



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3RD DIVISION SUSTAINMENT BRIGADE
3RD INFANTRY DIVISION
POWIDZ, POLAND

AFZP-VS-CDR

7 August 2023

MEMORANDUM FOR Personnel Assigned, Attached, or Under the Operational Control of 3rd Division Sustainment Brigade.

SUBJECT: Approval of 3rd Division Sustainment Brigade TDY Travel

1. References.

- a. Joint Travel Regulations (JTR).
- b. USAREUR, AERM-PB command memorandum (Approval of TDY Travel (AEA Cmd Memo 2021-011), 6 July 2021).
- c. AE CMD Memo 2020-006.

2. Purpose. This memorandum establishes 3rd Division Sustainment Brigade (3DSB) policy, guidance, and procedures for TDY travel.

3. Applicability. This policy applies to official travel of all 3DSB personnel and downtrace units using a USAREUR-AF (OA89) line of accounting (LOA).

4. Overview. The purpose of this policy is to ensure that 3DSB leaders retain mission command and control of their organizations while reducing TDY travel costs by ensuring and maintaining appropriate TDY control measures.

5. Guidance.

- a. Staff principals and commanders will reduce TDY costs by—
 - (1) Eliminating unnecessary travel and combining travel within the same geographic area when possible.
 - (2) Eliminating travel by maximizing the use of available means of communication such as correspondence, telephones, and video-teleconferences.
 - (3) Minimizing the number of travelers required to accomplish a mission.

AFZP-VS-CDR

SUBJECT: Approval of 3rd Division Sustainment Brigade TDY Travel

(4) Using restricted airfares for OCONUS travel when possible (in accordance with AE CMD Memo 2020-006).

(5) Maximizing the use of Government transportation whenever possible, including the use of transportation motor pool (TMP) vehicles, nontactical vehicles (NTVs) and Patriot Express or military aircraft.

(6) Directing Civilians and Soldiers to use Government quarters and dining facilities in 3DSB and downtrace unit areas. If government lodging and meals are available and Soldiers choose to stay in a hotel or eat meals on the local economy, they will not be reimbursed for their travel. This lodging will be booked in accordance with the Integrated Lodging Program, as well as mandating the use of available dining facilities to the extent permitted in the JTR. The JTR no longer restricts civilians from being directed to consume meals in a dining facility when the TDY destination is a U.S. military installation.

b. The following guidance for expenses and reimbursement applies:

(1) Travelers must have an approved DTS authorization at least 72 hours before traveling. It is the traveler's responsibility to ensure that their authorization is approved by the unit routing list by reaching out to the approvers via email or phone.

(2) Travelers must upload a battalion commander TDY approval memo in all DTS authorizations.

(3) In unusual or urgent situations, when travel must begin before a DTS authorization can be completed, the approval authority may provide a verbal authorization (verbal order of the commanding officer (VOCO)). In such cases, the approval authority will provide a written and digitally signed confirmatory order within 24 hours. This confirmatory order must include a statement as to when the approval authority gave the VOCO. As soon as possible, the traveler or the person preparing the travel will create a DTS authorization and will upload the confirmatory order as part of the substantiating documentation in DTS. An email message granting approval to travel may also serve as confirmation.

(4) Travelers must select the appropriate LOA IAW the type of TDY they are departing on.

a. General 3DSB TDY – 233DSBFWD

b. General 787CSSB TDY – 23787CSSBFWD

c. General 87DSSB TDY – 2387DSSBFWD

AFZP-VS-CDR

SUBJECT: Approval of 3rd Division Sustainment Brigade TDY Travel

- d. General 436MCB – 23436MCBFW
- e. Emergency Leave – 233DSBEMGCY
- f. Presidential Draw Down Authority (PDA) – 233DSBPDA
- g. Battlefield Circulation (BFC) – 233DSBBFC

(5) DTS authorizations should not be routed until within 30 working days of departure; and vouchers must be filed within 5 working days of returning from TDY. Travelers must save receipts from TDY to upload in the TDY voucher. All vouchers not filed within 30 working days (or 45 working days for those that contain an advance or schedule partial payment) will be zeroed out for financial reconciliation.

(6) In accordance with DOD policy, all reservation expenses (lodging, airfare and ground transportation) must be acquired using the Defense Travel System (DTS) Reservation Module. In cases where this is not possible, travelers must use the Travel Management Company's (TMC) assistance button in the reservation module. In exceptional cases, travelers may book directly at the TMC or with the vendor.

(7) The use of third-party web services is not authorized, and reimbursement will not be authorized for those who use such websites (for example, Air BnB, Travelocity, Expedia, or Kayak). When use of the commercial travel office is not advisable, travelers may book travel directly with the lodging establishment or airline (for example, Delta, United Airlines, American Airlines, Marriott, or Hilton). In the European theatre, foreign-flagged carriers approved under the Fly America Act, such as Lufthansa, may be used when U.S.-flagged carriers are not available.

(8) The government travel charge card cannot be used in conjunction with third party websites. Violation will result in administrative or disciplinary action, and expenses will not be reimbursed.

(9) Authorizing Service members (SMs) and DA Civilians that are either serving in a Liaison Officer (LNO) capacity or participating in Senior Leadership Engagements lodging reimbursement for offline lodging reservations (for example, a specific hotel or leased lodging) if directed by the travel destination's Embassy or directing organization to support mission requirements. The LOA cannot belong to USAREUR-AF for LNO travel. If the principal funds cite manager requires the SM or DA Civilian to lodge in a specific hotel or leased lodging inside or outside of the DOD area, the traveler will receive a "Mission Statement" and an email outlining the lodging authorization. Cleaning fees are considered a part of the overall lodging cost, and not claimed separately. No miscellaneous expenses are authorized. The "Mission Statement" is required to be

AFZP-VS-CDR

SUBJECT: Approval of 3rd Division Sustainment Brigade TDY Travel

uploaded in the authorization prior to trip commencement in order to receive any reimbursement.

(10) TDY directed by an operation order, or a tasking order is still subject to the approval process and will be documented through a memorandum for record. Units and activities will provide the approving official and reviewer a by-name list or manifest with the authorization request. This list or manifest will ensure proper accounting for DTS orders by assigning travelers against an LOA. Cost estimates (per diem and reimbursable expenses) must always be communicated with the traveler before TDY travel begins.

6. The point of contact for this memorandum is the 3DSB S8, 1LT Romello J. Lovinsky at romello.j.lovinsky.mil@army.mil


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