

TDY/TRAVEL GUIDANCE

1. You are authorized one trip to and from the training site at 100% per diem while en-route (reimbursement is limited to constructive cost of common carrier transportation and related per diem as determined in the JTR, Vol.
2. You must schedule partial payments while attending long-term training.
3. You may begin travel no more than five days prior to the in-processing date.
4. You are responsible for:
 - Creating the travel request in DTS
 - Using 30 Sep 11 as travel end date; you will be notified when it's time to amend this initial authorization or create a new authorization for the FY12 portion of the TDY
 - Adding appropriate authorized reimbursable expenses which include: connection and disconnection costs of utilities (electricity, natural gas, water, sewage/garbage, and fuel oil) if these costs are not part of the monthly rent. Receipts for all authorized expenses are required.
 - Notifying Ms. White once the authorization is complete and ready for G-3 TRV review; you will be contacted if any changes need to be made.
 - You will be contacted after the authorization has been reviewed to let you know you can sign/route the authorization through DTS.
 - Determining appropriate daily lodging rate to prevent overpayment; adjust the lodging entitlement to reflect the daily rate of the actual monthly lease expense; if your lease does not include utilities, add those expenses separately.
5. You must provide receipts for utility payments and include a copy of your lease.
6. Several reimbursable expenses are authorized by the JTR which will not be centrally funded by G-37/TRV. Expenses not centrally funded may be authorized and paid for by the sponsoring command, **BUT YOU MUST OBTAIN APPROVAL AND FUNDING FROM YOUR LOSING ORGANIZATION PRIOR TO INCURRING OR CLAIMING ANY EXPENSES NOT CENTRALLY FUNDED.**
7. G-37 TRV will not fund the following: rental cars, limousines, excess baggage, in and around mileage costs at the TDY site, additional round trips to/from duty station, cable service, or phone service.
8. Full per diem is authorized for field trips to New York, NY and Washington, DC; dual lodging is authorized (JTR, Ch4, Part L, par C4555F); for the days that you are on dual orders remember to adjust the meals and incidentals portion of your per diem entitlements to zero on the initial AWC authorization.
9. Per diem is not authorized while in a leave status (JTR, Ch4, Part L, par C4555G); per diem is authorized if on leave for only part of a day (JTR, Ch4, Part L, par C4563C); per diem is authorized for non-workdays (federal gov't holidays, weekends, or other scheduled non-workdays) **EXCEPT** when the employee returns to the PDS or place of abode (JTR Ch4, Part L, par C4563C); adjust the per diem entitlements to zero for the days you intend to take leave.