



Defense Travel Management Office



Joint Federal Travel Regulations (JTFR) & Joint Travel Regulation (JTR) 201 – Travel Intermediate

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Agenda

- Authorizations/Orders
- Transportation Arrangements
- Fly America
- Lodging for Official Travel
- Resources



Caveats

- Material included in this brief is current *BUT* is subject to change
- *Do NOT* use this brief as the basis of any decision; consult the appropriate reference in the Joint Travel Regulations (JTR) or Joint Federal Travel Regulations (JTFR) for the most current information
- DTMO website: <http://www.defensetravel.dod.mil/perdiem>



Orders

- Write it simply and COMPLETELY so ALL users can understand what's intended
 - REMEMBER – If an order conflicts with regulations, the regulations AND NOT THE ORDER are correct
- 'Variation Authorized' - VERY powerful
 - NOT used in place of good planning
 - Example of a 'correct' use?



Orders (continued)

- DoD civilian employee orders (actual DD Forms 1610) prepared IAW JTR, Appendix I
 - Uniformed personnel – Each Service has order preparation regulations
 - Some guidance in JFTR (that should be referenced from Service regulations)
- Invitational Travel Authorization (ITA)
 - Used for **non-government** personnel who ‘participate’ in DoD activities
 - NOT used for contractors in execution of contracts
 - JTR/JFTR, Appendix E



Orders (continued)

- Invitational Travel Order (ITO)
 - Form used for what is called “Foreign Military Sales” and the transportation of foreign military personnel using (ultimately) the host country’s funds
 - DoD 5105.38-M “Security Assistance Management Manual” contains information especially in Chapter 10
 - DD Form 2285 and a separate format are used
 - Form can be found at:
<http://www.dtic.mil/whs/directives/infomgt/forms/ddforms2000-2499.htm>



Transportation Arrangements

- **MANDATORY** to make all *official* transportation arrangements through available **Commercial Travel Office (CTO)/Travel Management Center (TMC)**
 - What is the DoD air transportation ‘standard’?
 - Is it **EVER** acceptable for travelers to make their own official travel transportation arrangements?
 - Can ‘restricted’ airfares be used?
 - Where are the rules for ‘city-pair’ airfares?
 - What about excess baggage?
- What about lodgings?
 - Can on-line booking ‘engines’ be used?
- What are incidental expenses vs. reimbursable expenses?



Fly America

- Only the following government agencies have ***SPECIFIC LEGISLATIVE AUTHORITY*** in statute law (title 49, U.S. Code, Section 40118(d) - 49 USC § 40118(d)) to use foreign flag airlines between foreign countries even if a U.S.-certificated air carrier is available:
 - State Department
 - US Information Agency
 - US International Cooperation Agency
 - USAID
 - Arms Control & Disarmament Agency
- Covers employees of these agencies, their dependents, and baggage
- This does *NOT* apply (EVER) to DoD civilian travelers or Uniformed Personnel
 - See JFTR, par. U3125-C; JTR, par. C2204-C



Lodgings for Official Travel

- Each traveler is eligible for the TDY locality per diem lodging ceiling
 - ‘Requiring’ travelers to share rooms saves little/nothing
 - Civilian travelers **CANNOT** be required to share a room
- Civilian employees **CANNOT** be told where to stay (as in what commercial lodgings they must use)
 - **CANNOT** be required to use available government quarters
- TDY location determines per diem rate; no (with a rare exception)





Summary

- A traveler's greatest need is *CORRECT AND TIMELY INFORMATION!*
- Travelers should be informed by knowledgeable personnel using JFTR, or JTR/FTR/DSSR, and Service implementing regulations
 - JFTR - statutory regulation for uniformed services
 - JTR - implements FTR (& DSSR, in part) for DOD civilian travelers





Summary

- Read *APPENDIX A* in JFTR and JTR
- Refer contractor questions to a Contracting Officer's Representative (COR) and Federal Acquisition Regulation (FAR)
- Use Service Military Advisory Panel (MAP) and Civilian Advisory Panel (CAP) members as resources via your chains of command
 - Phone numbers on the website





Resources

- Website: <http://www.defensetravel.dod.mil/perdiem>
 - Get e-mail notification of significant changes
 - Links to other sites
 - Frequently Asked Questions on ‘business travel’/TDY and ‘relocation’/PCS subjects
 - Current world-wide per diem rates (including for U.S. installations)
 - Mail subscriptions (see “Mailing List’ on PDTATAC home page)
- Service points of contact (Uniformed and DOD civilian): <http://www.defensetravel.dod.mil/perdiem/phdir.html>





Subscriber E-mails

Subscriber (to PDTATAC 'Mailing List'),

The following information was published for 01 January 2010:

- OCONUS/Foreign Per Diem Rates updated
- Travel Regulations JFTR & JTR updated for January 2010
- Basic Allowance for Housing (BAH) updated for CY 2010
- Dislocation Allowance (DLA) updated for CY 2010
- CONUS Cost-Of-Living Allowances updated for CY 2010
- Overseas Cost-Of-Living & Housing Allowances updated for 01 January 2010

To access the updated information, go to

<http://www.defensetravel.dod.mil/perdiem/perdiemrates.html>