



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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TOPEKA, KS 66611-1287

11 May 2010

MEMORANDUM FOR FULL-TIME FEDERAL EMPLOYEES OF THE KSARNG

FROM: NGKS-HRZ
2800 SW Topeka Boulevard
Topeka, Kansas 66611-1287

SUBJECT: Addendum to HRO Policy #18 change 1, Full-time Federal Employee Temporary Duty (TDY) Travel Policy

References: (a) HRO Policy #18 w/c 1, 9 April 2009
(b) KS DTS Business Rules, 20 March 2008
(c) Appendix O TDY Travel Allowances (JFTR/JTR) 1 Apr 10

1. Clarification:

a. The 1st or 2nd reviewer is responsible to determine the necessity of a trip as mission essential and in the government's interest.

b. Traveler must sign the DTS authorization before the start of travel. If the DTS authorization is not signed prior to the start of travel, the traveler must submit a memorandum through their Directorate or Battalion/ Brigade Administrative Officer, explaining why they traveled without an approved authorization. The Directorate or Battalion/ Brigade Administrative Officer must initial the memorandum. The memorandum must be scanned into the substantiating records prior to the Program Manager (PM) approving it.

c. AGR and Technician mission travel should be to the PM three working days prior to in-state travel. For Out of State mission travel it should be to the PM 10 working days prior to travel. AGR Schools and Technician Training must be to the PM 30 days prior to the start date of the school or training.

d. The Trip Description block must be detailed and clear enough that an auditor, etc. will understand the Trip Description 6.3 years from date of travel. Do not use acronyms in Trip Description block.

e. Mandatory entries in the Trip Description block are:

- (1) Type of travel, i.e. AGR Travel, AGR School, Technician Travel, Technician Training
- (2) Traveler contact phone number with area code

(3) Purpose of travel (e.g. Demobilization of what Unit... or inspecting supply room of what unit)

f. Each overnight stop that requires lodging must be entered in DTS

g. Overlapping orders. To correct this, go to Expenses/ Per-Diem Entitlements click the edit on the last day of the first order and go down and find "In Place". Press the radio button, and Click save. In the Pre Audit you will need to type "Revert to???" order". Then on the first day of the last order you will need to go down and find "In Place". Press the radio button, and Click save. In the Pre Audit you will need to type "Revert from???" order"

h. Mode of transportation **MUST** be indicated on every Authorization Request.

(1) *Government Auto* must be selected when using Government Transportation. This is under the Expenses-Non Mileage section.

(2) *Passenger (No Claim)* must be selected when riding with another traveler. This is under the Expenses-Non Mileage section.

(3) *Commercial Auto-TDY/TAD* must be selected when renting a vehicle. This is under the Expenses-Non Mileage section.

(4) Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD must be selected when **requesting** to use your privately owned vehicle (POV). This is under the Expenses-Mileage section

(5) Pvt Auto-Terminal must be selected when traveling to pick up Rental Car, or to the Government Transportation point, e.g. (GSA, NTV, Air, and Rail).

(a) POV mileage is authorized from HOR to Government Transportation point if:

(1) Government Transportation point is not the same as your Permanent Duty Station (PDS) (AGR) or Duty Station (Technician) AND,

(2) Overnight lodging is required at TDY Site,

(b) POV mileage is authorized from HOR or PDS/Duty Station to rental car pick up point whichever is shorter.

(c) Constructive Travel Worksheet (CTW) is never needed when Pvt Auto-Terminal is selected.

i. Government Transportation (GSA, NTV) should be primary mode of transportation for in-state travel. An AGO Form 2400 needs to be e-mailed to the GSA Fleet Manager gary.sandell@us.army.mil to request use of an SMM Motor Pool GSA Asset located at the Topeka, KS.

(1) If a GSA or NTV is not available, an AGO Form 2400 stamped “No Assets Available” or an e-mail, from either the GSA Fleet Manager or a SMM Representative, must be uploaded into substantiating records prior to PM approving.

(2) Units, Commands or Directorates that have GSA or NTV Assets assigned will provide an e-mail from the GSA Point of Contact or Command to the traveler (No Assets Available). Traveler will upload into substantiating records prior to PM approving.

j. In all circumstances other than Pvt Auto-Terminal, a KS-CTW is *mandatory* for travelers requesting POV instead of Government transportation or Rental Car. Traveler must demonstrate POV is more advantageous to the government.

(1) If a major national rental car agency GOV Rental Car Rate is not located within city limits of your departure point [HOR, PDS or Duty Station] and GSA is not available (see i., 1-2) a KS-CTW is not mandatory. Within the Pre-Audit checks the traveler must indicate No Rental Agency is available at departure point.

(2) 120 Mile rule initiated in Policy Letter 18 is rescinded upon publication of this addendum.

k. If traveler calls CTO to book a GSA contract flight directly, the cost is to be entered in the *Travel/Other Transportation* page. The CTO fee must be manually entered in the *Expenses/Non-Mileage* page.

l. If a rental vehicle is needed at TDY location, justification is to be annotated in *Comments to the Approving Official* section.

m. Terminal parking is limited to \$13.00 a day.

n. If the traveler is going TDY to a US installation, (e.g. Salina, PEC) the traveler is required to check the availability of Government Quarters. Non- Availability must be documented. Traveler should use available government quarters. However, if lodging is available and traveler utilizes civilian lodging, the traveler will be reimbursed at the cost of the government quarters. (e.g. Salina,\$30.00 PEC \$0.00 Camp Dodge \$16.00)

o. Statement of non-availability numbers are to be annotated on lodging receipt.

p. If lodging rate exceeded authorized per-diem the traveler will pay for the difference or will need to initiate a memorandum through their Supervisor. The memorandum must state why the Government rate was not utilized. Supervisor must sign the memorandum. The memorandum is to be uploaded into the substantiating records.

q. Actual lodging expense radio button must be selected in the Per Diem Entitlements/Other Per Diem Entitlements section. Actual Lodging must be authorized in advance of TDY

r. Within the Pre-Audit checks, the traveler must explain precise detail any flags in the Justification to Approving Official section.

s. Source documents. A source document is used to justify the trip necessity, registration fees, and meals/lodging provided to the traveler. The source document can be in the form of an email or a Letter of Instruction (LOI) for conferences, schools, training, etc. The source document will be uploaded in the substantiated records at the time the authorization is created.

t. Registration fees. The receipt must be itemized showing what costs the registration fees cover. Either the receipt or the authorization/order itself must address whether or not the registration fee includes any lodging or meals.

u. AGR Medical Appointment: Authorization must be requested through DTS. Correct trip information is mandatory in the Trip Description block. The LOA for AGR medical travel is (FY) JB 802(E) Enlisted 2 or (0) Officer 2.

v. AGR travel related to: MOB related functions such as SRP, Pre MOB training, White Cell, De-Mob or AT events such as AT recons, Advance party, AT support and MOS producing or NCOES/OES School must be routed through G3. Use proper Line of Accounting (LOA) or leave blank if you do not have knowledge of G3's LOAs.

x. Leaving the LOA blank is ok. If you change the default LOA, justification is needed in *the Comments to the Approving Official* section. If there is no justification it will be returned.

3. Points of contact for questions or concerns regarding travel policies and procedures are MSG Lyle Babcock at lyle.babcock@us.army.mil, 785-274-1941, or Mrs. Dottie Clark at dottie.clark@us.army.mil, 785-274-1185.



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