



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-RM

NOV 17 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #49, Approval of Temporary Duty (TDY) Travel Orders and Local Travel Claims

1. References.

- a. DOD Financial Management Regulation (DoD 7000-14-R), Volume 9, Travel Policy and Procedures
- b. The Joint Travel Regulations (JTR), October 1, 2014
- c. DFAS-IN Regulation 37-1, Finance and Accounting Policy Implementation

2. Purpose. To provide guidance to all U.S. Army Garrison Fort George G. Meade (USAG FGGM) personnel on approval of TDY orders and local travel claims.

3. Applicability. This policy is applicable to all personnel assigned to and/or under the operational control of the USAG FGGM.

4. Policy. All TDY orders or local travel vouchers will be submitted and approved using the Defense Travel System (DTS). Designated approving officials (as defined in the references above) for TDY travel orders and local travel claims are:

- a. Directors are the approving officials (i.e. Director of Public Works, Commander of Headquarters Command Battalion, etc.) for all of their assigned personnel. This authority may not be delegated.

- b. The Management Support Officer is the approving official for orders and all vouchers for Directors and the Command Group personnel. At the discretion of the Garrison Commander, other appropriate staff members may be delegated this function in the absence of the Management Support Officer.

- c. The Deputy Garrison Commander (or Garrison Commander) is the approving official for the Management Support Officer.

- d. In the absence of any of the above approving officials, subject orders and claims will be submitted to the next higher level in the chain of command for approval.

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5. Specific Instructions.

a. Per reference d, travelers shall submit a travel expense claim within five working days from completion date of TDY. Garrison personnel will submit their voucher using DTS. Directors may delegate authority to approve TDY vouchers for personnel within their organization. Personnel who have approval authority within DTS must have a signature card and certifying officer certificate of training on file in the garrison Resource Management Office (RMO). The Resource Management Officer is the approving authority for all DTS signature cards.

b. At the Director's discretion, organization personnel may input DTS transactions for other personnel within their organization where lack of computer network access is an issue. This capability will need to be coordinated with the RMO. However, only the person who performs the actual TDY or local travel shall digitally sign the voucher in DTS. If this requirement to have the traveler digitally sign the voucher cannot be met due to unusual extenuating circumstances, then special approval will be need to be obtained and coordinated with the RMO.

6. Proponent. The RMO is the proponent for this policy. POC is your assigned RMO Budget Analyst.



THOMAS S. RICKARD
COL, IN
Commanding

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