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TRAVEL AND TRANSPORTATION

By Order of The Adjutant General:

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History. This issue revises the policies and procedures previously contained in KS SOP 37-106, 1 July 1995.

Summary. This publication establishes policy of The Adjutant General pertaining to standards that are applicable to non Defense Travel System (DTS) travel by the KSARNG. The purpose is to clarify applicability of the Joint Travel Regulation and Joint Federal Travel Regulation to Soldiers and technicians of the KSARNG.

Suggested Improvements. The proponent of this publication is the USPFO, Comptroller Division. Users are invited to send comments and suggested improvement to USPFO, ATTN: ARC, 2737 S Kansas Ave, Topeka, KS 66611-1170.

Distribution. A

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Chapter 1 General

1-1. Purpose

This SOP establishes standards that are applicable to non Defense Travel System (DTS) travel by Kansas Army National Guard (KSARNG) personnel. The purpose is to clarify applicability of the travel regulations to technicians and military Soldiers of the KSARNG. It provides instructions for processing travel vouchers for reimbursement.

1-2. Policy Regarding Official Travel

a. Only the amount of travel necessary to accomplish the mission of the KSARNG effectively and at minimum possible cost will be authorized. Order issuing authorities will insure that only essential travel is approved after considering the costs, time and mission.

b. Travel vouchers must be submitted to the reviewer within five (5) days after completion of travel. Further, travel vouchers must arrive in the USPFO for Kansas within fifteen (15) days after completion of travel.

c. In and Around Local Travel. Government transportation will be utilized for in and around travel for official business within and adjacent to the permanent duty station. Use of private conveyance is authorized at no cost to the government. If GSA vehicle is not available, POV mileage may be authorized if approved by appropriate Program Manager or Sub-Program Manager.

d. Travel Advice of Payment (AOP) Addresses. AOP mailing to the addresses of National Guard facilities is not permitted for travel reimbursements.

e. Electronic Fund Transfer (EFT). EFT will be the means to make payment of travel voucher reimbursements. If the traveler does not have EFT information on file with the Examination Section, the EFT data from Pay Section will be used.

f. Annual Training (AT). All AT is considered Field Duty when performed at a location where meals and lodging are available.

1-3. Scope

This SOP combines pertinent travel procedures from various National Guard regulations, published letters and unpublished to provide information to travelers.

1-4. Definitions

Definitions of terms used in this SOP are contained in Glossary of Terms at Appendix A.

1-5. Penalty for willfully making a False Claim

a. When it is determined that a traveler falsified a travel claim voucher, reimbursement to the government for the total amount of the claim will be required.

b. The penalty for willfully making a false claim is a maximum fine of \$10,000 or maximum imprisonment of five (5) years or both.

1-6. Commuting Distance

a. Commuting distance is the distance a Soldier or technician may be expected to travel from home to Temporary Duty (TDY) site when departing at a reasonable hour on the reporting date and arriving at the hour on which the normal duty day commences.

b. No per diem is authorized for travel to a TDY site that is within commuting distance.

c. The Adjutant General of Kansas has established a distance of fifty (50) miles as the normal distance for commuting by members of the Kansas Army National Guard. TAG may make exceptions to the 50-mile commuting distance rule in individual cases when adequately justified. In those instances where the commander/supervisor feels that the traveler should not commute for a distance less than 50 miles, the remark "REQUIRED TO REMAIN OVERNIGHT AT DUTY SITE" must be on the travel orders.

1-7. Orders Authorizing Private Automobile (POV) OR Government Transportation

a. When it is determined that travel by POV is more advantageous to the government, per diem allowances and mileage are payable for the actual time necessary to perform the directed travel as determined in accordance with the provisions of the JTR or JFTR. This remark is "POV AUTH AS MORE ADVANTAGEOUS TO THE GOVT FROM HOR TO DUTY SITE & RETURN."

b. If it is determined that travel by POV is not more advantageous to the government and the normal method of travel would be by government auto, the following statement must be included on the order "GOVT TRANSPORTATION DIRECTED. POV AUTHORIZED FROM HOR TO GOVT GROUND TRANS POINT, PROCEEDING W/GOVT TRANS...."

No mileage reimbursement will be made without a Statement of Non-Availability for government transportation. Per Diem will be payable for travel performed by POV in lieu of government transportation.

c. If it is determined that travel by POV is not more advantageous to the government and the normal method of travel would be by air, the below special statement must be placed on the order "GOVT TRANSPORTATION DIRECTED. POV AUTHORIZED FROM HOR TO GOVT AIR TRANS POINT, PROCEEDING W/GOVT TRANS...."

Per diem will be payable for travel performed by POV not to exceed that payable for constructive travel over a usually traveled route by air or surface common carrier, whichever more nearly meets the requirements for the order and is more economical to the government.

d. Other considerations for POV transportation are:

(1) The word "DIRECTED" (as distinguished from "AUTHORIZED") is important in the preparation of orders. If a government vehicle is desired by the order issuing authority, the word "DIRECTED" must be used.

(2) An individual can never be "DIRECTED" to utilize a private conveyance. A private conveyance can only be "AUTHORIZED".

(3) If two (2) or more individuals travel under a "POV AUTHORIZED" for private conveyance, travelers can be reimbursed for mileage for the driver/owner only. The passenger has no reimbursement allowable.

1-8. Variations in Itinerary

a. Travel Orders may include authorization for variation in itinerary to permit:

- (1) Omission of travel to places stated in the travel order,
- (2) Changes in the order of places to be visited, or
- (3) Travel to additional places not shown in the travel order

b. The authorization for variation in itinerary will not be substituted for adequate planning of a trip itinerary. The purpose as stated on the order must remain the same when utilizing variation authorized.

c. When the travel order does not contain authorization for variation of itinerary but circumstances change after travel begins, the order-issuing official may verbally authorize changes before the variance is made and later confirm them in writing by an amendment.

1-9. Government Travel Charge Card Program

a. Complete policies and procedures regarding the Travel Card Program are in KS SOP 37-112.

b. Under this program, individual charge cards are issued to employees in their own name. Each month charges made by employees during official travel are consolidated on one statement and mailed to the employees for payment. Each employee must split their travel reimbursement to pay the charge card contractor and pay the full amount of the bill within twenty-five (25) days of the billing date.

c. All technicians and military personnel are considered eligible for the program. Application packets and information are furnished in the SOP. Any employee of the KSARNG may request to participate by submitting an application through their supervisor to the USPFO for Kansas, ATTN: ARC-P.

d. Use of the Government Charge Card for travel in foreign areas is allowed.

- e. Use of the Government Charge Card to purchase airline tickets is required.
- f. Use of the Government Charge Card is authorized ONLY WHEN THE CARDHOLDER IS ON TDY TRAVEL ORDERS. The card is to be used for expenses incurred during travel, (i. e., lodging, meals and incidental expenses) that a traveler would ask for reimbursement on a travel voucher.
- g. Use of Automated Teller Machines (ATM) is to obtain cash to pay for incidental expenses when the actual charge card cannot be used. A traveler is authorized to obtain an ATM advance after the travel has been approved; no earlier than three (3) days prior to departure; and no later than the last day of travel.
- h. The Government Charge Card WILL NOT be used for drill status, personal travel, purchases at home or ATM withdrawals unless the above card requirements are met.
- i. Failure by the cardholder to follow the program guidelines will result in loss of card privileges and the ability to obtain travel advances.

1-10. Lodging Success Program (LSP)

- a. LSP is mandatory for personnel of the KSARNG and applies to all authorized travel to the National Capital Region (NCR) and other locations. A current listing of LSP areas and hotels is available at www.lodgingsuccess.com. Travel to these locations for the purpose of attending a conference in a contracted "block reservation" hotel does not require the use of LSP. Travelers to these areas are encouraged to obtain reservations 14 days prior to scheduled arrival.
- b. The Army Central Reservation Center (ACRC) can be reached at 1-866-363-5771. Reservations via e-mail should be sent to CentralReservations@cfsc.army.mil. Fax and e-mail must include name, rank/grade, organization, voice and FAX POC phone numbers, TDY site (including 5-digit zip code), arrival date/time, departure date/time and Government Charge Card number. The ACRC will FAX or e-mail back, either a lodging confirmation or Statement of Non-Availability (SNA) control number, as needed.
- c. Orders must include in the REPORT TO block of the order the zip code and place where traveler is performing authorized duty. The order will also have the following statement in the remarks section "LODGING SUCCESS PROGRAM APPLIES.... CONTACT ACRC, 1-866-363-5771."
- d. Traveler must provide a copy of their travel orders to hotel desk clerk at check-in.
- e. Hotels will provide scheduled round-trip transportation shuttle service to and from the closest airport, contract hotel, designated TDY site and military installation.

1-11. Administrative Review of Travel Vouchers

- a. After travel is completed and the voucher prepared by the traveler, the local supervisor must review the claim against the approved itinerary/entitlements before it goes to the USPFO. The purpose of the review is not to compute the payment, but to be sure that the claim is complete, reasonable, and consistent with both the mission and authorized reimbursable expenses.
- b. Upon completion of Military or Technician TDY travel, traveler will submit travel voucher to his/her immediate supervisor, as appropriate for the status (military or technician) of the travel.
- c. If a voucher is received in USPFO without claimant and review signatures and date, and/or has administrative errors, voucher will not be processed until corrective action has been obtained.

Chapter 2 Technician Travel

2-1. Policies Concerning Technicians Performing Military Duty

While performing temporary duty away from home station, technicians shall remain in the status in which the temporary duty was begun to the maximum extent possible. Only when deemed absolutely essential will individuals change from technician to military status or vice-versa.

2-2. Technician Temporary Duty Travel (TDY)

- a. Request and Authorization for TDY Travel of DOD Personnel, DD Form 1610, and format orders establish the conditions in writing, when properly authenticated, under which official travel is authorized at government expense.

- b. The policy and conditions under which change of status is authorized is stated below:
- (1) Technicians who are ordered to military duty, placed on TDY and while in a travel status away from home duty station revert to a technician status or vice-versa for continued TDY and return to home will change status at 2400 hours. In this manner, military and technician duty will not be performed on the same calendar day.
 - (2) One reimbursement voucher will be submitted for the periods of TDY performed. The block headed "Travel Order" on the DD Form 1351-2 will reflect all applicable orders.
 - (3) When traveling under two or more orders a separate voucher is not required for each individual order. A separate entry on the IATS DD Form 1588, Travel Card, will be made by the Examination Section to preclude duplicate payments.
- c. Travel and transportation at government expense will be directed only when officially justified and by those means which meet mission requirements consistent with good management practices.
- d. Reduced Travel Rates.
- (1) Limitation on available travel funds will not be a basis for denying reimbursement for official travel or reducing allowances. Rather, individuals will not be allowed to travel if sufficient travel funds are not available to cover the entire cost of travel to include transportation, per diem and miscellaneous reimbursement items as authorized in the JTR.
 - (2) Technicians will not be directed to perform travel at their own expense in connection with official travel.
 - (3) When government quarters are available in connection with attendance at a training course, per diem will be paid in accordance with the JTR.
- e. Per diem is not allowable for TDY when a travel period is twenty-four hours or less during the same calendar day.
- (1) Payment of per diem shall not be allowed for travel performed within the limits of the official station and/or place of abode (home).
 - (2) Payment of per diem shall not be allowed when an employee commutes between the TDY point and official station and/or place of abode (home).
- f. An official duty station, for the purpose of determining permanent duty travel allowances, is the building or work place (base, post or activity) where an employee regularly reports for duty.
- g. Government Quarters Use Required. Technician travelers to a federal installation where adequate government quarters are normally available are required to use those quarters. One or more of the following conditions must exist and be documented before the cost of commercially procured lodging will be paid:
- (1) The installation billeting officer issues a statement of non-availability number for quarters because the quarters were not adequate or no quarters were available.
 - (2) The traveler's orders state use of government quarters would be impractical to use due to special stated requirements of the traveler's mission.
 - (3) A remark is made on the reverse of the travel voucher that use of government quarters was impractical for a stated reason, and the voucher is signed by the order approving official.
- h. Rental Vehicle. Reimbursement for rental vehicle is not authorized unless authorization for such is stated in the travel order.
- i. Registration Fees.
- (1) A reimbursable registration fee as envisioned by the JTR is assessed against conferees to defray necessary administrative expenses associated with appropriately sponsored conference or meeting. These include payment for speakers and use of the facilities, cost of pencils, paper, reproduced materials, miscellaneous supplies, etc.
 - (2) Assessments to defray the costs of refreshments, social events, etc., do not meet the test of necessary administrative expenses and are not reimbursable to individuals from federal funds. All such assessments may be made on a voluntary basis only and should be labeled "conference fees" rather than "registration fees". In either case, these fees are not reimbursable from federal funds.
 - (3) Reimbursement for registration fees is authorized incident to attendance at meetings of private organizations and federal agencies to which an individual is ordered in an official capacity. Such fees must either be authorized in the travel order or approved on the travel voucher. If

approved on the voucher, a statement to that effect must be placed in the "Remarks" block on the back of the voucher and signed by the order-issuing official. Receipts are required for submission with travel vouchers. The travel voucher must contain a statement as to whether or not the registration fee includes charges for luncheons or banquets. If charges for luncheons or banquets are included, the number of meals, dates on which furnished and the specific meals furnished must be indicated on the travel voucher.

2-3. TDY Advance Per Diem

a. KSARNG technicians who are not eligible to use the Government Travel Charge Card program through no fault of their own, are authorized advance payments of travel expenses. It is the policy of the USPFO for Kansas that no advance payment will be authorized for travel of two (2) days or less. Travel advances cannot be drawn from Fort Riley, McConnell AFB or Fort Leavenworth without prior approval of the Examination Section, USPFO for Kansas.

b. Advance per diem requests will be submitted to USPFO utilizing AGKS Form 1351. Normally, the request will be signed by the traveler; however, it may be signed by the supervisor.

c. The traveler's request (AGKS Form 1351) and one (1) copy of orders will be submitted together so as to arrive at the USPFO Examination Section ten (10) working days prior to the beginning date of travel.

d. A settlement voucher, with lodging receipts and other documents, must be submitted (RECEIVED IN THE USPFO EXAMINATION SECTION) to clear the advance within fifteen (15) calendar days after the last day of travel. If a settlement voucher is not received after thirty (30) calendar days, the advance plus a \$15.00 handling fee will be deducted from the individual's pay.

2-4. Permanent Change-of-Station (PCS)

a. Travel, transportation and other applicable allowances will be authorized a technician when it is in the best interest of the government to fill a vacant position by movement of a current employee from one duty station to another.

b. A PCS movement will not be authorized at government expense when it is primarily for the benefit of the technician or at his/her request. If the movement is determined not to be in the interest of the government, the employee will be informed prior to the movement as to his/her responsibility for payment of travel and transportation expenses.

c. Conditions and entitlements pertaining to PCS are contained in the JTR.

d. Employees authorized PCS on DD Form 1614 will be issued an SOP detailing entitlements by the Human Resources Officer (HRO).

e. Request for advance of PCS travel allowances will be submitted to USPFO for Kansas utilizing AGKS Form 1351.

f. The technician's request (AGKS Form 1351) will include a statement as to when the actual travel or move will take place. The Examination Section will not forward the request earlier than ten (10) working days prior to the beginning date of travel or move.

g. A settlement voucher, with lodging receipts and other documents, must be submitted (RECEIVED IN THE USPFO EXAMINATION SECTION) to clear the advance within fifteen (15) calendar days after the last day of travel or move. If a settlement voucher is not received after thirty (30) calendar days, the advance plus a \$15.00 handling fee will be deducted from the individual's pay.

Chapter 3 Military Travel

3-1. Inactive Duty Training (IDT)

Members of the National Guard are ordered to IDT with pay and without pay. The pay status or non-pay status of the Soldier governs the type of travel and transportation allowance entitlement. Soldiers performing IDT with or without pay at the city or town in which their unit is located are not entitled to transportation allowances for travel between their homes and their unit of attendance at scheduled training assemblies (drills) or duty in lieu thereof.

a. Inactive Duty Training With Pay. Soldiers who are entitled to IDT with pay for one or more days and are ordered to travel to a place for duty at other than the locations of their unit are entitled to the temporary duty allowances and miscellaneous reimbursable expenses while away from their unit of assignment. Per diem and travel allowances are payable for the necessary travel time required even though the Soldier may be entitled only to one day of inactive duty training pay. Payment will not be made in the absence of orders issued by the order issuing authority directing such duty.

b. Inactive Duty Training Without Pay. When ordered to IDT on orders that specify "WITHOUT PAY", allowances are payable under the same rules as for IDT in a pay status.

c. Other Inactive Duty Training Travel. Approval for inactive duty travel will be closely controlled and restricted to only mission essential requirements.

d. Funds. Funds required to support IDT travel will be programmed and budgeted on a fiscal year basis by the Program Manager assigned this responsibility by the Program Budget Advisor Committee (PBAC).

3-2. Annual Training (AT)

Planning, approval and performance of AT is prescribed by the State AT Plan.

a. Travel Allowances Between Home and Military Transportation Point.

(1) Soldiers of a unit ordered to annual training that are required to report to a Military Transportation Point or unit headquarters are entitled to travel allowances between home and Military Transportation Point.

(2) Advance party Soldiers and other Soldiers authorized individual travel that are not required to report to the Military Transportation Point are entitled to allowance between their homes and the training duty stations.

(3) Per diem allowances are payable for annual training when government quarters or mess are not available. The per diem allowances are payable at the rates provided for temporary duty in the JFTR, as applicable, when government quarters or mess are not available.

(4) No per diem allowances are payable for AT at a duty station where government quarters and mess are available.

b. Transportation and Travel Expenses. Army National Guard Soldiers who are authorized to travel to an AT site and return where it is determined that government transportation is available and directed in pertinent orders and the Soldier travels by POV; neither mileage nor monetary allowance in lieu of transportation is authorized.

c. Temporary Duty. Soldiers may be ordered to perform duty at a location away from the station where they reported for duty. Per diem allowances are authorized for periods of TDY away from the designated training duty station. Per diem allowances are authorized for the days of departure from and return to the designated training duty station.

d. Authorized Late Reporting or Early Release. Travel and transportation allowances may be authorized when a Soldier is authorized to report after the beginning of the AT period or is released from such training early, except those Soldiers who are granted leave from the training site and rejoin their unit prior to termination of training.

e. Service Charges for Quarters and Charges for Meals.

(1) Officers and enlisted Soldiers who are not entitled to per diem allowances will not be assessed service charges for utilization of government quarters. The cost of services such as laundering of linens provided while billeting these Soldiers are chargeable to Operations and Maintenance, Army National Guard funds available to the state responsible for furnishing logistical support. Enlisted Soldiers not on per diem status will be subsisted without charge. Meal rates for officers and warrant officers will be as prescribed in current regulation.

(2) Personnel who are entitled to per diem will be assessed service charges for utilization of government quarters.

f. Travel Claims. Per diem, travel and transportation allowances, and reimbursable travel expenses will be paid on the current version of DD Form 1351-2 (Travel Voucher or Sub-voucher).

3-3. Duty Other Than Annual Training of Less Than Twenty (20) Weeks

Soldiers of the National Guard are entitled to per diem allowances for Additional Duty for Special Work or Active Duty for Training for less than twenty (20) weeks at the same rates and subject to the same provisions and deductions as are provided for TDY as applicable, including the residual per diem for duty when both quarters and subsistence are available.

a. Travel Allowances To and From Training Duty Stations. Soldiers of the National Guard who are ordered to Additional Duty for Special Work (ADSW) and to Active Duty for Training (ADT) with pay are entitled to travel and transportation allowances to and from places of work or training.

b. Duty Station within Commuting Distance. Per diem allowances are not payable when a Soldier is ordered to Additional Duty for Special Work or Active Duty for Training less than twenty (20) weeks at an installation whether or not government quarters are available when:

(1) The home and the permanent station are both located in the same city or town mailing address.

(2) The Soldier commutes daily between home and the place from which ordered to Additional Duty for Special Work or Active Duty for Training and the duty or training station.

(3) The order issuing authority or the installation commander determines that the home and the permanent station are located within reasonable commuting distance for each other and the nature of the duty involved does not prevent the Soldier from so commuting.

c. Additional Periods of Training. If due to unforeseen circumstances, the period of Additional Duty for Special Work or Active Duty for Training for less than twenty (20) weeks must be extended; the per diem allowance payable will be continued for the entire period including the extension if the extension is less than twenty (20) weeks. When the extension is a period of twenty (20) weeks or more, per diem allowances cease commencing on the date of receipt by the Soldier of the order authorizing the extension of the period of duty.

d. Temporary Change of Station Weight Allowance. Transportation of dependents and shipment of the permanent change of station weight allowance of household goods at government expense for Soldiers of the Army National Guard are not authorized when ordered to training duty for periods of less than twenty (20) weeks. Personal baggage not carried free on the transportation ticket will be included in the temporary change of station weight allowance, which may be transported at government expense.

e. Service Charges.

(1) Quarters. The service charge established by the installation commander for a Soldier occupying government quarters on temporary duty will be the charge assessed a Soldier of the National Guard on Active Duty for Training for less than twenty (20) weeks who occupies government quarters.

(2) Meals. Soldiers of the National Guard on duty for less than twenty (20) weeks and in receipt of per diem will be charged for meals at the rates established in AR 30-1 for meals utilized in a government mess facility for Soldiers in a travel status and receiving per diem.

f. Per Diem. Per diem is not authorized while participating in maneuvers, FTX, simulated war games, training encampments (including IDT or AT) or similar activities where government quarters (including those furnished under field conditions) and meals (including field rations) are provided whether or not they are used.

g. Travel of Less Than Twenty-Four (24) Hours. No per diem is authorized for a round trip performed entirely within a twenty-four (24) hour period.

3-4. Duty of More Than Twenty (20) Weeks

Per diem allowances are not payable for duty period of twenty weeks unless the course is listed as TDY on ATRRS.

a. Travel To and From Training Duty Stations. Soldiers of the National Guard who are ordered to Additional Duty for Special Work and to Active Duty for Training with pay for more than (20) weeks are entitled to travel and transportation allowances to and from places of training.

b. Transportation of Dependents and Shipment of Household Goods. Soldiers of the Army National Guard ordered to Additional Duty for Special Work for a period of twenty (20) weeks or more,

including authorized travel, are entitled to transportation of dependants at government expense and shipment of household goods as prescribed in Chapter 5, JFTR.

c. Charge for Meals. Officer members of the Army National Guard on duty for twenty (20) weeks or more will be charged for meals at the rates established in AR 30-1 for meals utilized in government mess facility. Enlisted members should not be charged for meals.

d. Charges for Quarters. An officer or enlisted Soldier of the Army National Guard on duty for twenty (20) weeks or more and who occupies bachelor officer's quarters or senior enlisted bachelor quarters will be assessed the service charge established for permanent party.

e. Reimbursement for Travel In and Around Duty Stations. Allowances may be authorized a Soldier only when necessary to provide reimbursement for transportation expenses necessarily incurred when directed by his commander to conduct official business within the limits of the duty station and areas adjacent thereto.

f. Temporary Lodging Allowances. A Soldier of the National Guard performing duty for a period of twenty (20) weeks or more at a place outside the continental United States may be entitled to temporary lodging allowances. The allowances are authorized under the same conditions as prescribed in Paragraph U9200, JFTR, when government quarters are not assigned.

3-5. Group Travel

a. Transportation Allowances Not Payable. Where group travel is directed, whether for PCS or TDY, neither mileage nor monetary allowances in lieu of transportation is payable. Soldier will be furnished GTR or will be provided transportation in kind.

b. Per Diem Not Payable. Per diem will not be paid since subsistence and quarters will be furnished while en route. Officers specifically may not be reimbursed for any expense incurred in conjunction with government meals or meals furnished without charge (See AR 30-1). In the event lodging or food is not provided, the cost of purchased meals and quarters (up to legal limits) will be paid in accordance with Paragraph U4145-B, JFTR.

c. Travel Status Defined. Group travel status begins at the time of departure from a permanent duty station or at 0001 hours on the day of departure from a TDY station and terminates at the time of arrival at a permanent duty station or at 2400 hours on the day of arrival at a TDY station.

3-6. Advance Per Diem

a. Soldiers not eligible for a charge card and on duty for less than 140 days and more than two (2) days, will be considered TDY and will be authorized to claim an advance based upon 100% of expected per diem and 80% of expected lodging per diem. Those personnel on duty for more than 140 days will not be entitled to per diem, they will be considered PCS. Advances can be obtained based upon movement of household goods or mileage. Information may be obtained from the transportation office at any Army installation.

b. Soldiers requesting a TDY advance will submit their approved travel order or DD Form 1610 and one copy of the AGKS Form 1351 to the Exam Section of the USPFO for Kansas, so as to arrive NLT ten (10) working days prior to the start of duty.

c. Under no circumstances, will request for advance per diem be submitted directly to Ft. Riley, Ft. Leavenworth, or McConnell AFB.

d. Settlement of travel advances will be accomplished by the traveler's home station. The same requirements and time limitations apply as stated in Paragraph 2-3 of this SOP.

e. Request for Advance of Permanent Change-of-Station Travel Allowances will be submitted to USPFO for Kansas utilizing AGKS Form 1351. The Soldier's request (AGKS Form 1351) will include a statement as to when the actual travel or move will take place. The Exam Section will not forward the request for payment prior to ten (10) working days prior to the beginning date of travel or move.

f. A settlement voucher, with lodging receipts and other documents, must be submitted to clear any advance within 15 calendar days after the last day of travel or move. If a settlement voucher is not received after thirty (30) calendar days, the advance, a \$15.00 handling fee, and interest will be deducted from the Soldier's pay.

3-7. AGRs to Military Assignment

a. When a reserve component Soldier is initially called to active duty to serve in an AGR status, the Soldier will travel to the duty station under the PCS rules. This now becomes the Permanent Duty Station (PDS). The Soldier is not entitled to per diem at the PDS.

b. Anytime the Soldier travels away from the PDS, for official purposes, they are TDY which could require an order and may invoke entitlements under JFTR.

c. Where the AGR Soldier is assigned militarily is immaterial. It is based upon the PDS. AGRs are always in active duty status, can only have one PDS and official travel away from PDS is considered TDY as coordinated with DFAS Travel Policy.

Chapter 4**Adequacy for Quarters****4-1. Standards of Adequacy**

a. Scope. The minimum standards do not apply to duty under field conditions. The installation commander of a given facility will be the final authority in determining whether quarters meet the prescribed standards of adequacy. Military necessity is not a factor in this determination.

b. Army National Guard Installations. The student quarters especially designed and constructed to conform to the particular needs of the Professional Education Center (PEC) Training Center are deemed adequate for the occupancy of all students, instructors, and attendees regardless of rank or grade and, as such, will be utilized with the per diem rates prescribed in, JTR, paragraph C 4552.

4-2. Military Necessity

Regardless of standards of adequacy or occupancy, military necessity shall be the overriding consideration in determining occupancy requirements when in the judgment of the responsible commander the billeting of an individual in a government (Federal/State) owned or controlled facility is required for mission accomplishment, contingency operations, training or maintenance of disciplined force.

4-3. Utilization and Assignment

a. Military Status.

(1) Utilization. Army National Guard Soldiers will utilize available adequate quarters based on the standards of adequacy applicable at the installation where duty is performed.

(2) Assignment. Army National Guard Soldiers are entitled to be assigned to quarters commensurate with their military grade under the applicable policy of the installation where duty is performed.

b. Technician Status.

(1) Utilization. Army National Guard employees in a technician status will be expected to utilize available adequate quarters based on the standards of adequacy applicable at the installation where duty is performed.

(2) Assignment. The very nature of the Technician Program and the unique role of the technician are derived from military structure mission, operations and training. Because of this military role and the subsequent relationship that it engenders with the active forces, it is essential that National Guard personnel in technician status also be assigned to quarters commensurate with their appropriate grade under the applicable policy of the installation where duty is performed. Exceptions are training courses at certain locations that require technicians attend in civilian status that includes quarters and civilian attire. The orders will indicate the specific requirements in effect for each period of special training.

4-4. Statement of Non-Availability of Quarters and/or Mess

a. Statements of non-availability numbers for quarters for temporary duty shall not be issued to personnel where adequate housing is reasonably available.

b. Travelers will be authorized reimbursement for private quarters when:

(1) The order issuing authority (either before or after travel) issues a statement that the use of government quarters at the TDY station would "ADVERSELY AFFECT THE PERFORMANCE OF THE ASSIGNED MISSION."

(2) The commanding officer (or his designated representative responsible for government quarters at the TDY point) furnishes a statement to the effect that "THE USE OF GOVERNMENT QUARTERS WAS IMPRACTICAL" or that "ADEQUATE QUARTERS WERE NOT AVAILABLE."

(3) If one of the above statements is not furnished or the non-availability of adequate quarters cannot be ascertained by reference to a publication issued by the service concerned, it will be assumed that adequate government quarters were available on any day for which the employee does not submit an appropriate statement.

(4) The employee can make a statement as to the use, as distinguished from the availability, of government quarters for the following:

- (a) All periods of TDY enroute.
- (b) Any period of TDY of less than twenty-four (24) hours.
- (c) The entire period of TDY if not a military installation.

c. Statement of non-availability of quarters and/or mess will be required in ALL cases where the duty is performed by personnel at a location where quarters are normally available. A statement on the orders that quarters are not available is not acceptable.

4-5. Service Charges for Quarters

a. Personnel on orders who are not entitled to per diem allowance will not be assessed service charges for occupancy of government quarters.

b. Personnel on orders who are entitled to per diem may be assessed service charges for the utilization of government quarters. Reimbursement for this charge will be claimed on the travel voucher if shown as a charge separated from the room rate.

c. Personnel not on orders are not entitled to per diem and are not reimbursed for payment for occupancy of government quarters.

4-6. Clarification of "Military Installation" When Performing Technician TDY

This means the installation must be owned and operated by the United States government, thereby exempting state owned/operated installations or armories. The place at which the TDY is actually performed will be the governing factor. For example, if on TDY to the Pentagon, use of government quarters is not required even though military installations are in the near vicinity. On the other hand, for TDY to Fort Meyer or Fort Belvoir, quarters would be utilized or a Statement of Non-Availability secured.

4-7. Duty In Salina, KS

a. Any Soldier or technician performing duty in Salina, KS and required to stay overnight will obtain a Statement of Non-Availability from Nickell Hall Billeting before they will be reimbursed for commercial lodging and/or meals.

b. Duty in Salina, KS includes duty to National Guard Armories, Aviation Support Facility, Kansas Training Center (KSTC), Regional Training Site-Maintenance (RTSM) and Nickell Hall.

4-8. Contract Lodging

a. Request Procedures. All initial requests for contract lodging will be referred to the USPFO for Kansas, ATTN: KS-ARL, either by letter or telephone. Information required at this time is:

- (1) Starting dates of lodging.
- (2) Number of nights required.
- (3) Number of personnel.

At this time, it will be determined whether funds are available to support the request. Requester will be notified as to the approval/disapproval.

b. Approval. If the lodging is approved, the following will be forwarded to the Procurement Division before the actual room reservation will be made.

- (1) DA Form 3953 (Purchase Request and Commitment) is not required for each individual.

- (2) Typed room list.
- (3) One copy of approved orders for each individual (i.e., Format Orders, DD Form 1610). Order must state that "CONTRACT LODGING IS BEING UTILIZED."

Chapter 5

Miscellaneous Reimbursable Expenses

5-1. Reimbursement Allowed for Miscellaneous Expenses

Reimbursement will be allowed for necessary miscellaneous expenses incurred by a traveler in connection with transaction of official business. Some of the more common expenses are listed below. Other allowable expenses can be found in Part F, Chapter 4, JFTR (Military) and Part F, Chapter 1, JTR (Technician).

- a. Cost of airport limousine service, taxi, bus, subway, or other public carrier service.
- b. Registration fees properly authenticated and approved.
- c. Cost of travelers' checks or Government Travel Card ATM fees (provided the total value is not more than the estimated reimbursement for the ordered travel).
- d. Rental of car at the TDY station when authorized by orders.
 - (1) When selecting commercially rented vehicles, travelers will select the lowest cost rental service that meets mission requirements.
 - (2) The cost of buying extra collision insurance (i.e. Collision Damage Waiver Adjustment) to provide full coverage collision insurance when renting an automobile in the United States, Puerto Rico and the territories and possessions of the United States, is prohibited when the purchase of such insurance is optional and when the fee for such insurance is not included in the rental fee.
 - (3) When renting an automobile, the traveler will act in a prudent manner by filling the tank prior to turn-in at a lower cost, rather than allowing the rental car company to refill at a higher price upon turn-in.
- e. Transportation between place of lodging and place of business, and place of business/lodging and place where meals are procured. In and Around Mileage when authorized on the order.
- f. Hotel and airport parking fees.
- g. Telephone and internet fees when authorized on the order.

5-2. Receipt to Support Claims

A receipt to support claim for a reimbursable item in excess of \$75.00 must be obtained when practical. Failure to furnish receipts must be fully explained on the reimbursement voucher or attached. Any reimbursable item in excess of \$75.00 will be denied in its entirety when the reimbursement voucher is not supported by a receipt or statement as to why a receipt was not furnished. Receipts for lodging, rental cars, airfares and registration fees are required regardless of the amount.

**Appendix A
Glossary of Terms**

ACTIVE DUTY – As used in this regulation, the term includes active duty training, active duty for training, duty on the active list, full time training duty, annual training duty and attendance while in active service at a school designated as a service school by the secretary concerned, full time training and other full time duty. It does not mean extended active duty.

ACTUAL PLACE OF RESIDENCE – The fixed or permanent domicile of a person that can be reasonably justified as a bona fide place of actual residence.

BAGGAGE – Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at a point of assignment. Material belonging to the government may be included.

DEDUCTIBLE MEALS – Meals furnished at no cost to the traveler (consumed or not) incident to an official assignment by any source, including a government mess. Meals furnished on a commercial aircraft or by private individuals are not considered deductible meals.

EFFECTIVE DATE OF PERMANENT CHANGE-OF-STATION ORDERS – The date an employee is required to commence travel to comply with orders. In determining the effective date, authorized leave and/or temporary duty enroute required by the orders are excluded.

EXTENDED ACTIVE DUTY – Active duty performed by a member of a Reserve component when strength accountability passes from the Reserve component to the active military establishment.

GOVERNMENT QUARTERS – Sleeping accommodations in a facility (other than a mode of transportation) operated under United States Government control or supervision; or furnished by a foreign government under agreement or on a complementary basis in behalf of the United States; or furnished by a government contractor under the terms of a contract or on a complementary basis.

GOVERNMENT QUARTERS AND MESS – Facilities owned by the government and/or State operated camps which are available for use by the traveler with or without charge.

GROUP TRAVEL – Three or more persons departing from the same place at the same time for the same destination.

ITINERARY, VARIATION IN – A change in routing of travel or points of temporary duty in connection with official business justified by the nature and requirements of a mission and not for the sole convenience of the traveler.

MILEAGE ALLOWANCE – A rate per mile in lieu of actual expenses of operation of a privately owned conveyance.

MILITARY PERSONNEL – Title 10 and 32 personnel on full time active duty comprise Recruiters and AGR personnel. These personnel will, in all cases, be under the provisions of this manual applicable to Military Travel.

MONETARY ALLOWANCE IN LIEU OF TRANSPORTATION (MALT) – An allowance to cover the cost of travel performed at personal expense or when transportation in-kind is not furnished. Based on the number of miles between the TDY point and the point where the traveler entered duty, multiplied by the current mileage rate.

NON-GOVERNMENT QUARTERS AND MEALS – Meals and quarters furnished (with or without charge) by other than Federal Government agencies on a contract basis or agreement between the Federal Government and the supplying agency. Meals and quarters procured from local sources and paid for entirely by the individual are not considered non-government meals and quarters for the purpose of this regulation.

OFFICIAL DISTANCE – The distance via the shortest usually traveled route from the office or home from which travel started to the point at which travel ends, computed by use of Defense Table of Official Distances (DTOD).

OPEN MESS MEALS – Meals purchased at a PX, Officer's Club, NCO Club, etc., located on a military facility. These meals are considered commercial meals and are reimbursable.

PER DIEM ALLOWANCE – An allowance designed to cover meals, lodging and certain other incidental expenses incurred while performing official travel.

PERMANENT DUTY STATION – For the purpose of determining permanent duty travel allowances, a permanent duty station is the building or other place (activity, base, or post) where an employee regularly reports for duty.

REIMBURSABLE EXPENSES – Expenses that are not considered part of the normal per diem allowance and for which reimbursement in addition to per diem may be claimed.

SPECIAL CONVEYANCE – Any method of transportation other than common carrier, government furnished or privately owned which requires specific authorization or approval of the use thereof (generally includes conveyances obtained through commercial rental for less than 30 days).

SUBSISTANCE EXPENSES – When actual expense subsistence expense reimbursement is involved, items of subsistence expenses are the same as those included under the Per Diem Allowance.

TECHNICIANS – The Kansas army National Guard technicians are comprised of people employed under the provisions of 32 USC 709 in excepted and competitive status to perform administration, training, supply, maintenance and repair of supplies issued to the National Guard. Technicians employed under this provision are employees of the Department of the Army. All provisions of this SOP applicable to Civilian Travel will govern status.

TEMPORARY DUTY STATION – The location of an activity, area or place of duty to which an employee is assigned temporarily in connection with government business and from which he will proceed or return to his permanent duty station.

TEMPORARY DUTY TRAVEL – Travel to one or more places away from a permanent duty station to perform duties for a temporary period of time and upon completion of assignment return or proceed to permanent duty station.

TRAVEL AND TRANSPORTATION ALLOWANCES – Include mileage allowance, monetary allowance in-lieu-of transportation (MALT) and per diem allowance.

TRAVEL, OFFICIAL – Authorized travel and assignment solely in connection with business of the government. Official travel may be performed within or in the vicinity of a permanent duty station; to or from place of actual residence; to, from or between permanent duty stations; and to, from, at and between places of temporary duty assignment.

TRAVEL REQUEST – A written request for travel authorization to provide the basis for issuing a travel order. A travel request will include information regarding personnel, mission, pertinent dates of assignment period, mode(s) of transportation, allowances, limitations, special approval or instructions, justifications if necessary, and funding and accounting citation.

TRAVEL STATUS – The elapsed period of time from the beginning to the ending of official travel in compliance with the authority in the travel order. This includes incidental waiting time enroute for transportation beyond the control of the traveler.

TRAVEL STATUS – The performance of travel away from the permanent duty station on official business; for periods of temporary duty; and for necessary delays incident to the proper mode of transportation.

TRAVEL TIME – The time required to perform official travel between duty stations. Normally the time it takes to cover the same distance by common carrier (i.e., commercial air).

Appendix B
Travel Allowance Rates

1. Updated Information Availability. The most current per diem rates, lodging rates and availability information can be found on the World Wide Web. Access can be made through Kansas Knowledge On-line (AKO) or directly at the official home pages of the agencies responsible for the information.

a. Current CONUS AND OCONUS per diem rates are available through the Per Diem, Travel and Transportation Allowance Committee homepage at <http://www.dtic.mil/perdiem/>.

b. Current Lodging Success Program information and reservation access is available through the Moral Welfare and Recreation web site at <http://www.armymwr.com/portal/travel/lodging/>.

2. Travel Reimbursement.

a. Transportation allowances are reimbursed as directed in the travel order. The most current mileage rates when on orders as more advantageous to the government are found on the Per Diem, Travel and Transportation Allowance Committee homepage, <http://www.dtic.mil/perdiem/>.

b. A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, temporary duty (TDY) or temporary addition duty (TAD) away from the member's permanent duty station (PDS). A per diem allowance is payable for whole days, except for the day of departure for and the day of return to the PDS, in which case a per diem will be computed at 75% of daily rate.

c. Reimbursable expenses for Technicians are per the JTR. Reimbursable expenses for military travelers are per the JFTR

**Appendix C
References**

DFAS-IN Regulation 37-1, Chapter 10.
Joint Federal Travel Regulation, (JFTR).
Joint Travel Regulation, (JTR).
DODFMR