



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
JOINT FORCES HEADQUARTERS KANSAS
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9 April 2009

JFHQKS-J1/HRO

MEMORANDUM FOR Full-time Federal Employees of the KSARNG

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

1. References:

- a. Department of Defense (DoD) Instruction 4500.9-R
- b. DoD Financial Management Regulation (FMR) 7000.14-R
- c. Joint Federal Travel Regulation (JFTR) Appendix O

2. The prudent management of TDY funds is essential and requires a commitment from all members. Everyone involved in the TDY request, approval, authentication, reimbursement and paying process must be prepared to explain the reasonableness of all actions related to the expenditure of limited travel funds.

3. General Guidelines:

- a. Evaluate the reasonableness of the travel request based on the stated purpose and other available information.
- b. Ensure request for travel authorizations are input into DTS in sufficient time to allow for approval at all levels.
- c. If the traveler is TDY to a military installation (regardless of the installation military service affiliation), indicate the installation as the TDY location on the orders, not the city in which it is located. The use of government quarters is required unless a statement of non-availability is secured from the installation. Reimbursement will be limited to billeting costs unless the non-availability statement is submitted with the travel voucher.
- d. Consider travel alternatives (e.g. correspondence, telephone, video teleconferences, etc.) prior to requesting travel authorization.
- e. Consolidate trips when possible and prudent.
- f. Minimize the number of travelers and days required to accomplish the mission.
- g. The Government Travel Card is the means to obtain cash advances. Use the card to charge approved expenses whenever possible. All full-time employees who are not exempt are required to have the Government Travel Card.

- h. Exercise the same care in incurring expenses that a prudent person would if traveling on personal business with a limited budget.
 - i. Ensure that only those expenses covered by the per diem rates and outlined in the specific language of the order are incurred during the official travel.
 - j. Complete a voucher on DTS with supporting expense documentation (i.e. lodging, rental car receipts) within five days of completion of travel.
4. Federal Technician Training Travel: the training must be tied directly to the duties of the technician position.
5. AGR Guidelines:
- a. POV will not be authorized for IDT travel. Exceptions may be granted when a memorandum of justification signed by the unit commander accompanies the DTS request. When units are under field conditions, no lodging and meals will be authorized.
 - b. AGR Soldiers under a command leadership waiver, who must travel in excess of 50 miles from their Primary Duty Station (PDS) to attend drill, are authorized TDY.
6. Mode of Travel Guidelines:
- a. GSA Vehicles must be used whenever possible.
 - i. Use of a Privately Owned Vehicle (POV) for government travel can not be directed.
 - ii. Constructive Travel Worksheets (CTW) are mandatory for travelers requesting POV instead of commercial air and/ or rental vehicle outside the state of Kansas (This includes travel to and from PEC).
 - iii. Rental vehicles will be used in lieu of POV for Soldiers traveling a total distance greater than 120 miles *INSIDE* the State of Kansas and departing from the following areas: Kansas City, Leavenworth, Topeka, Salina, and Wichita. Traveler must complete a Constructive Travel Worksheet (CTW) if requesting POV instead of rental vehicle. NOTE: Request for in state rental vehicles are done outside DTS through a local Car Rental agency.
 - iv. POV use may be permitted when it is clearly demonstrated through a CTW that it is advantageous to the Government.
 - v. A POV or rental car usage request submitted after issuance of travel orders are subject to review and may not be automatically or retroactively approved, delaying payment to the traveler.
 - vi. In and Around Mileage: Pre-approval for In-and-Around mileage is mandatory. Requests for In-and-Around mileage are subject to the following limitation: \$20/day. Requests submitted after travel has occurred will be disapproved.
 - vii. Parking at KCI: Garage parking (\$18.00 daily) is not authorized but will be reimbursed at the Circle parking if a traveler elects to utilize it. Authorized parking at KCI is limited to Circle parking, (\$12.00 daily) Economy parking (\$5.50 daily), and

local vendors such as The Spot, Thrifty, Parking Plaza @ KCI. Local vendor charges are limited to \$13.00 daily; no additional service will be paid for i.e. (car wash, vacuum, or oils change.) Long Term parking over two weeks must be approved by the Program manager prior to travel. Alternate mode of transportation could include commercial shuttle service or two POV round trips.

viii. POC Use-Gov Vehicle Avail will not be Authorized

- b. Commercial Air: All Travelers are required to use DTS or Carlson Wagonlit Travel to book airfare. For travelers without a GTC contact Carlson Wagonlit Travel at Voice: 866-832-8692 Fax: 866-785-9828 for additional instructions.
7. To ensure effective and efficient use of travel funds, senior leaders, supervisors and travel process officials will:
- a. Ensure the need for a rental car during a TDY and must consider such factors as: the need for local travel at the TDY location; mess availability; availability of public or government transportation; cost of taxi service; and number of travelers. The cost, number and size of rental vehicles will conform to the minimum needs of travelers.
 - b. Directorates and AO's will review and approve all TDY requests submitted by subordinates. Authority may be delegated where appropriate.
8. Each traveler must comply with the provisions and intent of this memorandum.
9. Points of contact for questions or concerns regarding travel policies and procedures are 1LT Kendrea Shingleton at 785-274-1182 or kendrea.shingleton@us.army.mil, MSG Lyle Babcock at 785-274-1941 or lyle.babcock@us.army.mil, or Ms. Dottie Clark at dottie.clark@us.army.mil at 785-274-1185.


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