity.

SAMPLE

REF/NASINST-4650.1

NAVY DEPARTMENT

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

1 FROM COMMANDER, NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION PATUXENT RIVER, MARYLAND 20670-5304		2. STANDARD DOCUMENT NO. N0042199T083348	
3 TO. JOSEPH S. SMITH, CAPT. USN, CTAO FREQUENT TRAVELER PHONE:		4 TANGO NO. 983348	
		5. SSN/DESIGNATOR 123-45-6789	
		6. DATE 31 July 1992	

7. REF: (A) COMNAVAIRWARCENACDIV		8. <input checked="" type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL	
--	--	--	--

9. PROCEED ON OR ABOUT 05 August 1992	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF DAYS 3	12. ESTIMATED DATE OF RETURN 07 August 1992
--	------------------------------------	-------------------------------------	--

13. ITINERARY (Activities/activities and Place/places indicated below) From: Naval Air Warfare Center Aircraft Division Patuxent River, MD To: NAS Cecil Field, FL and return		14. <input checked="" type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS	
		15. REASON FOR TRAVEL: Training Attendance Administrative	
		16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY	

17. FISCAL DATA ACCOUNTING CLASSIFICATION								
APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (4)	SUB-ALLOT NUMBER (5)	AUTHORIZED ACCTG ACTY (6)	TYPE (7)	PROPERTY ACCTG ACTY (8)	COST CODE (9)	
(7 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)
AA97X4930.NH2A	000	77777	0	00421	2E	983348	000A123456SA OR 00642000SACO	

18. ESTIMATED COST				19. CUSTOMER IDENTIFICATION CODE			
TRANSPORTATION \$ 662.00	PER DIEM \$ 51.00	MISC. EXP \$ 90.00	TOTAL \$ 803.00				

20. ITEM: (Use applicable item numbers as shown on reverse side of this form)

6, 7, 33

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expenses"

21. ADDITIONAL COMMENTS AND INSTRUCTIONS: Rental Car authorized in and around TAD point (ECAR - 1 Passenger) Use of privately owned plane authorized to and from point Ticket/Car Rental requested: Reservations made through PSD. SUBMIT TRAVEL CLAIM WITHIN FIVE DAYS AFTER COMPLETION OF THIS TRAVEL TO TRAVEL DESK FOR FORWARDING TO PSD.		22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)	
---	--	--	--

23. AUTHENTICATING SIGNATURE
BARTON D. STRONG, RADM, USN

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED

25. COPY TO: (Include Operating Budget/fund manager in all cases)

JUN 30 1993

FTEG/NASINST 4650.1

NAVY DOCUMENTATION CENTER

ORDERS SUPPLEMENTARY ITEMS
(TEMPORARY ADDITIONAL DUTY ORDERS)
(TO BE CONSIDERED AN INTEGRAL PART OF BASIC ORDERS)

- 1 Obtain appropriate immunization in accordance with NAVMEDCOM DIRECTIVE 6230 series
- 2 NATO travel orders for travel in NATO countries are attached. (BUPERSINST 1320 6 series)
- *3 Command delivering orders comply with MILPERSMAN Article 6650250
4. This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem 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
- 5 Authorized (A) omit, revisit, or vary places mentioned in itinerary, (B) omit places mentioned in itinerary, (c) revisit places mentioned in itinerary, (D) vary itinerary as necessary.
6. Upon completion return present duty station and resume regular duties
- 7 Upon completion (A) return to place indicated and resume temporary duty, (B) return to place indicated and resume leave status, (C) return to place indicated and resume TEMADD
- 8 Upon completion resume regular duties
- 9 Obtain certification of nonavailability of (A) government quarters, (B) government mess, in accordance with JFTR Chap. 4, Part E, Open mess, for travel to areas in JFTR, Vol. 1 > Appendix B.
- 10 Utilization of (A) government quarters (B) government mess (C) government quarters and mess, is not required as it is considered such utilization would adversely affect performance of assigned duty "THIS STATEMENT SHALL NOT BE MADE A PART OF ORDERS UNLESS THE ORDERWRITER IS FURNISHED A FULL JUSTIFICATION AS TO THE REASON WHY UTILIZATION OF GOVERNMENT FACILITIES WOULD ADVERSELY AFFECT THE ASSIGNED DUTIES "
- 11 Reimbursement in accordance with JFTR, Volume 1, Chapters 3 and 4, as applicable
- 12 Report by message, in person, or other means to NAVATT or such command specified, giving your address and itinerary while in their area. Indicate on original orders date and method of reporting
- 13 Apply for no-fee passport in accordance with NAVMILPERSCOMINST 4650 2
- 14 Travel via Government aircraft authorized inside CONUS where available
- 15 Use of GTR directed inside CONUS Contact servicing PERSUPPET in order to obtain reservation and ticketing service
- 16 Use of government/government procured air transportation directed outside CONUS Travel will be arranged by the appropriate Navy Passenger Transportation Office (NAVPTO) or Passenger Control Point (PCP), in accordance with NAVMILPERSCOMINST 4650 2
- 17 ____ (Indicate number) pieces of excess baggage authorized for air travel (A) inside CONUS, (B) outside CONUS, (C) inside and outside CONUS For air travel Free Baggage is two pieces of checked baggage, each piece not to exceed 62 linear inches nor 70 lbs each and one carry-on bag not to exceed 45 linear inches
- 18 Authorized transportation furnished by foreign government Provisions of JFTR, paragraph U3115-D apply for reimbursement
- 19 Authorized travel via POC for the official distance (A) as advantageous to the Government with reimbursement in accordance with JFTR, paragraph U3305-A1, (B) but not as advantageous to the Government with reimbursement in accordance with JFTR, paragraph U3310-A1 (NOTE POC TRAVEL CANNOT BE DIRECTED)
- 20 Travel via Government vehicle (A) authorized, (B) directed where available
- 21 Registration fee of \$_____ (amount) authorized in connection with this meeting.
- 22 Funds not to exceed \$_____ (amount) for expenses of attendance at meeting were approved _____ (date indicated) on Form NAVSO 12000/2 by _____ (authority indicated) as designee of SECNAV for this purpose, by authority of SECNAVINST 4651.8 series.
- 23 Authorized to wear civilian clothes in proper performance of this temporary additional duty
- 24 Member hereby designated as official courier Comply with OPNAVINST 5510 1 series
- 25 Subject travel was necessary at this time and length of time consumed in administrative channels prevented written orders from being issued prior to your departure
- 26 Provided no excess leave involved, authorized to delay _____ (number of days or until date specified)
(A) in reporting to TEMADD station
(B) in returning to regular duty station
(C) any portion of which may be taken prior to or after reporting at TEMADD station(s) Delay to count as leave Keep duty station advised of address If you avail yourself of this leave, indicate on original orders date and hour TEMADD commenced and was completed
- 27 If you avail yourself of this leave obtain endorsement from each TEMADD point as to transportation which would have been available in reporting to next TEMADD point, or in returning to duty station via shortest usually traveled route, giving dates and hours of departure and arrival You are authorized to visit countries specified in a leave status Comply with encl (2) of BUPERSINST 1050 11 series
- 28 In accordance with JFTR, paragraphs U4102 (as applicable), no per diem is authorized in execution of these orders for travel within the metropolitan area of _____ (specify location) (FOR EXCEPTIONS, see JFTR, paragraphs U4102.
- 29 Disbursing officer making payment on these orders forward a copy of orders with copy of paid travel voucher to _____ (command specified)
- 30 Under circumstances not permitting travel by the usual means, authorized FOR OFFICIAL USE ONLY the use of taxicabs (A) to and from carrier terminal, in accordance with JFTR, paragraph U3410 (B) in the temporary additional duty station area, in accordance with JFTR, paragraph U3510
31. Rental car authorized Contact servicing PERSUPPET to obtain special rate MTMC lowest cost rental car, FOR OFFICIAL USE ONLY, in accordance with JFTR, paragraph U3415 "UTILIZE PERSONAL FUNDS FOR RENTAL CAR. SUBMIT RECEIPTS WITH TRAVEL CLAIM FOR APPROPRIATE REIMBURSEMENT "

* For compliance of CO or command specified

Enclosure (1)

18

JUN 30 1993

FTEG/NA SINST 4650.1
NAVAIR/NA SINST 4650.1

CIVILIAN TRAVEL PROCEDURES, GUIDELINES,
AND EXAMPLE OF TRAVEL ORDER REQUEST

1. Preparation, Submission, and Cancellation of Orders

a. Preparation. NDW-NATC-4650/8 (sample shown in enclosure (3)) will be completed by the traveler and submitted to the order-writing office when initiating travel orders, rental car reservations, and airline tickets. Temporary Duty (TDY) orders for civilian personnel will be prepared on Request and Authorization for TDY Travel of DOD Personnel (DD Form 1610) per guidelines and samples on pages 14 through 17 of this enclosure. Care should be exercised when preparing the orders, as incorrect data will delay the processing cycle. Prior to departure, each traveler under orders will be informed, via memorandum, as shown on page 1 of enclosure (9), of their obligation to submit a travel claim (to their respective Administration Services Office) within 5 calendar days following completion of travel (whether or not an advance was taken). If the traveler fails to submit a travel claim within 5 calendar days following completion of travel, Comptroller will forward, via memorandum, as shown on page 2 of enclosure (9), a notice requesting settlement within 15 calendar days of the date of the memorandum and warning that failure to comply would result in initiating action to recover the amount due to the government by a salary offset. If the travel claim is not filed within 15 calendar days, the traveler's director/department head will be notified and collection action will be initiated as required by reference (e).

(1) Foreign Travel. Foreign visits and number of visitors shall be held to an absolute minimum. To perform essential official business overseas, directorates/departments will follow these procedures:

(a) Visit requests, signed by COMNAVAIRWARCENACDIV, will be submitted to Naval Air Systems Command (NAVAIRSYSCOM) (AIR-01A44) for approval per NAVAIR Instruction 5550.1B if classified information is to be disclosed to foreign nationals. Requests will include information required by items 1a through 1e of enclosure (1) to OPNAV Instruction 4650.11F and shall be submitted to NAVAIRSYSCOM (AIR-01A44) at least 45 days prior to visit. NAVAIRSYSCOM will be the sponsoring activity and will take action required by OPNAV Instruction 4650.11F. Visitors shall not carry U.S. Navy classified information on foreign visits, nor shall they promise to furnish foreign governments any classified documentary information. Classified information or documents which the visitor wishes to have considered for release to a foreign government as a result of a visit shall be submitted to NAVAIRSYSCOM (AIR-01A44).

(b) Personnel will be given the Foreign Traveler Briefing required by Article No. 3-10 of OPNAV Instruction 5510.1H when attending international meetings in any country outside the

Enclosure (2)
Civilian

JUN 30 1993

FTEG/NASINST 4650.1

NAVAIR/COMUSCNAVDEFINST

U.S. where it can be anticipated that communist-controlled country representatives will be in attendance or when traveling to or through communist-controlled countries.

(c) Personnel will be issued Noncombatant's Certificate of Identity (DD Form 489). Military-civilian equivalency grades are contained in DOD Instruction 1000.1.

(d) Personnel shall carry North Atlantic Treaty Organization Travel Orders per BUPERS Instruction 1320.6E when in a travel status in North Atlantic Treaty Organization member countries.

(e) Policies and procedures contained in OPNAV Instruction 4650.11F, OPNAV Instruction 5510.1H, and NAVAIR Instruction 5550.1B will be adhered to for foreign travel, classified and unclassified. Attendance at nonfederal meetings and conferences held in foreign countries will be governed by NATC Instruction 4650.2F.

(f) Personnel shall maximize the use of government air or government procured air transportation. When travel by commercial airplane is authorized, employees will use a U.S. flag airplane except when unavailable or impractical. When the use of a foreign airplane is authorized or approved, the reason will be entered on the travel order or claim voucher. A Military Airlift Command Transportation Authorization (MTA) will be utilized for foreign travel whenever possible.

(g) Personnel may be required to have a physical examination as well as certain routine or special immunizations, depending upon the locality of travel. Consult the Patuxent River Naval Hospital for specific requirements.

(h) Personnel will apply for an official passport immediately upon being advised that orders are to be issued to countries where a passport is required. An Authorization to Apply for a "No Fee" Passport (DD Form 1056) will be used. Passport photographs can be obtained through the Technical Information Department Photographic Laboratory.

(2) General (Group Orders). A general travel order may be issued, in lieu of individual travel orders, for employees participating in sea trial trips where the only per diem involved is the per diem payable while the employees are aboard the government ship.

(3) Attendance and Participation at Meetings and Conferences of Nonfederal Organizations. For personnel attending meetings or conventions of a scientific, technical, or professional nature sponsored or convened by private or nongovernmental organizations, expenditure of funds for attendance must be approved

JUN 30 1993

FTEG/NASINST 4650.1

NAVY AIRCRAFT DIVISION

by COMNAVAIRWARCENACDIV, per NATC Instruction 4650.2F. TDY orders will not be approved until the Request and Approval for Attendance at Meetings (NAVEXOS Form 12000/2) has been approved by COMNAVAIRWARCENACDIV. Events outside the local area which charge registration fees of more than \$10 per day of attendance will not generally be attended.

(4) Permissive (No Cost) Orders. When travel is in the interest of the government, but not to the extent of expending funds, and an employee agrees to pay the expenses, it is a matter of administrative determination as to whether the employee is to be carried in a duty or leave status. If it is determined that the traveler will be in a duty status, a TDY order will be issued. The following statement will be entered on the orders: "The travel authorized by this is at the traveler's request. Travel is considered to be in the interest of the government. No expenses incident to the travel and attendance at the above organization are authorized and no accounting citation is involved."

(5) Invitational Orders. Invitational travel may be authorized for persons who are not Federal Government employees when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense (DOD). The Invitational Travel Order form (NAVSO 4650/10) will be utilized and partial or no costs must be specified. No advance pay may be paid.

(6) Confirmation Orders. If official travel begins or is performed before a travel order is issued, such action will be supported by proper oral, letter, or message authority. The issuance of a confirmatory travel order as promptly as possible is necessary and will contain the following statement: "Subject travel was necessary at this time and the time consumed in administrative channels prevented written orders from being issued prior to your departure." Confirmation orders may also be issued when travel estimated required less than 10 hours, has been performed, and exceeded the estimated time, or when other circumstances warrant entitlement to per diem.

(7) Repeat and Blanket Travel Orders. The issuance of these orders will be held to a minimum and will be utilized only when necessary to meet mission requirements. These orders are limited to use within a stated geographical area and to a period of time in the same fiscal year.

(8) Long-Term TDY. Before authorizing long-term TDY, the Travel Approving Official must determine that TDY is appropriate vice Permanent Change of Station (PCS). This requires consideration of the character of the assignment, duration of the assignment, nature of duties, and an analysis of TDY vice PCS costs. Whenever TDY has been approved for more than 180 days, the per diem rate authorized will be 55% of the locality rate of the

0716-1461-11
JUN 30 1993

FTEG/NASINST 4650.1

NAVAIRWARCENACDINST

assigned TDY area. Requests for exceptions of either greater or less than the 55% rate will be made in accordance with C4550-C of reference (b) to OCPM (Code 32A1).

(a) Long-Term TDY Not To Exceed 1 Year. This command is authorized to approve long-term TDY not to exceed 1 year when it has been determined, prior to the travel involved, that TDY will exceed 6 months but not 1 year. Requests will be submitted to the Human Resources Office (HRO) 3 weeks prior to TDY assignment. HRO (Code AD0520P) will prepare approval letter and TDY/PCS cost comparisons.

(b) Long-Term TDY Over 1 Year. OCPM must approve long-term TDY over 1 year. Activities will forward TDY cases to the Long-Term TDY Coordinator at HRO (AD0520P), at least 70 days prior to expiration of current TDY assignment. The case file must include: (1) certification that the assignment is temporary and employee will return to their Permanent Duty Station upon completion, and (2) completed long-term TDY justification data sheet, enclosure (4). HRO will prepare memorandum requesting approval and submit to OCPM via NAVAIRWARCEN Headquarters and NAVAIRSYSCOM (AIR-03).

b. Submission. Submit the prepared DD Form 1610 (original and six copies) to the Personnel Support Activity Detachment (PSAD) Travel Office at least 3 working days prior to departure date. In cases of emergency circumstances as determined by COMNAVAIRWARCEN-ACDIV or cognizant director, requests may be hand-carried in order to expedite transportation arrangements. After orders are authorized, the Travel Office will ensure that one copy of all orders is forwarded to the Comptroller (CR21D2) for obligation purposes. Additions, deletions, or amendments to orders must be requested by memorandum, signed by the Order Authorizing Official, or submitted as a new set of orders.

c. Cancellation. When orders are cancelled for any reason, the originating activity will return the original orders, ticket, and advance to the Fiscal Office at PSAD promptly. If no advance was involved, return cancelled original orders and ticket to the Commercial Transportation Office (CTO).

2. Travel Advances

a. General. Personnel traveling on official business are expected to use the Diners Club charge card made available by the government.

(1) Frequent travelers are personnel in grades GS-9 and above including the equivalent in the Federal Wage System or other pay system who are expected to travel at least two or more times a year. Personnel outside this criteria who are cardholders and required to travel at least twice a year are also considered

JUN 30 1993

FTEG/NASINST 4650.1
NAVAIRWARCENACDIVEVNCI

frequent travelers. These travelers will be advanced sums for meals and incidental expenses (taxis, tolls, parking, etc). Major travel expenses (rental car and lodging) will be charged to the Diners Club charge card.

(2) Nonfrequent travelers will be advanced 80 percent of the estimated travel allowance in situations where the traveler is not a cardholder.

b. Amounts. When circumstances warrant, partial payment may be obtained at the TDY point. Advances will not be made for less than \$50 (exception will be made in individual cases when travel would impose a financial hardship), nor in excess of allowable per diem up to 30 days, plus the estimated mileage allowance. If no disbursing facilities are available at the TDY area, advanced per diem may be paid in the amount authorized in the orders when the situation is indicated on the orders. The total per diem allowance for any day will not exceed the maximum rate for the locality within the Continental United States. Advances shall not be paid more than 3 days prior to travel or if an outstanding advance has not been liquidated.

3. Travel To and From TDY Station. The means of travel selected will be the most economical which will permit satisfactory accomplishment of the mission of the traveler. No provisions herein will be construed as preventing the government from furnishing accommodations with less than minimum standards when it is determined that exigencies of the service require use of such accommodations. Types and modes of travel to be utilized are as follows:

a. To Washington, D.C., Area and Return Within the Same Calendar Day

(1) Public Works (PW) Bus Service. The PW Department furnishes a vehicle and driver for a daily trip to the Washington, D.C., area Monday through Friday, except holidays. This service is provided for official business and is available to all activities supported by NAVAIRWARCENACDIVEVNCI. NATC Instruction 11240.3D provides the PW bus schedule and the DOD bus schedule.

(2) Pool Vehicle. A sedan may be obtained by calling the Taxi Pool at extension 5088 when an official needs off-station use of a pool vehicle, which cannot be met by the Washington, D.C., run. Personnel operating a government vehicle must have in their possession a valid operator's license. Activity transportation representatives appointed per NATC Instruction 11240.3D and NASPAXRIV Instruction 11240.19D shall contact the PW Transportation Office who will coordinate and consolidate trips. As the quantity of vehicles is limited, availability will be on a first-come, first-served basis. Vehicle usage is normally restricted to 1-day trips.

JUN 30 1993

FTEG/NASINST 4650.1

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(3) Privately Owned Conveyance (POC). A POC may be authorized subject to reimbursement if departure and arrival times prohibit the use of daily scheduled transportation and a government vehicle is unavailable. However, orders of this nature should be kept to a minimum.

(4) Other. A bus service, in conjunction with taxis, should be considered when schedules are compatible with the traveler's needs. Taxis should be used only in emergencies because of the cost and must be specifically authorized on the orders or endorsement thereto. When cost effective, local air charter, hired by an authorized transportation officer, or rental car may be utilized.

(5) Round Trips of 10 Hours or Less Within 1 Calendar Day. A round trip of 10 hours or less within 1 calendar day allows no per diem. However, procurement of meals at personal expense from other than a government mess will be reimbursed, not to exceed two meals, when a travel period is over 10 hours during the same calendar day.

(6) Local Travel Expenses. The Claim for Reimbursement for Expenditures on Official Business (SF 1164), sample shown on page 3 of enclosure (6), prepared in original and three copies, may be used in submitting claims for registration fees, parking fees, and expenses of authorized or approved use of taxicabs, public carriers, or POC's in transacting official business in the locality of the permanent duty station. Make claims for trips not later than the fifth work day of the following month in which the expense was incurred. This form will not be used for reimbursement of fares or mileage for use of POC in connection with TDY travel involving per diem allowance.

b. To and From Common Carrier Points in Washington, D.C., Area. The transportation described in paragraph 3a above applies.

c. To and From TDY Station

(1) Government Automobile. A government automobile may be authorized when the need of the service is required or when such mode is advantageous to the government.

(2) Government Aircraft. Civilian employees will not be required to travel in government aircraft or nonscheduled commercial aircraft without their consent except under certain conditions outlined in JTR C2001. Many personal insurance contracts contain clauses which void the policies if death or injury results from the use of certain types of aircraft. When utilized, military airspace will be arranged through the Flight Planning Branch in the NAS Air Operations building per NAVCOMPT Manual 032600. A Customer Identification Code (see page 3 of

100-104-107
JUN 30 1993

FTEG/NASINST 4650.1

NAVIER/ARCC/ACDE/INCT

enclosure (8)) will be cited in block 16 of all TDY travel orders authorizing use of Military Airlift Command aircraft.

(3) Common Carrier. DOD policy requires that in using commercial carrier transportation, accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler. When travel is directed to be performed by a government conveyance and such conveyance is available but not utilized, the actual cost of common carrier transportation at personal expense will not be reimbursed. If the cost of transportation used exceeds \$25, copies of or receipts for tickets will be required. Tickets and rental car reservations must be obtained through the CTO. Travelers should indicate on orders if a ticket/reservation is desired or has been previously arranged by telephone. When reservations are obtained, attempts to utilize special lower fares should be made when such types of service are practical and economical to the government. AMTRAK Metroline Coach Service offers a 20% discount for official travel between Washington, D.C., and New York City and intermediate points. (Reservation must be confirmed round trip.)

(4) POC. The POC mode of travel may be authorized if acceptable to the traveler on official business when:

(a) More Advantageous to the Government. This mode should be considered when the personnel concerned have excess baggage to transport or when additional passengers on TDY are involved. The orders must state "more advantageous to the government." Per diem will be paid for the actual time necessary to perform the travel, not to exceed travel time in accordance with JTR C4300.1 and at the current mileage rates for motorcycles, automobiles, and airplanes payable to operator. Parking fees are reimbursable for parking at a transportation terminal when this mode is used to provide round trip transportation to and from the terminal. For lengthy periods of TDY, the traveler should be directed to travel via commercial means or government vehicle to and from airport (vice POC) to eliminate excessive parking fee charges.

(b) Authorized as a Convenience for the Traveler. Mileage reimbursement will be the same as paragraph 3c(4)(a) above, not to exceed the cost of common carrier and related per diem.

(5) Self-Piloted Aircraft. Privately owned aircraft mode of travel is governed by the same regulations as any other POC. Aero Club aircraft may be authorized; however, reimbursement for transportation and per diem will not exceed the cost to the government of travel by commercial carrier.

4. Travel In and Around TDY Station. The mode of travel utilized will be the most advantageous to the government. With the

JUN 30 1993

FTEG/NASINST 4650.1

NAVY/ARCEM/ACD/ENACT

exception of bus or streetcar facilities, a determination of the advantage to the government is required before such transportation can be authorized or approved at government expense. Taxicabs will be used only when suitable, government-owned or leased, airport limousine, or common carrier transportation is not available for all or part of the distance to or from terminals. The approval or authority for reimbursement for commercial modes of transportation will be included in the basic travel orders or in an endorsement to the travel orders. The following criteria will be used in determining travel mode reimbursements:

a. Taxicabs, Streetcars, or Buses. These means of conveyance are authorized between:

(1) Carrier terminal and the employee's place of business or place of lodging.

(2) Carrier terminals while enroute, when necessitated by change from one carrier to another.

(3) Carrier terminal and place of lodging, and return, in connection with unavoidable delays enroute incidental to transportation.

(4) A TDY station and a place where meals are procured when suitable meals cannot be obtained at the temporary duty station. A statement of the necessity for such travel should accompany the travel vouchers.

(5) Place of abode or permanent duty station and common carrier or other terminal.

(6) Place of abode and permanent duty station on the days of departure from and return to permanent duty station incidental to temporary duty requiring at least 1 night's lodging. If taxis are authorized in and around the TDY point, the purpose and limitations will be stated. Taxis in and around TDY point should be authorized only when the traveler is not in government quarters and is not authorized a rental car.

b. Special Conveyances

(1) General. Commercially rented vehicles and other special conveyances will be used only when it is determined that the use of other methods of transportation will not be more advantageous to the government.

(2) Rental Car Service/Selection Policy. Where rental services of General Services Administration (GSA) Interagency Motor Pool, GSA contract, and commercial rental companies, or a combination or any two are available at the TDY point, selection of the particular rental service will be based on the one most

JUN 30 1993

~~FTEG/NASTINSP~~ 4650.1
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responsive to mission requirements and which will result in the most economical use of rental fees. NAVCOMPT Instruction 4650.7 sets forth policy for selection of rental cars. Procedures to be followed when rental car is authorized:

(a) GSA Interagency Motor Pool (government-owned) vehicles are the least expensive and will be utilized whenever economically advantageous. An Interagency Motor Pool pamphlet showing locations, phone numbers, and rates has been distributed to each activity's travel office. The traveler must choose pickup/delivery times carefully since these agencies are normally open from 0800 to 1700, Monday through Friday, and are not located at the air terminals as are commercial rentals. A Customer Identification Code (see page 3 of enclosure (8)) will be cited in block 16 of all TDY orders when the traveler is utilizing a motor pool vehicle and will be furnished to the motor pool representative. A billed office address code, 173000, must also be shown on the orders.

(b) GSA contract (commercially owned with government contract) vehicles are the second choice. The Federal Supply Schedule and Traveler's Pocket Guide, listing GSA contractors' locations, phone numbers, and applicable discounts, have been distributed to each activity's travel office. The GSA contract agencies are normally cheaper than other agencies. If a GSA contract agency has already obligated the maximum number of cars contracted to rent to the government, this agency is not required to give the stated discount on vehicles over the agreed maximum. Special rates (long-term, Monday through Friday, etc.) should be checked and requested when applicable and a savings can be realized.

(c) Payment for rental cars (with the exception of Interagency Motor Pool) will be made at the time of occurrence with advanced funds or credit card. Legible, itemized supporting bills for claims will be attached to the travel claim voucher.

(d) Interagency Motor Pool and GSA contract vehicles will not be used for personal reasons.

(e) The car will be shared when the use of a rental car is required and several travelers are going to the same destination. Directorates and travelers will coordinate group utilization of rental cars.

(f) Rental cars will not normally be authorized when the traveler is utilizing government quarters and performing TDY at the same government installation or when attending a symposium and staying at the same or a nearby location.

CHIEF OF BUREAU

JUN 30 1993

FTEG/NASINST 4650.1

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(g) Travelers should provide their order-writing activity and PSAD with feedback on rental car bargains and complaints at frequently visited areas for use of other travelers.

(3) Rental Car Insurance. Reimbursement for the cost of purchasing extra collision insurance (i.e., collision damage waiver adjustment) to provide full coverage collision insurance in connection with renting an automobile, when the fee for such insurance is not included in the rental fee, is prohibited within CONUS. Contact the PSAD Travel Office concerning collision damage waiver adjustment out of CONUS. Members may be reimbursed up to the deductible amount as contained in the rental contract for personal funds paid to rental car agencies for damage sustained by an automobile properly rented and damaged in the performance of official business when extra collision insurance was not purchased. Claims for such expenditures will be supported by appropriate documentation and receipts. Documentation will include, as a minimum, statements and itemized bills from the member and the car rental agency in order to ensure that the claim is valid and in an amount commensurate with the actual damages. In addition, it should include an accident report in order to establish fault on the part of the party not employed by the government and to enable the government to recoup its loss when the negligence of that party can be established without costly investigation. Receipts for the hire of special conveyance must describe the service hired; the service rendered; the rate of compensation by the day, hour, or other unit, as may have been agreed upon; and an itemized account of any funds spent in paying for the damage sustained by the vehicle. Additional drivers should be indicated on the rental car contract. If a driver other than the traveler on whose orders the rental car is authorized has an accident, the agency may make the claim against the traveler in whose name the car was rented. When the claim is settled, a substantiated and approved explanation must be made.

c. Other Transportation. Reimbursement is authorized for the following modes of travel as stipulated, provided the member furnishes a statement that government transportation was unavailable or unsuitable for the travel involved:

(1) Common Carrier. Reimbursement is allowed for bus, streetcar, subway, ferry, or other public carrier fares actually paid by the traveler.

(2) Taxicab. When utilization of a taxicab is determined to be advantageous to the government, reimbursement for taxicab fares and tips is authorized.

(3) POC. POC will be utilized only when specifically authorized in the travel orders. Selection of this mode will be made upon determination that it is advantageous to the government or if government or commercial transportation is not available.

JUN 30 1993

PTEG/NASINST 4650.1

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5. Lodging, Meals, and Other Facilities. Travelers are required to utilize government quarters in connection with their temporary duty orders. Government quarters include Navy Lodges with the Navy BOQ/BEQ as the first preference, the Navy Lodge as the second preference, and commercial lodging as the last preference when making reservations. The traveler must utilize government quarters if located within a reasonable commuting distance of the traveler's primary TDY location (i.e., within a 30-minute drive during rush-hour traffic). If a reservation request cannot be obtained from the BOQ/BEQ/Navy Lodge handling the request, then a Certification of Nonavailability (CNA) must be issued. CNA's will be furnished to the traveler either in person, by mail, or by fax. CNA's must be on a computer-generated form which clearly identifies the issuing activity and dates of coverage, or on issuing command letterhead, or stamped on the original orders with a controlled CNA number and period of coverage. CNA's in any other form will not be honored by PSAD. Once a CNA has been issued, the command travel coordinator will contact the commercial travel office at their local activity to obtain commercial lodging accommodations. If there are no government quarters in the area, indicate on the travel orders in the remarks block the following: "NO GOVERNMENT QUARTERS EXIST AT TDY SITE WITHIN A 30-MINUTE COMMUTE." The statement "UTILIZATION OF GOVERNMENT FACILITIES WOULD ADVERSELY AFFECT THE PERFORMANCE OF THE ASSIGNED MISSION" will no longer be accepted. A more detailed justification is needed. Issuing nonavailability statements for the entire TDY period is discontinued. If the TDY exceeds 14 calendar days from the first day of travel, the BOQ/BEQ will contact the traveler at the TDY site if, or when, government quarters become available. The traveler will be required to move from commercial lodging into government quarters; however, the traveler will not be required to move more than twice at any one location during a single TDY assignment. Moves will not be made for periods of 7 days or less.

6. Miscellaneous Reimbursable Expenses. A receipt to support claim for miscellaneous expenses will be furnished for any item in excess of \$25. Failure to furnish receipts must be fully explained on the claim. Each expense must be itemized. Some instances of these expenses are:

- a. Tips for transfer and checking of government baggage, government property, taxi fares, and airport limousine services.
- b. Official messages and telephone service.
- c. Parking fees.
- d. Tie-down fees for Aero Club or private airplane.
- e. Ferry fares and road, bridge, and tunnel tolls.
- f. Registration fees (receipt mandatory regardless of cost).

JUN 30 1993

~~FTEG/NASINST 4650.1~~

NAVY AIRCRAFT CONTINUED

g. Passport and visa fees (including cost of photos and birth certificates).

h. Cost of traveler's checks for travel.

i. Entry fees, airport and boarding taxes, and similar fees.

j. Necessary payment of ownership tax and license fee on POC when a state requires such fee.

7. Travel Itineraries

a. Preparation. Within 5 calendar days after completion of travel, prepare original and two copies of Travel Voucher or Subvoucher (DD Form 1351-2) per instructions contained in enclosure (5). A claim must be submitted even though no additional payment or collection is involved.

b. Submission. Within 5 calendar days after completion of travel and after review by the order-writing activity, forward the voucher with all required statements and receipts and the original and two copies of the TDY order to the PSAD Travel Claims Branch.

c. Money Due Traveler. The Travel Claims Office will compute the claim and type a check or pay cash for any amount due the traveler. A copy of the completed itinerary will be submitted to the traveler along with the original orders if enough copies are available. The stamped original is the traveler's receipt. A file of all travel documents should be retained by the traveler as a personal record of travel.

d. Money Due the Government. If the traveler has not submitted his/her claim within 5 calendar days upon completion of travel, the traveler and his/her order-writing activity will be notified, by memorandum, of the amount due which must be paid within 15 calendar days of the date of the memorandum. In the event the amount due is not refunded within the 15 calendar days, PSAD will process the collection document in total by pay checkage. When a DD Form 1351-2 has not been filed and it is not known if the traveler or the government owes money, the entire advance will be recovered. When extenuating circumstances such as hospitalization, further travel, leave, or administrative delays prevent settlement, the allowed time for filing or payment may be extended, provided the circumstances are made known to and approved by the Comptroller. In those cases where the individual is not available, the order-writing activity will advise the Fiscal Office of the circumstances to prevent money from being deducted from the traveler's pay. Pay record checkage is an involved procedure and the time and paperwork involved are extensive; therefore, when money must be collected in this manner, the traveler's directorate/department head will be notified. In extreme cases, when travelers are repeated offenders and their directors/department heads do not

JUN 30 1993

~~FTEG/NASINST~~ 4650.1

~~NAVY/COMNAVAIRWARCENACDIV~~

respond to the problem, a letter from COMNAVAIRWARCENACDIV will be directed to the activity. Reference (e), NAVAIRWARCENACDIV Instruction 7400.1 on Collection of Overpayments or Debts from Employees, explains in detail procedures for collecting a debt owed by a civilian employee.

8. Forms Availability

a. Technical Information Department:

NDW-NATC-4650/8 Request For Travel Orders/Reservations/Tickets

b. NAS Supply Servmart:

DD Form 489 Noncombatant's Certificate Of Identity

DD Form 1610 Request and Authorization For TDY Travel Of DOD Personnel

DD Form 1056 Authorization To Apply For A "No Fee" Passport

NAVEXOS Form 12000/2 Request and Approval For Attendance At Meetings

NAVSO 4650/10 Invitational Travel Order

SF 1164 Claim For Reimbursement For Expenditures On Official Business

DD Form 1351-2 Travel Voucher Or Subvoucher

DD Form 1351-2C Travel Voucher Or Subvoucher Continuation Sheet

JUN 30 1993

FTEG/NASINST 4650.1

ADVANCE TRAVEL AUTHORITY

b. Indicate date for beginning official travel as accurately as possible (official travel may begin as much as 7 days before or after the indicated date, but is not official until the date the travel order is issued).

11. Indicate places from and to which official travel is authorized and "return to" point. The specific TDY point is required, as well as the city and state, when TDY is performed at a military command or activity. If the traveler has to vary from a prescribed itinerary to accomplish the mission assignment, indicate by placing an "X" in block preceding "variation authorized."

12. Indicate in the block(s) provided, the mode(s) authorized. If travel is to be authorized via POC, state the appropriate mileage rate in the space provided. Indicate in the appropriate block if such travel is determined to be advantageous to the government or if reimbursement is limited.

13. Check block preceding "per diem authorized in accordance with JTR" and make no further entries unless a reduced rate is to be prescribed, in which case, check the lower block and enter the rate.

14. Enter closest possible estimates. When miscellaneous (other) cost estimates exceed \$50, cost data must be broken down in the remarks block. For example, if total "other" cost is \$250, enter in remarks block "rental car \$150, registration fee \$75, taxi to and from airport \$25."

15. PSAD enter the amount of advance authorized.

16. To be used for the notation suggested within the parentheses after "Remarks." May be used for any special authorizations, restrictions, instructions, or any other pertinent information. Enter requests for tickets and rental car reservations here and the points from and to which the member expects to require transportation with any authorized stops enroute; also indicate desire for any particular airline and/or flight. (Contract air must be used.) If the reservation was requested through the CTO prior to issuance of orders, so state to avoid duplicate arrangements. If the traveler will accompany or be accompanied by other official travelers, include a statement indicating the travelers by name. Specify whether government quarters are available.

17. Normally this will be the immediate supervisor, but shall be a person having full knowledge of the purpose and requirements of the travel mission.

18. Names of directors and department heads are entered here.

19. Enter correct accounting data (see enclosure (8)).

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JUN 30 1993

FTEG/NASINST 4650.1

NAVINST 4650.1

20. Enter the name, title, address, and signature of the Order Authorizing Official. The NAVAIRWARCENACDIV FTEG Director and directorate directors are authorized to utilize the facsimile stamp of COMNAVAIRWARCENACDIV; NAS department heads are authorized to utilize the facsimile stamp of CONAS.

21. Show date orders are issued.

22. Enter Standard Document Number (see page 2 of enclosure (8)). Before you provide another command with a tango number and job order number for a traveler using your travel funds, the traveler must fax a copy of the orders to ensure complete information can be inputted into the travel system. You should also request the traveler to provide you with a copy of the claim associated with the travel order so you can enter this information also. A copy of these orders should be forwarded to Comptroller (CR21D2) since these will not go to PSAD.

14 JUL 1992 11 00 AM EDT

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL								DATE OF REQUEST 31 Jul 1992		
(Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.										
REQUEST FOR OFFICIAL TRAVEL										
2. NAME (Last, First Middle Initial) BEACH, Lyndon C., 123-45-6789					3. POSITION TITLE AND GRADE OR RATING Electronics Engineer, GS-11					
4. OFFICIAL STATION Naval Air Warfare Center Aircraft Division Patuxent River, Maryland					5. ORGANIZATIONAL ELEMENT EW&R Department Systems Engineering Test Dir			6. PHONE NO X4116		
7. TYPE OF ORDERS Single			8. SECURITY CLEARANCE Secret		9. PURPOSE OF TDY Administrative Conference Attendance					
10 a. APPROX NO. OF DAYS OF TDY (Including travel time) 5			10 b. PROCEED O/A (Date) 05 August 1992		SAMPLE					
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED From: NAVAIRWARCENACDIV, Patuxent River, Maryland To: Johns Hopkins University, Baltimore, Maryland and return										
12. MODE OF TRANSPORTATION										
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE: 25¢			
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT			<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME-LIMITED AS INDICATED IN JTR.			
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)										
14. ESTIMATED COST								15. ADVANCE AUTHORIZED		
PER DIEM \$ 375.00		TRAVEL \$		OTHER \$ 110.00		TOTAL \$ 485.00		\$ 390.00		
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) GSA Interagency/GSA Contract/Commercial rental car authorized to/from/in/around TDY point. POV authorized to/from/in/around TDY point as backup. Parking authorized - Misc. exp. - Rental car \$100.00 - Gas \$10.00 "VTC Considered" "Submit completed travel claim, with lodging receipts, unused tickets, credit slips, and refund applications to (appropriate command office) within 5 days after completion of this travel or cancellation of orders. Failure to do so may result in deduction of travel advances from your pay."										
17. REQUESTING OFFICIAL (Title and signature) J. M. Miser, CDR, USN Head, EW&R Department, SY					18. APPROVING OFFICIAL (Title and signature) D. B. Wrong, Director Systems Engineering Test Directorate					
AUTHORIZATION										
19. ACC'TG CITATION	APPROPRIATION AND SUBHEAD		OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER (Tango) NO.	COST CODE	
	AA 97X4930.NH2A		000	77777	0	00421	2E	559374	00642112SACO	
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION BARTON D. STRONG, RADM, USN COMMANDER, NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION PATUXENT RIVER, MARYLAND 20670-5304							21. DATE ISSUED 31 July 1992			22. TRAVEL ORDER NUMBER N0042185TOS9374

REQUEST FOR TRAVEL ORDERS/RESERVATIONS/TICKETS
 FORM NATC-4650/8

DATE 01 Jun 1992

NAME Last, First, Middle Initial	UNIT DIV/DEPT/ BRANCH/SECTION	SOCIAL SECURITY NO	RANK/DATE GRADE	SECURITY CLEARANCE IF REQUIRED	PHONE (WORK/HOME)
DORSH, Robert E.	SACO	123-45-6789	LT		863-4567 994-1234

PROPOSED TRAVEL

Mission Essential, Information Meetings

SAMPLE

AUTHORITY (Msg, Task, etc.) NAVAIRSYSCOMHQ msg 240106Z May 92	PROCEED ON OR ABOUT 05 Aug 1992	APPROXIMATE NO. OF DAYS (Include Travel Time) 3
--	------------------------------------	--

ITINERARY (Brief description - details on reverse side) (From, To, Stopover and Return)
 Naval Air Systems Command Headquarters, Bailey's Crossroads, Virginia

AUTHORITY REQUESTED TO COPY OMIT REVISIT VISIT ADDITIONAL PLACES NECESSARY

MODES OF TRANSPORTATION REQUESTED							
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE
RAIL	AIR	BUS	SHIP	AIR	VEH.	SHIP	
							<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> PERSONAL CONVENIENCE

USA OR RENTAL CAR REQUIRED (If yes, state where and on whose orders)
 YES NO

AIR AND/OR AIRLINE TICKETS REQUESTED (State where from, authorized stops, one way or round trip)
 YES NO

ESTIMATED COST				ADVANCE REQUESTED
PER DIEM	TRAVEL	OTHER (incl. car rental)	TOTAL	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
\$125.00	\$10.00	-0-	\$135.00	AMOUNT \$100.00

ACCOUNTING CITATION (See NATCINST 4650.1 Series)							
APPROPRIATION SYMBOL & SUBHEAD (1)	OBJECT CLASS (2)	BUREAU CONT. NO. (3)	SUB-ALLOT NUMBER (4)	AUTH. ACCT'G ACTIVITY (5)	TYPE CODE (6)	TANGO NO. (7)	COST CODE (8)
AA97X4930.NH2A	000	77777	0	00421	2E		00642112SACO

ENTRERS REQUESTED (DD/BEO) YES NO
 MESSING REQUESTED YES NO
 EXCESS BAGGAGE WEIGHT

REMARKS (Special instructions, leave, accommodations, etc.)

POC in and around TDY point request.

REQUESTED BY (Signature) Robert E. Dorsh	DATE 05 August 1992
APPROVED BY (Signature or Initials) LT E. R. Doe	DATE 05 August 1992
APPROVED BY (Signature or Initials) CDR B. J. Titus	DATE 05 August 1992

JUN 06 1993

FTEG/NASINST 4650.1

NAVY RU - ELEMENTARY DEVELOPMENT
(Date)

LONG-TERM TDY JUSTIFICATION

(Limit to 2 Pages)

1. Employee Data
 - a. Name:
 - b. PP/Series/Grade/Salary:
 - c. Organization Location:
2. Long-term TDY Assignment Dates and Location
 - a. Dates of TDY Assignment:
 - b. Location of TDY Assignment:
3. Salary and Per Diem/Travel
 - a. Salary Funded By:
 - b. Travel and Per Diem Funded By:
 - c. Funding Source (Overhead, direct, etc).
4. Specific Temporary Assignment
 - a. Specific Temporary Duties (paragraph).
 - b. Supports Which Program.
5. Benefit to the Warfare Center to Support This TDY Assignment.
6. Impact if TDY Assignment Is Disapproved.

MEMBER REIMBURSEMENT VOUCHER

GUIDELINES FOR PREPARATION OF TRAVEL VOUCHER
OR SUBVOUCHER (DD Form 1351-2)

Enter information in all blocks as indicated below and submit original and two copies.

1. ITINERARY

Date - Enter the calendar year in which the travel was performed in this space. If two calendar years are involved, enter both years. Enter the month and day for each line.

Local Time - The time of location will be shown for all departures and arrivals using the 24-hour clock. This includes departure and arrival at duty stations, temporary duty points, points of authorized delay enroute, points of embarkation and/or debarkation, place where cancellations or modifications of orders were received, points of delay chargeable as leave, place(s) at which mode of transportation changes, and travel for personal reasons from temporary duty (TAD) station to permanent station and return to TAD station. Military travelers may not return to resume duties for a period and return to TAD point on same set of orders. Civilians may, but conditions must be stated on orders. Include travel to home from which the member usually commutes to his permanent station (JFTR U2200). On TAD assignments, when reporting and departure endorsements are not obtained on the orders, the date and hour of commencement of duty after arrival at the TAD point and the date and hour of completion of duty prior to departure will be indicated in the itinerary section. This information also is required on any occasion when a member returns to permanent duty station (including residence prior to completion of the temporary duty). However, when TAD is performed at more than one location without return to the permanent duty station, this information is required only in connection with arrival at the first and departure from the last temporary duty point.

Place - Enter all intermediate travel stops (see sample on page 5 of this enclosure).

Mode of Travel and Reason for Stop - The standard symbols shown on reverse side of DD Form 1351-2 will be used.

2. COST OF LODGING. Enter the cost of hotel, BOQ, and BEQ.

3. NUMBER OF MEALS. Leave blank.

Government Quarters - Member must show use or nonuse of government quarters for the entire period covered. When claiming reimbursement of service charges resulting from occupancy of government quarters, number 3 must be completed, otherwise it will be assumed that no charges were paid.

JUN 30 1993

FTEG/NASINST 4650.1

MAILED UNDER CONVEYANCE

Nongovernment Quarters Used and Number Meals Used - Indicate the number of government meals used during the entire period covered by the statement of travel; if none were used, enter a zero. Officers will also show the number of meals obtained from an officers' open mess. See JFTR U4125-2H and U4125-3 regarding nongovernment quarters or nongovernment meals. A definition is also on the reverse of DD Form 1351-2. In this instance, nongovernment also means local or state government, other U.S. government agencies, or government contractors. For nongovernment mess furnished, enter number of meals opposite appropriate date. When claiming reimbursement of service charges, claimant must complete number 3.

4. POC MILES. Indicate the distance between authorized points.
5. REIMBURSABLE EXPENSES. Enter the miscellaneous expenses such as taxicab fares and tips, rental of special conveyances, baggage expenses, communications expenses, and other miscellaneous official travel-connected expenses provided for in JTR Volume 1, Chapter 4, Part I for military personnel, and JTR Volume 2, Chapter 4, Part O for civilian personnel. (Total actual cost paid for commercial lodging will be entered here.)
6. LONG DISTANCE TELEPHONE CALLS. Enter if applicable.
7. TRANSPORTATION REQUEST/MEAL TICKETS USED. Show serial numbers of transportation requests/meal tickets and the points between which transportation requests are used in this section. If not applicable, enter "none."
8. LEAVE STATEMENT. This statement must show any leave taken. If no leave taken, enter "0."
9. POC TRAVEL. Self-explanatory.
10. FOR DOD USE ONLY. Make no entries in this section.
11. PAYMENT DESIRED. Self-explanatory.
12. PER DIEM REQUESTED. Not applicable.
13. BASIC RATE. Not applicable.
14. SIGNATURE OF CLAIMANT. Enter signature and date in the space provided.
15. ACCOUNTING CLASSIFICATION. Enter correct accounting data (see enclosure (8)).
- 16-21. Not applicable.

4710-140111

JUN 30 1993

FTEG/NASINST 4650.1

NAVY TRAVEL VOUCHER

Use the Travel Voucher or Sub-voucher (DD Form 1351-2C) as a continuation sheet when sufficient space is not available on the DD Form 1351-2 for all entries.

REVERSE SIDE

22. CLAIMANT'S STATEMENT. Item d pertains to travel by privately owned vehicle authorized as more advantageous to the government. When the member is not the owner or operator of the vehicle, this sentence will be lined out.

23. REQUIRED ATTACHMENTS. Items a through g of this block are amended for use of Navy and Marine Corps members as follows:

a. Item a - original and two copies of travel orders with all endorsements (including reporting and detaching endorsements at the TAD site).

b. Item b - not applicable.

c. Item c - submit all unused TR's and/or meal tickets with the claim.

d. Item d - applicable, as stated.

e. Item e - receipts for items claimed in excess of \$25 as required by Joint Travel Regulations.

f. Item f - not applicable.

g. Item g - required. Normally, this information will be stated in the endorsements on orders.

24. DEDUCTIBLE MEALS. Not applicable.

25-27. Self-explanatory.

NOTE: All improperly prepared travel itineraries, those with missing receipts and travel orders without proper endorsements, will be returned to the traveler with a notation of the missing requirements.

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JUN 30 1993

FTEG/NASINST 4650.1

NAS/ELC ARGENT/DIV ENST

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TRAVEL VOUCHER OR SUBVOUCHER		(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)			10 FOR DO USE ONLY	
READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM						
LAST NAME FIRST NAME MIDDLE INITIAL (Print/Type)		GRADE/RANK	SSN		DO VOUCHER NO	
BEACH, Lyndon C., SYDS		GS-11	123-45-6789		SUBVOUCHER NO	
CHECK MAILING ADDRESS (Include ZIP Code)			DUTY PHONE NO			
EW&R Department, SETD			X4226			
ORGANIZATION AND STATION						
Naval Air Warfare Center Aircraft Div., Patuxent River, MD						
TRAVEL ORDERS (Paragraph 5.0 No., Issuing Hq., Date) (Include amending orders)						
N004218TOS9374 Naval Air Warfare Center Aircraft Div.						
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received Place paid, or DO Station No. If none, so state)						
\$390.00 NIF00780 8/5/92 PSD Patuxent River, MD						
1 ITINERARY (See Item 23 for Symbols)						
DATE	LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	MODE OF TRAVEL	REASON FOR STOP	COST OF LODGING	NUMBER OF MEALS GOVT OPEN POC MILES
1992						
8/5	DEP 1430	NAWCAD PAXRIV MD	CA			
	ARR 1630	Applied Physics		TD		
8/6	DEP 1800	Lab, Balt., MD	CA			
	ARR 2000	NAWCAD PAXRIV MD				
8/7	DEP 0830					
	ARR 1000	Applied Physics				
	DEP 1400	Lab, Balt., MD				
	ARR 1600	NAWCAD PAXRIV MD				
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
5 REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS (See Item 24)						
DATE	NATURE AND EXPLANATION			AMT CLAIMED	ALLOWED	
8/5-7	Meals			\$108.00		
8/5-7	Rental Car			116.00		
8/5-7	Lodging			90.81		
8/7	Gas			13.50		
6 Long distance telephone calls are certified as necessary in the interest of the Government				APPROVING OFFICER (31 USC 680a)		SUMMARY OF PAYMENT
7 TR S/MTA S/MT'S (If none so state)						Per Diem
NUMBER	FROM	TO				Actual Expense
						Mileage or Transp Allowances
						Reimbursable Expenses
						Total Entitlement
						Less Previous Payments
						Less Voucher Deductions
						Amt Charged to Acctg Class
11 PAYMENT DESIRED						
<input type="checkbox"/> CHECK <input type="checkbox"/> CASH						
8 LEAVE STATEMENT _____ days _____ hours taken between _____ and _____					12 <input type="checkbox"/> PER DIEM REQUESTED	
9 POC TRAVEL <input checked="" type="checkbox"/> OWNER/OPERATOR (See Item 22d)			<input type="checkbox"/> PASSENGER		13 BAS RATE	
PENALTY The penalty for willfully making a false claim is A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS OR BOTH (U S Code Title 18, Section 287)						
I hereby claim any amount due me. The statements on face reverse and attached are true and complete. Payment or credit has not been received.				14 SIGNATURE OF CLAIMANT		DATE
15 ACCOUNTING CLASSIFICATION						
AA 17X4930.NH2A 000 7777 0 00421 2E 559374 00642112SYDS						
AB 17X4930.NH2A 000 7777 0 00421 1K 559374 00642112SYDS\$150.00						
16 COLLECTION DATA						
17 COMPUTED BY	18 AUDITED BY	19 TVL RCRD POSTED BY	20 RECEIVED (Payee signature and date or check no.)		21 AMOUNT PAID	

SAMPLE

COMPUTATIONS

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974	
AUTHORITY	5U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397
PRINCIPAL PURPOSE	Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims.
ROUTINE USES	To substantiate claims for reimbursement for official travel.
DISCLOSURE	Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed
22 CLAIMANT'S STATEMENT	
<p>a I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.</p> <p>b I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.</p> <p>c I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.</p> <p>d If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses</p>	
23 REQUIRED ATTACHMENTS	
<p>a Original or copies of all travel orders and amendments</p> <p>b Traveler's copy of transportation requests and MAC authorizations used</p> <p>c Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets</p> <p>d Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed</p> <p>e Receipts for lodgings and any item of expense claimed in excess of \$15</p> <p>f Statements of nonavailability (<i>Government quarters, mess and directed mode of transportation</i>)</p> <p>g Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis</p>	
24 DEDUCTIBLE MEALS	
Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (<i>See JTR, Vol 1, App J and Vol 2, App D for definition of Deductible Meals</i>) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals	
25a SYMBOLS (Use two letters)	25b SYMBOLS
MEANS/MODE OF TRAVEL	REASONS FOR STOPS
FIRST LETTER SECOND LETTER	
(1) TRNSPN REQ T (5) AUTO A	(1) AWAITING TRNSPN AT
(2) GOVT TRNSPN G (6) BUS B	(2) LEAVE EN ROUTE LV
(3) COML TRNSPN C (7) PLANE P	(3) MISSION COMPLETE MC
(<i>own expense</i>) (8) RAIL R	(4) AUTHORIZED DELAY AD
(4) PRIVATELY-OWNED (9) VESSEL V	(5) TEMPORARY DUTY TD
CONVEYANCE P (10) MOTORCYCLE M	
26. REMARKS	
27 APPROVED FOR PAYMENT (When required by individual service regulations)	
DATE	SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER

JUN 1 1993

PTEG/NASINST 4650.1

NAVY ENCL. PROC. (REV. 10/78)

GUIDELINES FOR PREPARATION OF CLAIM FOR REIMBURSEMENT
FOR EXPENDITURES ON OFFICIAL BUSINESS (SF 1164)

Submit original and three copies. The Personnel Support Activity Detachment will accept typed or written copies. Complete blocks 1 through 12 as follows:

1. Enter name of permanent duty station.
2. Leave blank for Disbursing's use. The standard document number should be entered at top of form (see enclosure (8)).
3. Enter if applicable.
4. CLAIMANT
 - a. Enter name and subcost center code of traveler.
 - b. Enter the traveler's social security number.
 - c. Enter directorate or department and address of permanent duty station.
 - d. Enter the traveler's office telephone number.
5. Fill in "Paid By" as shown.
6. EXPENDITURES
 - a. Enter month and day of travel.
 - b. Enter "A" for local travel. Miscellaneous expenses, if any, will be specified in detail.
 - c. Enter place of departure.
 - d. Enter destination.
 - *e. Distances between points traveled will be determined by reference to the standard highway mileage guides.
 - f. Mileage computation.
 - g. Enter if applicable.
 - h. Any passengers will be noted.
 - i. Enter if applicable.

*When a privately owned conveyance is used for commuting from an employee's place of abode to an alternate duty point(s) and return, an employee is entitled to mileage reimbursement for the distance

JUN 30 1993

~~FTEG/NASINST 4650.1~~

NEW CARCENAL DIVISION

that exceeds the employee's commuting distance to the regular place of work and return.

7. AMOUNT CLAIMED - Enter amount claimed and totals.
8. Enter the name and signature of the approving official.
9. Leave blank.
10. Enter the name of the traveler.
11. Leave blank.
12. Leave blank.

ACCOUNTING CLASSIFICATION - Enter correct accounting data (see enclosure (8)).

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1 DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION PATUXENT RIVER, MD 20670	2 VOUCHER NUMBER
	3 SCHEDULE NUMBER	
<i>Read the Privacy Act Statement on the back of this form</i>		
CLAIMANT	a NAME (Last, first, middle initial) JONES, John, B., GS-11 CRAO	b SOCIAL SECURITY NO 123-45-6789
	c MAILING ADDRESS (Include ZIP Code) NAVAIRWARCENACDIV PATUXENT RIVER, MARYLAND 20670	d OFFICE TELEPHONE NUMBER 3333
		5. PAID BY SYMBOL 05144 42345 PSD PAXRIV MD ACCTS NRFC WASH 5101

6. EXPENDITURES (If fare claimed in col (g) exceeds charge for one person, show in col (h) the number of additional persons which accompanied the claimant.)

DATE	CODE	Show appropriate code in col. (b) A—Local travel B—Telephone or telegraph, or C—Other Expenses (itemized)	MILEAGE RATE	AMOUNT CLAIMED				
				MILEAGE	FARE OR TOLL	ADD PER-SONS	TIPS AND MISCEL LANEOUS	
(a)	(b)	(c) FROM	(d) TO	(e)	(f)	(g)	(h)	(i)
19 92		(Explain expenditures in specific detail)						
8/5		NAVAIRWARCENACDIV PAXRIV, MD	NAVAIRSYS COM WASHINGTON, D.C.	67	15 08			
8/5		NAVAIRSYS COM WASHINGTON, D.C.	NAVAIRWARCENACDIV PAXRIV, MD	67	15 08			2 00
		PURPOSE: TO ATTEND MEETING WITH AIR-42A						
SAMPLE								

If additional space is required continue on the back

SUBTOTALS CARRIED FORWARD FROM THE BACK

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) \$ 32.16	TOTALS	134	30 16	2 00
---	---------------	-----	-------	------

8 This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

Sign Original Only

APPROVING OFFICIAL SIGN HERE **JOSEPH S. SMITH**

DATE
8/5/92

9. This claim is certified correct and proper for payment.

Sign Original Only

AUTHORIZED CERTIFYING OFFICER SIGN HERE

DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me

PAYMENT DESIRED *Sign Original Only*

CHECK CASH

DATE

CLAIMANT SIGN HERE **JOHN B. JONES**

8/5/92

11 CASH PAYMENT RECEIPT

a PAYEE (Signature)

b DATE RECEIVED

c AMOUNT

\$

12 PAYMENT MADE BY CHECK NO

ACCOUNTING CLASSIFICATION

AA 97X4930.NH2A 000 7777 0 00421 984746 00742083CRAO\$30.16

JUN 30 1993

FTEG/NASINST 4650.1

PRIVACY ACT STATEMENT

The Privacy Act of 1974 requires that individuals who are requested to furnish information about themselves, be informed of the authority for the solicitation, the principal purposes for which the information is required, the routine uses to be made of the information, whether it is mandatory or voluntary that the information be furnished, and the consequences for not providing it.

Activities responsible for issuing travel related forms are required to make the Privacy Act Statement (page 2 of this enclosure) available to the individual furnishing information.

Enclosure (7)

JUN 30 1993

FTEG/NASINST 4650.1

NATIONAL HRC NATIONAL INST

PRIVACY ACT STATEMENT
FOR TRAVEL-RELATED FORMS

This statement is provided in compliance with the provisions of the Privacy Act of 1974 (PL 93-579) which requires that federal agencies must inform individuals who are requested to furnish information about themselves as to the following facts concerning the information requested.

1. Authority: Title 5, U.S. Code, Chapter 57.
2. Principal Purpose: The information requested is needed in connection with the authorization of a reimbursement for travel required for official government business. Disclosure of your social security number is necessary for identification purposes.
3. Routine uses: These forms are used for accounting and reporting purposes and as an official record of approved travel. They may be reviewed by any federal agency responsible for determining legality or for audit.
4. Mandatory or Voluntary Disclosure: Completion of these forms is entirely voluntary and information will be protected as to confidentiality under the policies and safeguards adopted under the Privacy Act. However, failure to provide the requested information may result in disapproval of travel orders or result in delay or denial of travel advance or reimbursement.

JUN 30 1993

FTEG/NASINST 4650.1

NAVY PERM - ACCTG DIV INST

ACCOUNTING CITATION DATA

1. General. The accounting citation data information and examples shown herein apply strictly to NAVAIRWARCENACDIV/NAS activities only. Although fleet and tenant activities will find the explanations generally helpful, they will use the data prescribed by their authorized accounting activity.
2. Travel Orders. The accounting data will be entered on military and civilian orders as shown in the following examples:

FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTS ACTY (5)	TYPE (6)	PROPERTY ACCTS ACTY (7)	COST CODE (8)
(7 SYM)	(4 SYM)	(3 SYM)	(3 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(12 SYM)
AA 97X4930.NB2A	000	7777	0	000421	2E	80000	000A123456SA or 00642000SACO

a. Use zeros when element is not applicable and use zero prefixes to bring element up to the required number of symbols. The importance of citing the accounting data correctly cannot be overly stressed.

b. The AA is an Accounting Classification Reference Number (ACRN) and explained below.

c. Data Elements

Item (1) - Denotes Defense Business Operating Fund (DBOF) appropriation.

Item (2) - Identifies the funded activity.

Item (3) - Classifies the nature of the service. DBOF travel will always be 000 except when travel is to a foreign country, in which case 213 will be entered.

Item (4) - Is the allotment number for DBOF?

Item (5) - Will be zero.

Item (6) - The Unit Identification Code (UIC) of the activity performing accounting services.

Item (7) - Transaction Type Code for DBOF travel payment on-site.

JUN 30 1993

FTEG/NASINST 4650.1

NATC INSTRUCTION

Item (8) - The first position denotes the fiscal year and will change at the start of each fiscal year. The last five digits will be the last five positions of the standard document number.

Item (9) - Cost codes are used to identify area of charges for recording and management of monies and reporting requirements. Codes will consist of either a Job Order Code (00A123456SA) or Expense Account Code (00642000SACO) preceded by the proper number of fill zeros to bring the element up to 12 symbols. Note that after the Job Order Code, the first two digits of the cost center code (SA) is entered, whereas after the Expense Account Code, the full subcost center code (SATO) is used.

d. Standard Document Number (SDN) and ACRN. NATC Instruction 7300.3 gives detailed instructions for use of SDN's and ACRN's. Briefly:

(1) An ACRN will be assigned to each line of accounting classification data cited on travel orders, commencing with "AA" and continuing with "AB," "AC," etc., when more than one different fund is being charged for the travel.

(2) The SDN is constructed as follows:

ITEM:	(1)	(2)	(3)	(4)	(5)
SAMPLE:	N	00421	85	TO	80000

This sample number would be shown on the document thusly:
N0042185TO80000

Item (1) - Will be "N" to identify Navy shore activities.

Item (2) - Represents the UIC. Insert zeros in front of used digits.

Item (3) - Indicates the last two digits of the fiscal year in which the basic document is issued.

Item (4) - Shows the appropriate document type code. TO is used on all travel documents except the SF 1164 which will have RV.

Item (5) - Will be the unique serial number. Travel serial numbers are assigned by Comptroller (Code CR50).

JUN 30 1993

FTEG/NASINST 4650.1

NOT FOR PUBLICATION

e. Customer Identification Code (CIC). The CIC is a 15-character code and will be cited in all temporary duty travel orders authorizing Military Airlift Command aircraft or use of a General Services Administration Interagency Motor Pool rental car. The CIC will be shown in the space for "Additional Comments and Instructions" or "Remarks" when there is no space provided and will be constructed as follows:

ITEM:	(1)	(2)	(3)	(4)	(5)	(6)
SAMPLE:	3	5	80000	N	00421	K9

The sample number will be shown on the orders thusly: CIC 3580000N00421K9

Item (1) - Will be "3" which identifies Navy as customer and is standard in all CIC's charging Navy funds.

Item (2) - Is the last number of the applicable fiscal year.

Item (3) - Is the serial number assigned to the standard document number of the orders and will vary with each set of orders.

Item (4) - Will be "N"; the standard service designator for Navy shore activities.

Item (5) - Is the unit identification code of the activity whose funds are chargeable for the travel.

Item (6) - Is the appropriate fund code; K9 for activities charging temporary duty to DBOF appropriations.

f. When reserving a General Services' Administration Interagency Motor Pool vehicle, a Billed Office Address Code number may be requested by the Pool Office. The Billed Office Address Code applicable to Authorized Accounting Activity 00421 is 173000.

3. Travel Advance and Liquidation Vouchers. The accounting citation data will be the same as on travel orders with the exception of element (7), Transaction Type Code (TTC). Advance vouchers will use TTC 1K, and the DD Form 1351-2 liquidation voucher will have two lines of accounting, one utilizing the TTC code on the orders and the other having the TTC on the advance, 1K (see page 5 of enclosure (5)).

4. Travel Over Two Fiscal Years. Transportation costs will be charged to the year in which the travel actually commences; however, mileage, substance expenses, per diem allowances, and other reimbursable costs will be charged to the fiscal year in

JUN 26 1993

FTEG/NASINST 4650.1

NAVAL RESEARCH AND DEVELOPMENT DIVISION

which such costs accrue. Accordingly, travel which spans two fiscal years should have two lines of accounting citation data and two Travel Order Numbers, one for each year, with the estimated expenditures shown by each line.

5. References (c) and (d) have been developed to assist directorates and departments in managing and monitoring their travel operation. Each travel order and claim issued must be entered into the On-line Travel System and followed through to completion for optimum results. For output data to be accurate, input must be correct, consistent, and complete. Education of managers, travelers, and travel liaison representatives as to their responsibilities to the system is essential.

JUN 30 1993

FTEG/NASINST 4650.1

NAVY/ARSENAL-CLEVELAND

SAMPLE NOTIFICATION MEMORANDUM

99/99/99

MEMORANDUM

From: XXXXXXXXXXXXXXXXXXXXXXXX
To: TRAVELER

Subj: SUBMISSION OF TRAVEL CLAIM

Ref: (a) NAVCOMPT Manual 032106

1. Reference (a) requires all employees to submit a Travel Claim within 5 calendar days after completion of the travel.
2. If a travel claim is not submitted within 5 calendar days after completion of travel, Comptroller will forward, via memorandum, a notice requesting settlement within 15 calendar days of the memorandum and warning that failure to comply would result in further action by Disbursing. Regulations require the Disbursing Officer to initiate action to recover the amount due the U.S. Government by a salary offset.

X XXXXXXXXXXXXXXXXXXXX

Copy to:
XXXXXX

JUN 30 1993

FTEG/NASINST 4650.1

NAVAL AIRCRAFT DIVISION

SAMPLE NOTIFICATION MEMORANDUM

99/99/99

MEMORANDUM

From: XXXXXXXXXXXXXXXXXXXXXXXX
To: X XXXXXXXXXXXXXXXXXXXX Org Code: XXXXXX

Subj: REQUEST FOR LIQUIDATION OF TRAVEL ADVANCE

Ref: (a) NAVCOMPT Manual 032106

1. Reference (a) requires an employee who has received an advance of funds to submit a Travel Claim within 5 calendar days after completion of the travel.

2. Our records show an outstanding travel advance in your name as follows:

Travel Order Number: XXXXXXXXXXXXXXXXXXXX

Amount of Advance: ZZ,ZZZ,ZZZ,ZZ9.99

Travel Proceed Date: 99/99/99

3. If you have submitted a Travel Claim or repaid this advance, please help us correct our records by forwarding a copy of your paid voucher or a copy of your Travel Claim.

4. If you have not submitted a Travel Claim, submit your Travel Claim to Code XXXXX within 15 days from the date on this notice.

5. If settlement is not made within 15 days from the date of this notice, regulations require the Disbursing Officer to initiate action to recover the amount due the U.S. Government by a salary offset.

6. If you have any questions concerning this matter, contact XXXXXXXXXXXXXXXXXXXX at telephone number XXXXXXXXXXXX.

X XXXXXXXXXXXXXXXXXXXX

Copy to:
XXXXXX