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 (1oo) 18 July 2025

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/travelreg.cfm

b. Defense Travel System (DTS) Regulations: https://www.defensetravel.dod.mil/Docs/regulations/DRS.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 Card (GTCC) Regulations: https://www.defensetravel.dod.mil/site/govtravelcard.cfm

f. ID-Training Non-DoD Conference Attendance Standard Operating Procedures (SOP).

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:

a. Mission Critical: Travel without significant mission degradation would occur. The 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 Non-DoD Conference Cost Estimate or comparable cost estimate completed in DTS Trax Trip Estimate.

(b) Prepare the 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.

b. The DRM will serve as AO for the DGC. The Budget Officer 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 fir 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 critically, 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.

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 this 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 0202 following precedence established in JTR 020203, specifically common carrier, rental car, and privately owned conveyance. Approve travel only 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 or the DGC. 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 if deemed to be in the interest of the government and IAW JTR 020212 restrictions.

j. Reimbursement for transportation expenses in the local area may be approved when travel is found to 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.

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 JTR, including receipts for all expenses over $75.

c. Travelers are responsible for any unnecessary costs that were preventable, such as lodging taxes in an exempt state or cancellations fees for lodging/rentals when travel plans change. The traveler is responsible to cancel hotel or rental car reservations regardless of 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) Program & Policies – Travel Policies (suggested every three years).

(4) Program & Policies – Travel Card Program (Travel Card 101) [Mandatory] (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).

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

(3) Approver (DTS) – 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 & Policies – TDY Travel Policies (one time).

c. LDTA/ODTA will complete the following:

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

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

(3) Programs & Policies – Travel Card Program (Travel 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) Appointment Memorandum.

(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).

9. Point of Contact for this policy is the Garrison DTS LDTA, Ms. Darlen Hill, (520) 945-1019, or Darlene.hill10.civ@army.mil.

2 Encls
1. TDY Approval Checklist
2. TDY Voucher Certification Checklist

DAVID T. HOLSTEAD
COL, AR
Commanding