

DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
106 South 15th Street
Omaha, Nebraska 68102-1618

CENWO-LM
Memorandum
No. 55-1-1

15 August 2002

Transportation and Travel
TEMPORARY DUTY TRAVEL

History. This issue supersedes DM 55-1-1, 1 September 1999.

Summary. This memorandum establishes guidance in the management of temporary duty travel.

1. PURPOSE. This memorandum implements Joint Travel Regulations (JTR), Volume 2, and departmental publications prescribing policies and procedures for approval of temporary duty travel (TDY).
2. APPLICABILITY. This memorandum is applicable to all personnel of the Omaha District.
3. REFERENCES.
 - a. JFTR Vol. I and JTR Vol. 2.
 - b. AR 310-10
 - c. ER 55-1-2
 - d. NWDR 55-1-1
 - e. LMO Travel Guidance for Travelers and Secretaries, 1994
 - f. DM 380-1-4
 - g. Travel Talk, 19 December 2001, Subject: Frequent Flyer Miles, Gifts, and Gratuities
 - h. CENWO-LM Memorandum, 16 April 1997, Subject: Approval of Actual Expense Allowance

This memorandum supersedes DM 55-1-1, 1 September 1999.

4. ECONOMY. Regulations require that travel performed in connection with temporary duty assignments be limited to the absolute minimum necessary for the Omaha District to accomplish its mission in an efficient, timely, and economical manner. In the interest of obtaining maximum utilization of District personnel on temporary duty assignments and effecting economies in our travel costs, every effort must be made to reduce travel frequency by: (a) effective scheduling, (b) eliminating field trips with marginal requirements, (c) using other communication media in lieu of a field trip, (d) coordinating trips via Government-owned passenger carriers wherever feasible, and (e) staying in Government quarters when available.

5. CONTROL. Operating officials are directed to exercise rigid control over the travel program to the end that only essential travel will be authorized. Travelers on official business will exercise the same care in incurring expenses and accomplishing a mission that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, delays, or luxury accommodations, unnecessary or unjustified in the performance of a mission, are not considered acceptable as exercising prudence.

6. RESPONSIBILITIES. Temporary duty travel approval authorities. The Corps of Engineers Financial Management System (CEFMS) recognizes those individuals who have been assigned varying levels of authorities for management of the travel function. These CEFMS authorities or permissions can only be altered by the organization CEFMS data base coordinator. Based on CEFMS authorities, each TDY travel order must be processed in a specified procedural sequence with the following authorizations:

a. Requesting Official. Individual travelers may be designated as travel requesting officials for routine TDY travel. Travel requesting officials are responsible for ensuring that travel is required and that all entitlement and special authorizations are fully justifiable and essential to the mission.

b. Approving Official. Approving officials are responsible for all aspects of TDY travel within their area of authority. Travel approval authority must be in the traveler's chain of command. Subordinates will not be granted CEFMS approval authority for their supervisors. The primary functions of the approving official are to:

(1) Review and approve/disapprove all requests for TDY travel generated within their area of responsibility.

(2) Ensure that all requests for special authorizations are required and justified.

(3) Attest that all travel for which reimbursement is claimed was performed as authorized and that expenses are reasonable, necessary, and supported by documentary evidence when required.

c. Funds Approving Official is responsible for providing the complete accounting classification for an approved travel request or amendment thereof. Approval by this individual will create, approve, and certify a purchase request against the funded work items cited on the travel order. This person may be the same as the travel-approving official.

d. Order Issuing Official/Order Authenticating Official. The District Commander is the authorized TDY travel order issuing authority. This authority may be delegated as required for operational necessity and normally includes the organization's Transportation Officer. A travel order, with all its authorizations, approvals, limitations, instructions and special conditions, is only official when released by the authenticating official.

7. TRAVEL ORDERS. A travel order establishes the conditions, in writing, under which official travel and transportation are authorized at Government expense. Travel orders are issued before the performance of travel unless an urgent or unusual situation prevents prior issuance.

a. Amendment. A DD Form 1610 will be created in CEFMS to request amendment of an original order. Amendments will not be issued retroactively to effect a change to per diem or mileage rates prescribed in an order under which travel has been performed. An amendment will be issued before or after completion of travel under the order to:

(1) Recognize some essential aspect of travel not known in advance.

(2) Change the period or place of temporary duty assignment.

(3) Include omitted pertinent information.

(4) Change allowances for unperformed travel or duty.

(5) Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

b. Blanket Travel Orders. Justification and approval by the Division Commander is a requirement for request thereof.

c. Confirmatory Order (after-the-fact). This type of order is used when travel has been performed on oral, letter, or message authority, and it was impractical to secure properly prepared orders in advance.

d. Invitational Order. A travel order for TDY assignment of a consultant or expert may be issued after providing the CEFMS coordinator with person's name and Social Security Number. Further notification, via memo, of the purpose for that travel order is sent to Logistics Management Office prior to authentication thereof. Under no circumstances may a contractor be issued an ITO to travel using (1) contract city-pair fares, (2) rental car rates or the free collision damage waiver, (3) hotel discounts, or (4) on-base military retail facilities. The exception to the rule is an agency inviting a contractor to participate in an activity not directly benefiting the Government according to the contract, i.e. attendance at an award ceremony, lecture, or dinner.

e. Repeated Travel Order. If travel to one or more TDY points is going to be on a repeat basis, the traveler may execute a repeated travel order for up to a 60-day period. State how many days each trip will be and how many times the trip will be repeated.

f. Temporary Duty Travel. Request and authorization for travel away from the permanent duty station.

(1) If TDY is 12 hours or less during the same calendar day, no per diem or actual expense are allowable. Therefore, no travel order is required when using a Government vehicle or privately owned vehicle (POV). For TDY travel in a POV, reimbursement for mileage and parking may be obtained through a local travel voucher. This does not preclude the inquiry into the availability of a Government vehicle.

(2) Travel orders are required when flying aboard MRD-1 or charter aircraft regardless of the time element.

(3) Travel orders must be canceled in CEFMS for unperformed travel. Travel orders that have been issued and performed but require no reimbursement may be canceled in CEFMS. The travel-approving official must do the cancellation of travel orders.

8. PER DIEM AUTHORIZED. Per diem rates prescribed in JTR Vol. II, Appendices B and D, will apply to temporary duty travel of personnel under allowance conditions. This information is found on the Internet at: <http://www.dtic.mil/perdiem/trvlregs.html>.

9. ACTUAL EXPENSE ALLOWANCES. Authority to approve actual expense allowances has been delegated by HQUSACE to the division chief position at the District level. Conditions warranting approval of actual expense and the mathematical computations are outlined in the JTR Vol. II, Chapter 4, Part M C4600. Factual data to justify approval of actual expense allowances must be contained in the correspondence. The least costly accommodations in a reasonable proximity to the place where duty will be performed should be considered prior to requesting this approval.

10. FOREIGN TRAVEL.

a. Military-Funded Foreign Travel. For travel outside the continental United States (OCONUS), a CEFMS travel order must be requested by the division chief and approved by the District Commander. Forty-five (45) days lead-time is required. An ENG Form 4960-R, Request for Approval for Foreign Travel, must accompany each request. Multiple names may appear on one form if all are going to the same destination at the same time. In addition, a DA Form 2374-R, Notification of Foreign Visit, must accompany each request for approval of foreign travel requiring any kind of clearance. Travel to Alaska, Hawaii, and possessions of the United States falls under non-foreign OCONUS. Travel to Canada falls under foreign OCONUS.

The District Commander approves the travel order and signs in block 11 of the ENG 4960-R. Both forms, DA 2374-R and ENG 4960-R, will be forwarded to the Transportation Officer for signatures and/or necessary action. Most generally, travel to the former Soviet Union and/or the Baltic States requires the approval of the Under Secretary of the Army/Civil Works.

b. Civil-Funded Foreign Travel. The office of the Assistant Secretary of the Army (CW) has established an annual ceiling of funds that can be expended during the fiscal year for civil-funded foreign travel. The Omaha District is subject to suballocation by the Northwestern Division based on historical needs. In order to request the necessary funds allotment, notification of future civil-funded foreign travel is required 45 days prior to the beginning of the quarter. For country/theater clearance, the DA Form 2374-R is also required. The ENG 4960-R is required for civil-funded foreign travel. It may contain multiple names for people traveling to the same destination at the same time. These forms may be accessed through FormFlow.

11. CONFERENCES, SYMPOSIUM, OR WORKSHOP ATTENDANCE. Requests to attend non-professional and non-Government sponsored conferences/meetings must be approved by a GM-13 and above. Attendance at Government-sponsored conferences/meetings may be approved by the travel approving official. The travel approving official must retain the documentation of the approval.

HQUSACE has oversight of attendance at international conferences, symposiums, and workshops. Approval to attend an international conference must be granted before a traveler may commit to present a paper or accept the chair or membership on any governing board or organizational committee. Being invited to present a paper or holding an official position is not justification for granting such approval.

12. USE OF SPECIAL CONVEYANCE. Employees in a travel status may utilize special conveyances such as rented or hired automobiles, taxicabs, or other means of transportation, if the use of such is authorized in the travel orders. Taxicabs are considered special conveyances when they are utilized outside the official duty station for transportation between place of lodging and place(s) of business.

a. Approval.

(1) The travel-approving official may approve hire of special conveyance. The individual requesting the employee to perform the TDY travel will carefully evaluate the need for the rental vehicle when granting approval.

(2) The need for a rental vehicle when attending training, conferences, seminars, or workshops will only be authorized in extenuating circumstances. A written justification must be submitted with the travel orders and approved prior to making arrangements for the rental vehicle. The written justification must include a cost comparison between public transportation, taxi, bus, or shuttle service, if any, versus the rental vehicle; the phone number of the hotel/motel; and names of additional passengers, if any. The person approving the travel order must sign the justification.

b. Vehicle Rental Services.

(1) Most nationally organized rental car companies offer a special flat rate negotiated by the Military Traffic Management Command (MTMC) to Government employees on official

business. Selection of the particular rental service will be based on the most responsive to mission requirements and will result in the most economical use of the rental fees.

(2) Vehicle rental selection will be based on the most economical type available which will meet the requirements of the traveler's mission. Compact-type vehicles will be requested unless they are too small to meet requirements of the mission, e.g., when more than two travelers will be riding in a rental vehicle. Other Government employees on official orders and traveling with an employee, who is authorized to rent a vehicle, may be designated as an additional driver on the individual location agreement at no additional cost.

(3) A travel order with the statement "Hire of special conveyance authorized - rental car," will be accepted as proof of eligibility for Government discounted rates. The rental company may require a copy of the DD 1610.

(4) Insurance.

(a) Rates include liability coverage in the amount of \$100,000 per person, \$300,000 per accident, and \$25,000 property damage for each occurrence, as well as full comprehensive and collision coverage. Neither the Government nor its employees are liable for loss or damage to the vehicle unless such loss or damage is caused by the negligence of the Government employee. When renting without travel orders or from companies not participating in the MTMC program, standard collision damage waiver practices will apply.

(b) Travelers are informed that reimbursement of the cost of collision damage waiver is prohibited, travel OCONUS excepted.

13. USE OF GOVERNMENT QUARTERS. Employees may not be required to use Government quarters nor may lodging reimbursement be limited to the Government quarters' cost. However, when adequate Government quarters are available at a TDY installation, employees are encouraged to take advantage of the savings involved in their use.

14. LODGING SUCCESS PROGRAM (LSP). The LSP is mandatory for all Army military TDY travelers to the National Capitol Region (NCR); San Antonio, TX; Atlanta, GA; Newport News and Hampton, VA; Boston, MA; San Juan, PR; and Miami, FL. Civilian travelers may avail themselves of the same service by contacting the Army Central Reservation Center (ACRC) for reservations at 1-800-GO ARMY 1.

15. PRIVATELY-OWNED VEHICLE (POV). If travel by POV is chosen and it is determined more advantageous to the Government, the traveler will be reimbursed a specified amount per mile. Per diem is paid, and the traveler is in travel status for the necessary travel time en route. If the use of POV is not more advantageous to the Government (and it is used for personal convenience), the traveler is entitled to the specified amount per mile. Reimbursement will be based on the actual travel performed, including mileage and allowable per diem. However, the actual amount of reimbursement may not exceed the commercial transportation cost including constructive per diem for that mode. If a Government vehicle is available and the traveler chooses to use POV, reimbursement will be based on the reduced mileage rate. If a Government vehicle is traveling to the same destination and the traveler chooses to drive a POV, there will be no entitlement to mileage reimbursement.

16. MISCELLANEOUS:

a. Lost Airline Ticket. In the event that a ticket is lost, it is the traveler's responsibility to inform the air carrier so action is stopped on that ticket. One must fill out a lost ticket application, obtainable at the specific airline counter, and pay a nonrefundable fee. A copy of the lost ticket application must be forwarded to the Transportation Officer (CENWO-LM).

b. Per Diem for Long Term TDY. Per diem payments for training assignments of more than 30 calendar days and other TDY assignments of more than 180 calendar days at one location will be 55 percent of the applicable maximum per diem rate for the TDY location.

c. Tax Exempt Certificate. Employees are generally required to pay state and local lodging taxes incurred during official travel. However, some states honor a tax-exempt certificate releasing the traveler from payment of lodging taxes. The exemption is not mandatory, and the traveler has no recourse but to pay the tax if they refuse exemption. The form is obtainable in the Logistics Management Office and may be duplicated; however, it should be guarded as it is subject to fraud.

d. Overtime and Credit Hours While in TDY Status. Any questions concerning overtime, compensatory time, credit hours, or annual leave while in TDY status should be directed to a personnel specialist in the Civilian Personnel Advisory Center.

e. First Class Air Accommodations. Travelers are not authorized to use first class air accommodations unless approved by the Secretary of Defense or designee only. However, upgrade coupons received as a result of a frequent flyer program may be used.

f. Frequent Flyer Mileage Awards. A traveler on official business traveling at Government expense on the funds of an agency may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional cost to the Government. The promotional items received for travel using funds other than those of an agency are not covered by this rule. Travelers should seek guidance from those funding authorities.

g. Phone Calls During TDY Travel. The authorizing/order-issuing official may determine that certain communications to a traveler's home/family are official. These communications must be only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise of changes in itinerary. The dollar amount for the Omaha District is up to \$5 a day. In cases of extended TDY, the approving official may determine a limit or authorize the full allowance.

FOR THE COMMANDER:

//signed//

TODD E. SKOOG
LTC, EN
Deputy Commander

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