Army Civilian Training, Education and Development System (ACTEDS)
Intern & Presidential Management Fellows Program

Travel and Training Business Rules, 2nd Edition

Army Civilian Career Programs
Developing the right people with the right technical capabilities in support of complex and evolving Army missions
The Army Civilian Corps — Behind the Mission
Army Civilian Corps Creed

I am an Army Civilian - a member of the Army Team; I am dedicated to our Army, our Soldiers and Civilians;

I will always support the mission;

I provide stability and continuity during war and peace;

I support and defend the Constitution of the United States, and consider it an honor to serve our Nation and our Army;

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage

I AM AN ARMY CIVILIAN
# Table of Contents

1-0. Introduction ........................................................................................................................................ 1
   1-1 Purpose........................................................................................................................................... 1
   1-2 Supplementation............................................................................................................................. 1

2-0. Key Participants ................................................................................................................................... 1
   2-1 Authorizing/Approving Officials........................................................................................................ 1
   2-2 Travelers .......................................................................................................................................... 2
   2-3 Travel Management Company (TMC).............................................................................................. 3

3-0. Roles and Responsibilities ................................................................................................................. 3
   3-1 AG-1 Civilian Personnel, Civilian Program Proponency Division, Intern Program Management Office (IPMO)........................................................................................................................................ 3
   3-2 Career Program Managers (CPM’s)/Command Intern Coordinators (CIC’s) ......................... 4
   3-3 DTS Training, and Self-Registration................................................................................................... 4
   3-4 Former Defense Travel User............................................................................................................ 6

4-0. Create a Travel Document in the Defense Travel System .............................................................. 6
   4-1 Authorizations................................................................................................................................. 6
   4-2 Vouchers ......................................................................................................................................... 7
   4-3 Local Vouchers ............................................................................................................................... 7

5-0. Travel Expenses .................................................................................................................................... 8
   5-1 Airline travel...................................................................................................................................... 8
   5-2 Airports........................................................................................................................................... 8
   5-3 Apartments ..................................................................................................................................... 8
   5-4 Baggage Fees ................................................................................................................................. 8
   5-5 City Pair Program ............................................................................................................................ 9
   5-6 Frequent-Flyer Miles or Other Promotional Benefits................................................................. 9
   5-7 Identify Mode of Transportation ................................................................................................... 9
   5-8 Leave in Conjunction with TDY..................................................................................................... 9
1-0. Introduction

1-1  Purpose

The Army Civilian Training Education and Development System (ACTEDS) Intern Business Rules supplement existing policies and regulations. These rules are intended to provide specific guidance and instructions to the ACTEDS Interns and Presidential Management Fellows (PMFs') who are using the ACTEDS Line of Accounting for travel and/or training. *Note: Hold down ctrl on keyboard and click link to follow web links in this document.*

1-2  Supplementation

These local business rules clarify the ACTEDS Intern program business processes for travel and training. All references to “traveler” throughout this document implies or is the same as stating “ACTEDS Intern and/or Presidential Management Fellow (PMF).” Official travel involves the participation of three key players: (1) Authorizing/Approving Official, (2) Traveler, and (3) Travel Management Company (TMC).

2-0. Key Participants

2-1  Authorizing/Approving Officials

a.  Located in the Assistant G-1 for Civilian Personnel (AG-1 CP), Career Program Proponent Division (CPPD), Intern Program Management Office (IPMO). They serve as the only authorizing/approving officials for the Army Civilian Training, Education, and Development System (ACTEDS) Intern travel.

b.  Determine when TDY travel is necessary, and appropriate to the mission. Ensure funds are used for official travel purposes in accordance with the conditions prescribed in the Joint Travel Regulations (JTR) and/or its local business rules.

c.  Authorizations are approved within five (5) to thirty (30) days of a traveler's start date.

d.  Authorizations submitted outside of the 5-30 day window prior to travel start date are returned to the traveler.

e.  Review and ensure all expenses claimed by the traveler are valid.

f.  Attach or detach an Intern's Social Security Number (SSN) under the DTS hierarchy the first (1st) week of each month.

g.  Weekly updates to DTS profiles.

h.  Ensure all Foreign Clearance Travel Requirements are met and documented in the travel authorization before approving it. This includes ensuring the Aircraft and Personnel Automated Clearance System (APACS) ID number is included in the DTS authorization as part of a pre-audit remark or other comment to the AO.
2-2 Travelers

a. Travelers are required to have an active DTS profile to log into DTS. DTS homepage: https://www.defensetravel.osd.mil.


c. Obtain an approved Travel Authorization before travel begins. Note: Travel without an approved Authorization is not reimbursed by the ACTEDS program. There are no exceptions.

d. Submit an accurate Travel Authorization for approval at least five (5) business days before the start date of travel. Authorizations submitted for approval less than five (5) business days prior to the travel date will be returned without action.

e. Indicate on the Travel Authorization that alternate training venues, (i.e., Secure Video-Teleconference or other Web-based communication), are insufficient to accomplish travel objectives.

f. Obtain Country and Geographic Combatant Command Theater Travel Clearances, at least 30 days prior to commencing travel to foreign countries. To obtain the required clearances, a traveler must use the Aircraft and Personnel Automated Clearance System (APACS), https://apacs.milcloud.mil/apacs. Obtain approval through the local Foreign Clearance Program Coordinator and add the APAC number to the Authorization before submission for approval.

g. All lodging reservations must be compliant with U.S. Fire Administration Guidelines through the electronic Defense Travel System or the servicing Travel Management Company (5 U.S.C. §5707a). A DoD traveler must use the Integrated Lodging Program Pilot (ILPP) facilities if available.

h. Travelers are responsible to cancel all reservations through DTS and the lodging facility when travel itinerary is cancelled. Zero out expenses on the Travel Authorization when travel is cancelled. Note: Reservations that are not cancelled will not be reimbursed.

i. Ensure DTS profile is detached from the DA Intern hierarchy when permanently departing the Intern program. Send notification via email to IPMO’s group mailbox, usarmy.belvoir.ag1cp.mesq.acteds-intern-dts@mail.mil.

j. Update DTS profile when the information in the record changes. Travelers must specifically update and ensure accuracy to: Banking information, Email addresses, and Expiration date of the Individually Billed Account (IBA) Government Credit Card (GCC). Only the official Army email address is used in the DTS profile. Note: An incorrect email address registered in a Traveler’s DTS profile may prevent the receipt of automated Defense Travel System email notifications.
k. Obtain a Government Charge Card (GCC) through your local training command, Agency Program Coordinator (APC). The local training command is the GCC Agency Program Coordinator for all assigned ACTEDS Interns/Presidential Management Fellows. The Traveler must be in receipt of the GCC prior to submission of DTS travel authorizations. The GCC must be used for airfare, lodging, and rental car (if authorized by the local command).

Note: GCC cannot be used while in a leave status. APC’s should provide assistance regarding GCC charges. Check with your chain-of-command or HR/management support group, if needed, to identify APC. Organizational local level contact information may be obtained at this link http://www.defensetravel.dod.mil/site/localSupport.cfm.

l. Follow the GoArmyEd (GAE) Intern direction: (https://goarmyed.com) to obtain approval of a Standard Form (SF) 182.

m. An approved SF182 is required to be uploaded in the Travel Authorization under the “Substantiating Records” tab.

n. Contact the respective Career Program for issues related to GAE.

2-3 Travel Management Company (TMC)

a. Will make all travel reservations for travelers when DTS is not available to the traveler.

b. Assists the travelers with all reservations to include lost airline ticket or lodging reservation by calling 1-800-756-6111.

Note: Travel Management Company must be contacted to arrange transportation or lodging reservations when the Defense Travel System is unavailable, or travel has commenced and the itinerary needs modification. Requiring itinerary changes while en-route to/from TDY may have additional TMC/CTO fees. Therefore, reservations should only be cancelled due to mission changes, or extraneous circumstances. Reservations are not to be cancelled for personal convenience.

3-0. Roles and Responsibilities

3-1 AG-1 Civilian Personnel, Civilian Program Proponent Division, Intern Program Management Office (IPMO)

a. Proponent to authorize ACTEDS Interns/PMF’s travel, obligate travel funds, and approve trip reservations in accordance with the Joint Travel Regulations (JTR) or published DTS Business Rules.

b. Attaches/detaches DTS profile to or from the ACTEDS Intern hierarchy.

c. Responsible for the development and publication of ACTEDS Interns/PMF’s
travel and training Business Rules, processes and the evaluation of the program’s effectiveness.

d. Travel will only be approved by IPMO via a Travel Authorization document; not by vocal orders (VOCO) from the Supervisor or Career Program.

3-2 Career Program Managers (CPM’s)/Command Intern Coordinators (CIC’s)

a. Assist and advise the ACTEDS Interns regarding their travel and GoArmyEd inquiries/processes.

b. Liaison between the IPMO and the Interns to ensure all approved travel and/or training documents have been processed for reimbursement to the Intern and/or vendor. Note: CPM’s or CIC’s must not commit individuals to any training requirements prior to receiving approval from the IPMO.

c. Request travelers adhere to the foreign clearance travel requirements before approving SF182’s for training in a foreign area.

3-3 DTS Training, and Self-Registration

a. Online training tools are offered through the Travel Explorer (TraX) website. To access TraX, register through Passport, the Defense Travel Management Office (DTMO) web portal. DTMO’s training website also offers a variety of manuals and resources pertaining to DTS:

1) Instructions on Accessing Training in TraX

2) DTMO's Training and Resource Center

b. A Common Access Card (CAC) certificate is used to log into DTS and sign travel documents. To get a certificate, contact your local registration authority or DEERS/RAPIDS Verification Officer for CAC.

c. Self-Registration. When registering in DTS, part of the registration process includes correctly identifying your ACTEDS training organization. You will need to accomplish several steps to correctly identify your training organization:

1) Step 1 for SERVICE/AGENCY: select "US ARMY"

2) Step 2 for TYPE: select “US"

3) Step 3 for STATE: select “District of Columbia”

4) Step 4 for Site: select “National Capital Region”, - and then select OK;

5) Step 5 - (very important) a box will appear with pages of selections. Page thru the selections until you can select “DA Interns”;

6) Step 6 - Select the organization referenced below that identifies the assigned training command. If your organization is not listed contact the IPMO
for assistance:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Army Special Operations Command</td>
<td>DA2200ZZCPPDAIUSASOC</td>
</tr>
<tr>
<td>Civilian Human Resources Agency</td>
<td>DA2200ZZCPPDADACHRA</td>
</tr>
<tr>
<td>Civilian Logistics Career Management Office</td>
<td>DA2200ZZCPPDADACLCL</td>
</tr>
<tr>
<td>Forces Command</td>
<td>DA2200ZZCPPDAIFORSCO</td>
</tr>
<tr>
<td>Headquarters, Army Materiel Command</td>
<td>DA2200ZZCPPDAIHQAMC</td>
</tr>
<tr>
<td>Headquarters, Department of the Army</td>
<td>DA2200ZZCPPDAIHQDA</td>
</tr>
<tr>
<td>Human Resources Command</td>
<td>DA2200ZZCPPDAIHQDA</td>
</tr>
<tr>
<td>Installation Management Command</td>
<td>DA2200ZZCPPDAIMCOM</td>
</tr>
<tr>
<td>Intelligence &amp; Security Command</td>
<td>DA2200ZZCPPDAINSCOM</td>
</tr>
<tr>
<td>Medical Command</td>
<td>DA2200ZZCPPDAIMEDCOM</td>
</tr>
<tr>
<td>Military Entrance Processing Command</td>
<td>DA2200ZZCPPDAIMEPCOM</td>
</tr>
<tr>
<td>Military District Washington</td>
<td>DA2200ZZCPPDAIMDW</td>
</tr>
<tr>
<td>Network Enterprise Technology Command</td>
<td>DA2200ZZCPPDAINETCOM</td>
</tr>
<tr>
<td>Safety and Occupational Health CP 12</td>
<td>DA2200ZZCPPDADASAFE</td>
</tr>
<tr>
<td>Space and Missile Defense Command</td>
<td>DA2200ZZCPPDAISMDC</td>
</tr>
<tr>
<td>Training and Doctrine Command</td>
<td>DA2200ZZCPPDAITRADOC</td>
</tr>
<tr>
<td>U.S. Army Force Management Support Agency</td>
<td>DA2200ZZCPPDAIFUSAFA</td>
</tr>
<tr>
<td>U.S. Army Acquisition Support Command</td>
<td>DA2200ZZCPPDAIAASC</td>
</tr>
<tr>
<td>U.S. Army Africa Command</td>
<td>DA2200ZZCPPDAIUSARAF</td>
</tr>
<tr>
<td>U.S. Army Central Command</td>
<td>DA2200ZZCPPDAIUSARCENT</td>
</tr>
<tr>
<td>U.S. Army Corps of Engineers</td>
<td>DA2200ZZCPPDAIAUSACE</td>
</tr>
<tr>
<td>U.S. Army Criminal Investigation Command</td>
<td>DA2200ZZCPPDAICIDC</td>
</tr>
<tr>
<td>U.S. Army Cyber Command</td>
<td>DA2200ZZCPPDAICYBER</td>
</tr>
<tr>
<td>U.S. Army Europe</td>
<td>DA2200ZZCPPDAIUSAREU</td>
</tr>
<tr>
<td>U.S. Army North</td>
<td>DA2200ZZCPPDAIARNO</td>
</tr>
<tr>
<td>U.S. Army Pacific</td>
<td>DA2200ZZCPPDAIUARPAC</td>
</tr>
<tr>
<td>U.S. Army Reserve Command</td>
<td>DA2200ZZCPPDAIARC</td>
</tr>
<tr>
<td>U.S. Army South</td>
<td>DA2200ZZCPPDAIUSARSO</td>
</tr>
<tr>
<td>U.S. Army Test and Evaluation Command</td>
<td>DA2200ZZCPPDAIATEC</td>
</tr>
<tr>
<td>United States Military Academy</td>
<td>DA2200ZZCPPDAIUSMA</td>
</tr>
</tbody>
</table>

d. When registration is completed, your DTS account will be accessible via the Defense Travel Administrator’s (DTA’s) TAB. Once the profile is received by the DTA, an email confirmation will be sent acknowledging addition to the DA Intern hierarchy. **Note: Contact your Intern Coordinator if your profile has not been accepted by the first week of each month.**
3-4 Former Defense Travel User

a. All Travelers previously enrolled in DTS prior to becoming an Intern, must ensure the DTS profile is detached from the previous organization. Call the DTS help desk, 1-888-435-7146 if assistance is needed.

b. Send an email to the ACTEDS group mailbox, usarmy.belvoir.ag1cp.mesg.acteds-intern-dts@mail.mil, once your DTS profile is detached from your previous organization. The IPMO will attach DTS profiles to the proper ACTEDS Intern organizational routing the first week of each month.

c. Update DTS profile when the information in the record changes. Travelers must pay particular attention to their banking information, Army email address, and the expiration date of their Individually Billed Account (IBA) Government Credit Card (GCC). Individual travelers must only use their official Army email address.

Note. An incorrect email address entered into a traveler’s DTS profile will prevent the receipt of automated Defense Travel System email notifications.

4-0. Create a Travel Document in the Defense Travel System

4-1 Authorization


b. An approved Standard Form 182 from GoArmyEd (https://www.goarmyed.com) must be uploaded in every initial Authorization.

c. The IPMO will not approve Authorizations after the commencement of travel. No exceptions or waivers to this policy.

d. The IPMO does not CROSS-ORG their Lines of Accounting. Expenses not authorized may be approved by the local training command. When approved by the local command you must select their Line of Accounting (provided by the command) to reference in the Authorization.

e. Authorizations must be approved by the IPMO when the ACTEDS Intern Line of Accounting is used. Commands are not authorized to use the ACTEDS Intern Line of Accounting. Note: Commands who authorize travel/training are responsible for funding. The IPMO will not reimburse the Commands.

f. All Authorizations must include:

   (1) Travel itinerary including the travel start/ end dates that cannot extend beyond the Fiscal Year

   (2) Airline reservation (when applicable)
(3) Line of Accounting (LOA) Note: Do not select “Centrally Billed Account – CBA” as a method of payment. There is no CBA account for ACTEDS Interns.

(4) Lodging reservations (unless contracted for a group)

(5) Estimated miscellaneous expense, i.e., (baggage, parking fees, taxes, etc.)

4-2 Vouchers

Travelers must file a voucher within five (5) business days upon completion of travel. Additional information on how to create a voucher:


Notes:

(1) Receipts are required to be uploaded in the voucher for claimed non-mileage expenses, airline, and lodging. A receipt must contain:

   a) Name of the entity providing the good(s)/service (vendor);

   b) Date(s) that the good(s)/service was/were provided/purchased;

   c) Price of the good(s)/service, any tax levied, the total monetary amount due, and must indicate that the total monetary amount due was paid.

   d) Lodging receipts must show charges per night, and have a zero balance.

(2) IPMO DTS Approvers require all receipts for Reimbursable Expenses also (not a JTR Requirement). Valid receipts must be legible and match the claimed expense.

(3) Vouchers will be approved within 30 days of submission. If Vouchers require re-submission due to required corrective actions, the 30 day approval process initiates with each re-submission date.

4-3 Local Vouchers

a. Local Vouchers may be submitted (when attending local training) for travel distance that exceeds a traveler’s normal commute.


Note:

An SF 182 that is approved prior to travel is required and must be uploaded in the Local Voucher.
5-0. Travel Expenses

5-1 Airline travel

Commercial airplane is the preferred mode for official travel that exceeds 400 miles one way or 800 miles round trip. The General Services Administration (GSA) City Pair Program Fares must be used for official travel when available.

Notes:

(1) **DO NOT PURCHASE AIRLINE TICKETS AT THE AIRLINE COUNTER**, contact TMC because reimbursement will be limited to the government contract carrier.

(2) When a traveler uses a POV instead of an authorized mode of transportation, a cost comparison is required to determine reimbursement. The POV mileage is compared to the constructed cost of the authorized transportation type. The lesser of the two amounts is reimbursed. Additional instructions: [http://www.defensetravel.dod.mil/Docs/CT_Authorization_Instructions.pdf](http://www.defensetravel.dod.mil/Docs/CT_Authorization_Instructions.pdf).

5-2 Airports

The ACTEDS Authorizing/Approving Official will determine the specific airport when there are multiple airports to select from. Upload DTS airline screenshots in an Authorization so the Approver can verify the airline flights. **Note:** Use the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports), i.e., Chicago, Dallas/Fort Worth, Detroit, Houston, Los Angeles, New York, San Francisco, and Washington, DC.

5-3 Apartments

The traveler may be authorized an apartment for long term TDY if at one location for more than 30 days. Lodging reservations should be made on a weekly, monthly, or other long-term basis if possible through the General Services Administration. To book General Services Administration (GSA) Corporate Housing: [http://www.gsa.gov/corporatehousing](http://www.gsa.gov/corporatehousing). Travelers are required to contact three (3) vendors for price comparison. Upload the pricing information in the Authorization. If assistance is needed to book properties contact the Travel Management Center, 1-800-756-6111. These facilities are typically an apartment or condominium type property and may be furnished with all the amenities of a home. **Note:** Booking long-term lodging before the Authorization is approved will result in the financial responsibility of the traveler and not the government. **DO NOT BOOK OUTSIDE OF GSA.**

5-4 Baggage Fees

Reimbursement is limited to one (1) bag for a training duration of two weeks or less; Two (2) bags when training exceeds two weeks. All bags must comply with airline regulations for the standard bag rate.
5-5 City Pair Program

a. The use of commercial air service contracted through the City-Pair Program is mandatory to be used unless an exception was made for at least one of the following reasons:

(1) Space or a scheduled contract flight is not available in time to accomplish the travel purpose, or contract service use would require the traveler to incur unnecessary overnight lodging costs that would increase the total trip cost.

(2) A non-contract (DoD-approved) U.S. certificated carrier offers a lower airfare to the general public, the use of which results in a lower total trip cost to the Government to include the combined costs of transportation.

(3) Rail service is available and that service is cost effective and consistent with mission requirements.

(4) Smoking is permitted on the contract flight and the nonsmoking section of the aircraft is not acceptable to the traveler.

b. The traveler is responsible to provide documentation to support the exception(s).

5-6 Frequent-Flyer Miles or Other Promotional Benefits

Frequent-Flyer Miles or Other Promotional Benefits. A traveler can keep any frequent-flyer points or miles, or hotel rewards available to the general public or to a class consisting of all civilian employees or Service members. If a traveler voluntarily gives up a seat on an airplane, then the traveler is responsible for any additional costs incurred, such as additional lodging or meal expenses.

5-7 Identify Mode of Transportation

Use the contract carrier (as a ‘mandatory user’). Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and of Service/Agency policy and regulations.

5-8 Leave in Conjunction with TDY

The traveler is paid the lesser of actual or constructed expenses when leave is in conjunction with TDY:

Scenario 1: A traveler receives a TDY order for official TDY travel from his or her permanent duty station (PDS) in Atlanta, GA, to the TDY location in San Francisco, CA, and return. He or she traveled from Georgia, to Chicago, IL, to take leave in Chicago enroute to San Francisco. The travel to Chicago is for personal convenience. The traveler must use airfares available to the general public for the Georgia to Illinois and Illinois to California legs. Use the two one-way contract City Pair Program airfare costs for the official travel legs to determine the constructed transportation reimbursement limit. The Government one-way airfare between the official points - Atlanta and San Francisco - is $251 and the roundtrip airfare is $502.
Reimbursement is limited to the roundtrip airfare between official points. Reimbursement for the entire trip is limited to $502. If a travel authorization identifies any location as personal or leave travel then the authorization must state that any excess costs over the costs for official travel are the traveler’s financial responsibility.

Scenario 2: A civilian employee departs a PDS on Wednesday, September 7, to travel to a TDY location in the CONUS, arriving on the same day. The locality per diem rate for the TDY location is $135 ($88/47). He or she works on Thursday, September 8 and takes annual leave on Friday, September 9, and Monday, September 12. Both weekend days, September 10-11, are non-workdays. The civilian employee performs duty at the TDY location for 3 full days, September 13-15. He or she departs the TDY location and returns to the PDS on September 16. Per Diem is not authorized under any of the following circumstances:

• When a civilian employee returns to a PDS or place of abode on a non-workday.

• For more than 2 non-workdays if leave is taken for all workdays between the non-workdays.

• For a non-workday when leave is taken for the whole workday before and the whole workday following the non-workday.

Note: Authorizations must reflect zero Per Diem for leave days. Per Diem is authorized if on leave for half of a scheduled work hour day. Leave forms must be uploaded under the DTS Expenses, substantiating records.

5-9 Lodging

a. Lodging must be made in DTS unless a specific lodging facility was contracted by the host, or through the General Services Administration (GSA) Long Term Lodging (LTL) Program. Upload documentation (i.e. email/memorandum, etc.) that supports contract lodging setup by the host or the pricing from three (3) vendors when using LTL.

b. If TDY to a military installation at an Integrated Lodging Program Pilot site, travelers are first directed to use government (DoD) lodging, if available, then privatized lodging. You are not required to use DoD lodging facilities until available in DTS or when TDY to U.S. military installations at non-pilot locations.

c. If TDY to a pilot site city or metro area, travelers are directed to first use DoD Preferred commercial lodging before booking other commercial lodging options in DTS.

d. If DoD, privatized, or DoD Preferred commercial lodging are available and a traveler chooses to stay in other commercial lodging, reimbursement is limited to the amount the Government would have paid if directed lodging was used.

e. When ordered to an ILPP installation where adequate Government quarters are
not available, a civilian employee must use other lodging available under the Government Lodging Program in DTS or request assistance from TMC, (1-800-756-6111).

Notes:

(1) Integrated Lodging Pilot Sites can be found at https://www.defenseotravel.dod.mil/Docs/ILP_Sites_List.pdf.

(2) Long Term Lodging (LTL) contractors provide fully furnished apartment/condominium properties with the comforts of home (nationwide, in most cases). View the list of contractors, http://www.gsa.gov/longtermlodging. You must select and view the Contractors price list for specific geographic coverage.

5-10 Mileage

Authorized private owned conveyance (POC) mileage to/from home station to the training site or POC mileage to/from the terminal.

5-11 Parking at TDY location

When the privately owned conveyance is authorized for travel. Parking reimbursement is limited to the parking fees (one daily fee) at the authorized lodging and/or training facility.

5-12 Parking at the Terminal

Limited to two roundtrip taxi costs.

5-13 Per Diem Rates

Per Diem rates include a maximum amount of lodging and meals and incidental expenses. Reimbursement may not exceed the standard per diem rate or Integrated Lodging Program Pilot (ILPP) when traveling to an ILPP location.

5-14 Privately Owned Conveyance (POC) transportation

Use of a privately owned conveyance (POC) is always considered beneficial to the Government if the official driving distance will be less than 801 miles roundtrip.

5-15 Public Transportation

May be authorized when air travel is the mode of transportation. Reimbursement will be limited to one daily roundtrip to/from the lodging (within 5 mile radius of training) to the training site. Commands may authorize expenses for additional mileage by using their line of accounting.

5-16 Registration Fees

Registration fee required for conference attendance can be reimbursed as a travel and transportation expense on the Authorization when TDY is involved, or Local Voucher with no TDY.
Note: Registration fee to attend a training course is a mission related expense and not a travel and transportation expense, therefore, the fee must be identified on the SF182.

5-17 Taxi/Shuttle
Reimbursement is authorized From/To Airport, Resident, Lodging, and Training Facility.
(Note: taxi/shuttle is the preferred method for all above when airline travel is the mode of transportation to the TDY location).

5-18 Terminal parking fees
Reimbursement is limited to two (2) one-way taxi fares; obtain three taxi fare estimates from taxi fare finder, https://www.taxifarefinder.com, Lyft, https://estimatefares.com/, and UBER, https://www.uber.com/fare-estimate/. Upload estimates to the DTS Authorization to support the cost of public transportation. In order to claim reimbursement for terminal parking you must add three (3) taxi fare quotes (we will only consider the lowest quote for comparison), and the airport’s economy rate for long term parking plus mileage to the airport to the DTS authorization for comparison. IPMO will only fund the lesser amount of the three costs.

5-19 Tolls
Tunnel tolls, Bridge, and road tolls are authorized when direct route is taken to the TDY location and the transportation mode is authorized in Authorization.

5-20 Travelers
Travelers may create, amend, and digitally sign DTS authorizations, vouchers, and local vouchers. Travelers are legally liable for submitting false or fraudulent claims for payment in accordance with 18 U.S.C. 287 and 1001 and 31 U.S.C. 3729 (also known as the False Claims Act).

5-21 Method of Payment
Travelers must ensure they select Individually Billed Account (IBA) as the method of payment for all travel expenses unless a waiver was approved for advance pay (by the Authorizing Official) in advance of travel.

5-22 Missed or Canceled Travel Arrangements
A traveler who misses or cancels travel arrangements must notify the Travel Management Company (TMC) as soon as possible to change travel arrangements. A traveler must also notify the Authorizing Official (AO) of such situations. A traveler who is stranded while on official travel because arranged transportation and lodging was involuntarily canceled must contact the TMC for guidance. Failure to follow these procedures will result in traveler financial liability for any resulting expenses.
5-23 No Cost Training Events with Travel

Travel must be associated with an approved training event even if the training event is free. Interns must upload the approved SF 182 (under Expenses, Substantiating Records) into their travel authorization. Note: SF182’s are required when travel is funded by the ACTEDS Intern Program.

5-24 Per Diem

The per diem allowance is a daily rate meant to cover living expenses. It provides the maximum amount a traveler may be reimbursed for lodging, meals, and incidental expenses. The per diem is based on the rate of the authorized stopover point or official temporary duty location and not the lodging location. Receipts for lodging are required to be uploaded in the voucher. Reimbursement may not exceed the lodging per diem rate approved in the Authorization.

5-25 Scheduled Partial Payments (SPP)

Travelers who use DTS for TDY periods greater than 45 days must Schedule Partial Payments (SPP) through DTS. The amount of the SPP is based on the estimated "should cost" expense for the complete trip. SPP payments are automatically remitted via split disbursement. Upon completion of travel, the amount disbursed through SPP is deducted from the total reimbursable allowance as a previous payment, resulting in a net payment on the final settlement voucher. Travelers are responsible for adjusting vouchers when actual costs or trip duration are different than those on the authorization to preclude an overpayment.

5-26 Self-Registering and Activating a DTS Profile

When you try to log onto DTS, but DTS cannot find an account registered under your SSN or finds an inactive account, DTS displays the User Activation screen. Instructions: https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf.

5-27 State Tax Exemption

Federal government travelers using IBA GSA SmartPay Travel Accounts may be exempt from state taxes in select states. In addition, state tax exemption forms, official business travel documentation, or a Federal Government ID may be required to receive state tax exemption. Click on the https://smartpay.gsa.gov/content/state-tax-information to find the state where you will be traveling to find out if that state exempts state taxes and what the requirements are (for example, many states require a Government ID or a form). When traveling to a tax exempt state, contact the hotel before you travel to verify that taxes will not be charged to your GSA SmartPay Travel Account. If you have any questions about specific state tax exemption policies, please contact the phone number listed under that particular state.
5-28 Travel Reservations
The use of the DTS Reservation Module is mandatory for arranging all official travel reservations, i.e. rental vehicles and commercial lodging. Access the “Request Assistance from TMC” link available in the Reservation Module if you have problems making reservations in DTS. Note: Contact TMC for assistance by phone (1-888-756-6111) if no assistance is provided within 24 hours.

5-29 Travel Start and End Date
a. The Travel Authorization documents travel start and end dates. The traveler’s start date should begin 1 day before the training event (CONUS travel), or 2 days before the training event (OCONUS travel). The travel end date should be the last day of the training event. If the traveler arrives home between 2400 and 0600 hours, the travel end date extends to the following day.
b. Travel will end no later than September 30th each year. The ACTEDS Intern Program does not authorize travel that extends beyond the end of the Fiscal Year.

Note: The IPMO may curtail travel due to lack of funding availability. Accordingly, Travelers must return to their Home Station if requested to do so by the Career Program and/or the IPMO.

6-0. Unauthorized Travel Expenses

a. Advance Room Deposits (i.e. secure a room before Authorization is approved)
b. Air BnB or camp ground equipment (i.e., tents)
c. Airport lodging for personal convenience
d. Dual Lodging
e. Government Credit Card (GCC) expedition fees:
f. Excess baggage for overweight/oversize baggage
g. In-and-around travel at the TDY site
h. Internet fees
i. Leisure travel
j. Licenses or Credentials (i.e., expenses for professional accreditation, certifications and examinations)
k. Lodging late/early departure fees
l. Prepaid Rent (i.e., Apartment rent paid before Authorization is approved)
m. Rental car expenses (i.e., vans, trucks, limousines)
n. Resort Fees  
o. Restricted Airfares  
p. Safe Fees  
q. TDY within a TDY  
r. Tourism Fees  

7-0. Travel Assistance Center  
The Travel Assistance Center (TAC) is available to travelers 24 hours a day, 7 days a week. The TAC offers assistance on DTS, Government Travel Charge Card, Commercial Travel Programs, and Travel Policy. The TAC can be contacted by calling 1-888-Help1Go (888-435-7146), by chat through the DTS home page, or by creating an online help ticket through TraX, hyperlink: Travel Explorer (TraX). If you are calling from overseas, you can dial the TAC at 1-888-Help1Go from any DSN line.