

***** UNCLASSIFIED// *****

Subject: ALARACT 018/2010 - TRAINING TRAVEL POLICY

Originator: /C=US/O=U.S.

GOVERNMENT/OU=DOD/OU=ARMY/OU=ORGANIZATIONS/L=CONUS/L=WASHINGTON DC/OU=DA PENTAGON
TELECOMMUNICATIONS(UC)/OU=ALARACT RELEASE AUTHORITY(UC)

DTG: 152022Z Jan 10

Precedence: ROUTINE

DAC: General

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UNCLASSIFIED//

THIS MESSAGE HAS BEEN SENT BY THE PENTAGON TELECOMMUNICATIONS CENTER ON BEHALF OF
DA WASHINGTON DC//DAMO-TRI//

SUBJECT: TRAINING TRAVEL POLICY

REFERENCES:

- A. AR 58-1, MANAGEMENT, ACQUISITION AND USE OF MOTOR VEHICLES
- B. MEMORANDUM, HQDA OGC, 6 SEPTEMBER 2007, SUBJECT: REQUEST FOR LEGAL OPINION ON
LIMITING IN-AND-AROUND MILEAGE FOR SOLDIERS ATTENDING INSTITUTIONAL TRAINING.
- C. JOINT FEDERAL TRAVEL REGULATION.

THIS MESSAGE IS IN THREE PARTS. REQUEST WIDEST DISSEMINATION TO PERSONNEL,
TRAINING AND FUND MANAGERS.

PART ONE IS FOR ALL ARMY PERSONNEL IN MULTI-SERVICE ORGANIZATIONS, ARMY COMMANDS,
ASCCS, AND DRUS:

1. THE INTENT OF THIS MESSAGE IS TO PROVIDE SPECIFIC MANDATORY REQUIREMENTS FOR
REIMBURSING IN-AND-AROUND MILEAGE WHEN THE SERVICE MEMBER USES PRIVATELY OWNED
CONVEYANCE (POC) AND ATTENDS TRAINING IN A TEMPORARY DUTY (TDY) OR ACTIVE DUTY
FOR TRAINING (ADT) STATUS.
2. PER REFERENCE A, PARAGRAPH 2-1b (4) SOLDIERS MAY VOLUNTARILY USE POC TO
CONDUCT OFFICIAL BUSINESS. THE USE OF THE POC IS AT MUTUAL CONSENT OF BOTH THE
SOLDIER AND THE U. S. GOVERNMENT/ORDER-ISSUING OFFICIAL. PER REFERENCE B, THE
DCS, G-3/5/7 HAS THE AUTHORITY TO ESTABLISH A DAILY MAXIMUM MILEAGE LIMIT TO THE
EXTENT FEASIBLE, BY LOCALITY, AS LONG AS THAT LIMIT IS BASED ON THE ACTUAL
NECESSARY DISTANCE THE INDIVIDUAL SOLDIER MUST TRAVEL IN THE CONDUCT OF OFFICIAL
BUSINESS. PER REFERENCE C, PARAGRAPH U3510, IN- AND- AROUND MILEAGE IS A
DISCRETIONARY ENTITLEMENT. THE ORDER-ISSUING OFFICIAL HAS THE AUTHORITY TO
APPROVE OR DISAPPROVE THE ENTITLEMENT AND, IF APPROVED, SET A DAILY MILEAGE LIMIT
TO ACCOMPLISH OFFICIAL BUSINESS.

PART TWO APPLIES TO SENDING COMMANDS/ORDER-ISSUING OFFICIALS:

3. THE SENDING COMMAND/ORDER-ISSUING OFFICIAL IS RESPONSIBLE FOR EDUCATING/BRIEFING STUDENT TRAVELERS ON TRAVEL AUTHORIZATIONS AND TO ENSURE RECEIPT OF TRAINING TRAVEL ORDERS BEFORE TRAVEL COMMENCES.

4. TRAINING TRAVEL ORDERS WILL INCLUDE ONE OF THE STATEMENTS BELOW, VERBATIM IN PARAGRAPHS 4A OR 4B WHEN A POC IS APPROVED IN CONJUNCTION WITH TDY/ADT:

4.A. IN-AND-AROUND MILEAGE IS NOT AUTHORIZED TO EXCEED (XX) MILES PER DAY IF LODGED ON-POST OR (XX) MILES PER DAY IF LODGED OFF-POST. SOLDIERS ARE REQUIRED TO KEEP A DAILY MILEAGE LOG (STANDARD FORM 1164, CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS) FOR SUBSEQUENT APPROVAL AND REIMBURSEMENT.

4.B. IN-AND-AROUND MILEAGE IS NOT AUTHORIZED.

PART THREE APPLIES TO TRADOC, USASOC, MEDCOM, DARNG, USARC:

5. STUDENTS WHO EXCEED THE IN-AND-AROUND MILEAGE AUTHORIZATION, BY TEN PERCENT OR MORE, REQUIRE COURSE DIRECTOR CERTIFICATION TO APPROVE REIMBURSEMENT FOR THE ADDITIONAL MILES. THE COURSE DIRECTOR WILL ATTEST TO MILEAGE LOG REVIEW AND THE ADDITIONAL MILEAGE BY SIGNING AND DATING THE MILEAGE LOG AND PROVIDING HIS/HER TELEPHONE NUMBER AND E-MAIL ADDRESS.

END OF PARTS ONE, TWO, AND THREE.

6. THIS MESSAGE WILL BE POSTED TO THE ODCS G-37/TR TRAINING DIRECTORATE WEB SITE AT [HTTPS://WWW.G357EXTRANET.ARMY.PENTAGON.MIL/AKO/ITTG](https://www.g357extranet.army.pentagon.mil/ako/ittg).

7. THE DCS G-37/TR POC FOR THIS MESSAGE IS MRS. MARY ELLEN MCCRILLIS, DSN 224-9706 OR MARYELLEN.MCCRILLIS@US.ARMY.MIL.

8. EXPIRATION DATE CAN NOT BE DETERMINED.