

INFORMATION PAPER

SUBJECT: Travel Rules for Personnel Traveling on Temporary Duty (TDY) Orders

1. Purpose. To explain some common rules for personnel while traveling on temporary duty (TDY) orders.
2. References:
 - a. Joint Federal Travel Regulations (JFTR) / Joint Travel Regulations (JTR)
 - b. DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles, 16 Mar 07
 - c. Army Directive 2007-01 (Travel by Department of the Army Officials), 25 Jan 07
 - d. AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 12 Jun 14
3. General Rule. A traveler must exercise prudence in travel. See JFTR U2000/JTR C2000.
4. Orders. Travel orders must contain a statement certifying that the TDY objective cannot be accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means. See JFTR U4000/JTR C4000.
5. Parking. A traveler should consider, without disrupting the mission, use of the least expensive parking when privately owned conveyance (POC) is authorized at the transportation or at other facilities (i.e. self-parking over valet parking, long-term parking over short-term parking). See JFTR U2000, paragraph a/JTR C2000, paragraph a.
6. Taxi. A traveler should consider, without disrupting the mission, use of the least expensive public transportation in and around the TDY site (i.e. subway/bus) in lieu of a taxi. When practical, travelers should share special conveyances (e.g. rental cars or taxis) with other official travelers. See JFTR U2000/JTR C2000.
7. Rental Car.
 - a. Authorized Uses. A traveler should use the least expensive authorized/approved rental vehicle necessary to accomplish the mission. When visiting cities with well-established public transportation systems (e.g. Washington, D.C.) a rental car is not necessary and therefore not a reasonable expense, unless there is a compelling mission-related need to rent a car.
 - b. Prohibited Uses. Travelers may only use rental vehicles for official purposes; i.e. travel to and from airports, duty sites, lodgings, restaurants, drugstores, or places of worship. See JFTR U3400/JTR C3400. Also, a rental vehicle may only be used if a government vehicle is unavailable or the available government vehicle would interfere with official business. See JFTR U3400, paragraph b/JTR C3400, paragraph b.
8. City Pair Program (CPP).
 - a. DOD personnel traveling on official government business must use the contracted CPP service. There are exceptions; e.g., there is no space on the scheduled contract flight available in time to accomplish the travel purpose, or rail service is available that is more

cost efficient and consistent with mission requirements. See Army Directive 2007-01, section 3a; JFTR/JTR Appendix P.

b. The least expensive, unrestricted economy/coach accommodation is the standard for all passenger transportation modes. See JFTR U3005, paragraph a; JTR C3005.

c. Travelers must select the most suitable and cost efficient airport that will support the mission. See JFTR U2155, paragraphs a-b/JTR C2155, paragraphs a-b.

9. Taking Leave/Pass. Travelers may combine official travel with leave/pass and personal travel. See JFTR U1100, paragraph d/JTR C1100, paragraph d. However, the traveler should include a copy of the leave/pass with his or her travel voucher. Transportation reimbursement is only authorized for the cost of official travel between duty stations. All other expenses are the responsibility of the traveler. A traveler is not entitled to per diem while on leave or pass. See JFTR U1100, paragraph d/JTR C1100, paragraph d. Also, contracted CPP fares cannot be used for personal travel to locations other than official destinations. See JFTR U1100, paragraph d/JTR C1100, paragraph d. For example, if the TDY location is Los Angeles and the traveler intends to spend a weekend in San Francisco, the traveler must make his or her own travel arrangements for San Francisco with his or her personal credit card. The traveler is entitled to reimbursement only for the cost of the flight from his or her primary duty location to the TDY location and back.

10. Common Travel Issues, Tips, and Misconceptions.

a. Saving Expenses. Travelers should use the least expensive transportation mode to and from a transportation terminal, use the least expensive public transportation in and around the TDY site, and schedule travel far in advance to take advantage of the best offered fares. See JFTR U2000, paragraph a/JTR C2000, paragraph a.

b. NTV Use. Transportation may be provided between lodgings and duty stations for personnel on TDY orders when public or commercial facilities are inadequate or nonexistent. However, TDY does not automatically justify the use of a DOD motor vehicle. See DoD 4500.36-R, section C2.5.4 and AR 58-1, paragraphs 2-3i and 4-6c. *Caveat:* Transportation by DoD motor vehicles may not be used when the justification is based solely on reasons of rank, position, prestige, or personal convenience. See AR 58-1, paragraph 2-4.

c. When motor vehicle transportation is necessary to accomplish an official purpose, consider the following methods in the order shown to the extent they are available and capable of meeting mission requirements:

- (1) DoD-scheduled bus service;
- (2) Scheduled public transportation;
- (3) DoD NTV;
- (4) Voluntary use of Privately Owned Vehicles (POVs) (reimbursable);
- (5) Taxicab (reimbursable).

See DoD 4500.36-R, paragraph C2.8 and AR 58-1, paragraph 2-1b