



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
111 E. CHAFFEE AVENUE
FORT KNOX, KENTUCKY 40121-4215

AMIM-KNR-MB (100)

30 June 2021

MEMORANDUM FOR

Commander, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Garrison Policy Memo No. 8 – Travel Policy

1. References:

- a. Joint Travel Regulations (JTR):
<https://www.defensetravel.dod.mil/site/travelreg.cfm>.
- b. Defense Travel System (DTS) Regulations:
<https://www.defensetravel.dod.mil/Docs/regulations/DTS.pdf>.
- c. The Defense Travel Management Office (DTMO) website:
<https://www.defensetravel.dod.mil/index.cfm>.
- d. The Army Business Rules for DTS:
https://www.asafm.army.mil/Portals/72/Documents/Links%20menu/Army_Business_Rules_DTS.pdf?ver=jcfeMmkhbbxsnNdOCMLPwg%3d%3d.
- e. Government Travel Charge Card (GTCC) Regulations:
<https://www.defensetravel.dod.mil/site/govtravelcard.cfm>.
- f. ID-Training Non DoD Conference Attendance Standard Operating Procedures.
- g. Army Regulation (AR_ 58-1 (Management, Acquisition, and Use of Motor Vehicles).

2. Purpose. To outline policies and procedures to accomplish authorized travel appropriated or non-appropriated funds. The Garrison Commander (GC), Deputy Garrison Commander (DGC), or Director, Resource Manager (DRM) may approve exceptions.

3. Authorized Travel Categories. Travel approval is limited to the following categories:

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a. Mission Critical. Travel without which significant mission degradation would occur. The Garrison Commander (GC) and director determine when temporary duty (TDY) travel is necessary to accomplish the organization's mission.

b. Certification Training. Travel related to legally or mandated certification training required as an element of an employee's position, e.g., environmental, engineering, or financial certifications.

c. Non DoD Conference/Event Attendance. Travel outlined IAW IMCOM and IMCOM Directorate –Training (ID-T) conference attendance policies, subject to approval of ID-T Director. Requests must be submitted from the Garrison POC to ID-T NLT 45 days prior to the conference start date IAW the ID-T Non DoD Conference Attendance SOP. Requestors will:

(1) Consult with the Staff Judge Advocate and the Garrison Lead Defense Travel Administrator (LDTA) when uncertain whether any conference attendance requires higher-level approval.

(2) Coordinate through the Garrison LDTA and complete approval packet requirements in sufficient time to meet the ID-T suspense for submission.

(a) Prepare the enclosed Non-DoD Conference Cost Estimate or comparable cost estimate completed in DTS Trax Trip Estimate.

(b) Prepare the enclosed IMCOM Training Request for Attendance at a Non DoD Conference Request Memo. Include the full address for the location and a clear justification on why the conference is essential and beneficial to the Army.

(c) Provide a complete agenda for the conference.

(d) Provide a legal review if the requestor is presenting or speaking at the event.

d. Command Directed: travel directed by the IMCOM Commanding General, IMCOM ID-T Director, or GC for special missions, e.g., Tiger Teams.

4. Approving Official (AO) Hierarchy. Subordinates will not serve as AOs for anyone above them in the chain of command except as stated below.

a. The DGC will serve as AO for the GC and Garrison Command Sergeant Major. The DRM will serve as the alternate.

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b. The GC will serve as AO for the DGC. The DRM will serve as the alternate.

c. The DGC and DRM will serve as AO for directors.

d. Directors will serve as AOs for their organization. The DGC and DRM will serve as alternate AOs for directors.

e. AOs will complete a DD Form 577 (Appointment/Termination Record) and required training as outlined in this policy prior to assuming duties. Directors may appoint subordinate routing officials upon completion of a DD Form 577 and required training.

5. General.

a. Personnel will accomplish procedures IAW cited references above and use the resources, tools, and training opportunities to find answers about travel.

b. Garrison lead and organization Defense Travel System (DTS) administrators (LDTAs and ODTAs) will assist users as needed, maintain file copies of DD Form 577s and training certifications for users in their organization, and comply with Audit Readiness Statement of Budgetary Resources (SBR).

c. Supervisors will ensure employees in- and out-process the LDTA/ODTA and complete DTS and government travel charge card (GTCC) account and training requirements before the need for travel arises. Employees will ensure their account information and training requirements remain current, and provide a copy of their training certificates to the LDTA/ODTA upon completion.

d. Use of the GTCC is mandatory for travel expenses regardless of the frequency of travel. Cardholders will use GTCC for all authorized expenses for which credit card may be used; limiting cash advances to only the amounts needed to pay expenses which cannot be paid by credit card, e.g., meals in military dining facilities. Cardholders will notify the GTCC coordinator of planned travel and confirm card activation prior to any use.

6. Preapproval Screening. The expenditure of government funds is highly visible and subject to close scrutiny, therefore consideration of authorized travel will be evaluated against a standard of mission criticality; weighing the mission-related need for the travel and the benefits to the Army.

a. Travelers and AOs will refer to the enclosed TDY Approval Checklist when screening/authorizing travel. The checklist does not need to be uploaded in DTS.

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b. Travelers will submit DTS authorizations no earlier than 20-30 but no less than 7 business days prior to travel departure date. AOs will approve authorizations NLT 72 hours prior to travel departure.

c. AOs/reviewers will return requests that are incorrect or lack appropriate documentation and provide instruction to the traveler in DTS on what needs correction. Routing officials will bring to the attention of the AO expenses that require the AO to use discretion prior to authorizing travel.

d. Expenditure of travel funds will only be approved when the mission cannot be accomplished by any other means, e.g., video-teleconferencing, phone call, etc.

e. Cost savings will be considered by all parties in every authorizing decision to ensure travel is accomplished by the most economical means possible.

f. When considering discretionary authorizations, e.g., rental cars, taxis, or in and around mileage, only expenditures that are necessary to accomplish the mission will be approved.

g. Government vehicles to be authorized IAW AR 58-1, paragraph 2-3i; not for the usage for trips between domiciles or places of employment.

h. Determine transportation mode IAW JTR 3215, 3220 following the precedence established in JTR 3225, specifically common carrier, rental car, and privately owned conveyance. Approve travel only as limited to cost of using more advantageous common carrier. When approving as limited, ensure calculation is supported by a constructed travel worksheet attached in DTS.

i. Authorization for use of rental cars requires specific justification and will be subject to additional scrutiny. If personnel are authorized rental car use, compact vehicles will be used unless an exception is granted by the RMO. In the event of group travel, a larger rental vehicle is authorized to accommodate multiple passengers and their luggage. When attending centrally funded training, Garrison-funded rental cars may be authorized, subject to the availability of funds. In and around mileage may be authorized if deemed to be in the interest of the government and IAW JTR 2805-C restrictions.

j. Reimbursement for transportation expenses in the local area may be approved when travel is found to be advantageous to the government. Reimbursement for use of a privately owned vehicle (POV) on the installation is not authorized. POV use for official business outside the installation is authorized. Reimbursement for trip durations less than a total of 12 hours is approved on a local voucher. Trip durations exceeding 12 hours are claimed as TDY and filed on an authorization and voucher.

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7. Voucher Screening and Approval.

a. Travelers and AOs refer to the enclosed TDY Voucher Certification Checklist when screening/approving vouchers. The checklist does not need to be uploaded in DTS.

b. Travelers will submit valid and accurate travel vouchers within five business days following completion of travel. Attach receipts and documentation to the voucher to support claims for reimbursement IAW the requirements of the Joint Travel Regulations, including receipts for all expenses over \$75.

c. Travelers are responsible for any unnecessary costs which that were preventable, such as lodging taxes in an exempt state or cancellation fees for lodging/rentals when travel plans change. The traveler is responsible to cancel hotel or rental car reservations regardless if they were originally made in DTS.

8. Training and Role Approval. Users will complete mandatory training and requirements applicable to their assigned role within five business days of appointment and annually thereafter as required. It is the responsibility of the individual to complete training prior to the use of DTS. DTS training and demonstrations are located at the DTMO Explorer (TraX) website: <https://www.defensetravel.dod.mil/passport>.

a. Travelers will complete the following:

(1) DTS (Basic) - About DTS (one time).

(2) DTS (Basic) - DTS Travel Documents (DTS 101) (one time).

(3) Programs and Policies - Travel Policies (suggested every three years).

(4) Programs & Policies – Travel Card Program (Travel Card 101) [Mandatory] course (every three years).

(5) GTCC Statement of Understanding (every three years).

b. Approving and routing officials will complete the following:

(1) DD Form 577 (Appointment/Termination Record).

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(2) Training for Accountable Officials and Certifying Officers (Initial COL) when taken for the first time and as AO/RO – Training for Accountable Officials and Certifying Officers (Annual COL Refresher) when taken thereafter.

(3) AO/RO - The DTS Approval Process (one time).

(4) DTS (Basic) - About DTS (one time).

(5) DTS (Basic) - DTS Travel Documents (DTS 101) (one time).

(6) Programs and Policies - Travel Policies (one time).

c. LDТА/ODТА will complete the following:

(1) DD Form 577 (Appointment/Termination Record).

(2) AO/RO – Training for Accountable Officials and Certifying Officers (Initial COL) when taken for the first time and as AO/RO – Training for Accountable Officials and Certifying Officers (Annual COL Refresher) when taken thereafter. Refresher course mandatory annually.

(3) Programs & Policies – Travel Card Program (Travel Card 101) [Mandatory] course (every three years).

(4) Fiscal Law Comptrollers' Accreditation Course. Course is located at: <https://jagu.army.mil>. Once logged in click on the 'Enrollment' tab and then click on the 'Comptrollers Fiscal Law' tab, then click on submit after reading the information (every three years).

(5) GTCC Statement of Understanding (every three years).

d. NDEA will complete the following:

(1) DD Form 577 (Appointment/Termination Record).

(2) DTS (Basic) – Non-DTS Entry Agent (NDEA) (one time).

(3) DTS (Basic) - About DTS (one time).

(4) DTS (Basic) - DTS Travel Documents (DTS 101) (one time).

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9. Point of contact for this policy is the Garrison DTS LDTA, Ms. Darlene Hill, (502) 624-2640, or darlene.hill10.civ@mail.mil.

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LANCE A. O'BRYAN
COL, FA
Commanding

Non-DoD Conference Cost Estimate

Conference Name:			
		Start Date	End Date
Conference Dates (to include travel dates):			
Registration Fee			\$ -
Transportation			\$ -
	Home Station Transportation to/from airport	\$ -	
	Home Station Airport Parking	\$ -	
	Conf Location Local Transportation (Taxi, Shuttle, bus, etc.)	\$ -	
	Rental Car (to include gas) *	\$ -	
	POV Mileage (use GSA rate)	\$ -	
	Air Fare	\$ -	
	Baggage	\$ -	
	Travel Office Fee	\$ -	
Lodging			\$ -
	Hotel room charge	\$ -	
	Hotel taxes	\$ -	
Per Diem			\$ -
	Conf Location Per Diem Rate	\$ -	
	# Travel Days	-	
	# Full Per Diem Days	-	
Other	Fully Describe Here		\$ -
TOTAL ESTIMATED COST:			\$ -

***** ERROR - Start/End Dates Do Not Match # of Per Diem Days *****

Data entry goes in yellowshaded cells only...

*** Rental Car Cost Analysis/Justification (required if rental car is requested):**

IMCOM TRAINING REQUEST FOR ATTENDANCE AT A NON DOD CONFERENCE REQUEST MEMO

GARRISON OFFICIAL LETTERHEAD

(OFFICE SYMBOL) (DATE SIGNED)

MEMORANDUM FOR Director, United States Army Installation Management Command,
IMCOM-Training, Building 705, Suite 83, 705 Washington Blvd, Fort Eustis, VA 23604

SUBJECT: Request Approval for Army Attendance at (insert name of Non-DoD Conference /
Event), (insert dates [include travel days])

1. Reference: Army Regulation 1-50, Army Conference Policy, 2 July 2018
2. (insert Garrison / Activity name) requests IMCOM Training Director's approval for Army attendance at the following non-DOD conference:
 - a. Event: (insert name of non-DoD conference / event, dates of conference), at (insert venue name, street address, city, State, Zip Code, and country if OCONUS).
 - b. Attendee(s): Number attending is (insert number). Attendees are (insert name and directorate of all attendees).
 - c. Justification: (provide a brief, clear and concise attendance justification [Attendance must be appropriately related to each attendee's job duties and demonstrably benefit the Army – mission critical statement not required]).
 - d. Cost: Total estimated cost for attendance is (insert \$ amount or no cost), using (insert Garrison, HQ IMCOM or no cost) (insert OMA, centrally funded or other authorized source) funding.
3. All applicable travel policies will be enforced, including entering required information in the Army Conference Reporting and Tracking Tool (ACRTT) before and after travel; ensuring costs are within the travel per diem rate; deducting meals provided; and authorizing a rental car only when use is justified to be more cost effective than other modes of transportation. Use of proffered funds, actual expense allowance, or spouse travel is not authorized.
4. The point of contact for this request is (insert name, phone number, and email address of designated garrison conference management point of contact).

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(GC or DGC Signature Block / Signature)

1. Conference Agenda
2. Cost Estimate Summary
3. Director, IMCOM-Training Draft Approval Memo

Enclosure 2

TDY Approval Checklist

- Y N Does the mission require the physical presence of individuals at itinerary locations?
- Y N Have alternatives been considered (teleconference, correspondence, local training, etc.) before authorization of travel orders?
- Y N Did the traveler add the required comment, "Alternate means such as Secure Video Teleconference or other web based communication, are not sufficiently able to accomplish travel objectives.." in DTS on the OTHER AUTHORIZATIONS tab by selecting PERSTEMPO CODE D (Mission Support TDY) under OTHER AUTHORIZATIONS AVAILABLE?
- Y N Are the number of travelers consistent with related factors of technical complexity performance milestones, or prescribed attendance?
- Y N Does approximate number of days on TDY exceed elapsed time required to complete assignment and minimize unproductive TDY on weekends and holidays?
- Y N Is a city TDY location shown only when the duty will actually be performed in the commercial sector and it is known that government quarters is neither available nor appropriate for the traveler?
- Y N Is travel performed by the most expeditious and economical mode of transportation?
- Y N Is rental car authorization only IAW JTR restrictions and consistent with the need for local travel at the TDY location, realities of public transportation, cost of taxi/airport limousine service, and number of travelers?
- Y N If a rental car is required, is it authorized in the remarks section of the DD Form 1610 or in the DTS travel authorization?
- Y N When POV is authorized, is local mileage in and around TDY point authorized in the remarks section ONLY in the interest of the Government and IAW JTR 2805-C restrictions?
- Y N Are requests for TDY travel prepared, submitted for review, and approved at the earliest practical date to allow for the following:
Taking advantage of available discounts for early airline bookings?
Allowing the traveler to take advantage of government quarters?
Allowing time for traveler to obtain a travel advance, if necessary?
Combining visits within the same geographical area instead of separate trips?
- Y N Are supporting documents (i.e. Course Selection Memo, Letter of Instruction, or Course Registration Material) attached to DTS authorization?
- Y N If leave is taken in conjunction with TDY is a leave form attached and are leave dates properly accounted for in the trip itinerary?

TDY Voucher Checklist

- Y N Is the claim presented on an original travel voucher, typed, or handwritten with an original signature and date or digital signature, or personally submitted in DTS and digitally signed by the traveler?
- Y N Are the basic orders with amendments, if any, attached to the claim?
- Y N Does the lodging receipt reflect single occupancy?
- Y N If meals were paid for or furnished by the Government at the TDY site, did the traveler indicate in the remarks section of the travel voucher which meals and the dates they were provided?
- Y N When a registration fee is authorized and claimed, does a statement on the claim indicate whether or not the registration fee included charges for luncheons or banquets?
- Y N Are claims reasonable, and are claims supported by receipts?
- Y N If rental car expenses are claimed, was authorization shown on the DD Form 1610 or the DTS Travel Authorization?
- Y N Was the rental car size selection based on the most economical and fuel-efficient type car available to meet the traveler's needs?
- Y N Is the claim for local in-and-around mileage at TDY point reasonable, based on the location of lodging when POV is authorized?
- Y N Are original receipts for rental cars and lodging attached, regardless of amount?
- Y N Has a copy of the ticket showing the carrier and cost of fare been attached to the claim?
- Y N Has the claim been submitted to the travel reviewing official within 5 calendar days after the completion of travel?
- Y N Is the claim reasonable and consistent with the mission and claims for reimbursement in harmony with those authorized on DD Form 1610 or the DTS Travel Authorization?
- Y N Are flagged items on the travel documents adequately addressed by the traveler?