

Standardized DAU Training Travel Order Back

DATED 17 Feb 2004

THE FOLLOWING STATEMENTS APPLY ONLY WHEN LISTED BY NUMBER IN ITEM 16 (FRONT):

1. Meal reimbursements will be based on the availability of government quarters; contact the base billeting office.
 - a) All government meals are available and directed.
 - b) One or two meals are available and directed. (Proportional per diem).
 - c) Government meals are not available or directed.
2. Government procured transportation directed: Report to the TMO as soon as possible. Failure to procure transportation through TMO when directed may result in non-reimbursement of travel expenses and/or disciplinary action by command/unit per JFTR U3120A or JTR C2207A.
3. When TDY to a military installation, contact the Base Billeting Office to ascertain that government quarters are available.
4. For the traveler's convenience, round trip travel by POV and/or personally procured commercial transportation is authorized as **"not more advantageous"** to the government. **Per Diem will not exceed** that paid over a similarly traveled route by common carrier. Excess travel time will be charged as **leave**. Contact **your** Finance Office for specific details about entitlements under this item. Estimated Travel Request (TR) cost from duty station to TDY location and return to duty station is **(see block 14 travel)**. Personnel authorized to personally procure commercial transportation are **directed** to report to military Commercial Travel Office (CTO) for travel reservations. Tickets purchased from any source other than the military CTO may result in non-reimbursement for any tickets purchased and/or disciplinary action by command/unit. (Ref: JFTR U3120A & JTR C2207A).
5. Special authorization(s) for _____ is/are required for mission accomplishment. The cost of Special Authorization(s) has been reviewed and is justified as **"more"** advantageous to the Government or necessary for mission accomplishment. The cost comparison is attached.
 - a) Travelers Personal Auto (TPA). This mode has been determined **"more"** advantageous to the government.
 - b) Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around the duty station is authorized. (**When driving privately owned vehicle**)
 - c) Excess baggage of _____ piece(s) _____ lbs. is authorized.
 - d) Hire of special conveyance for use within area of TDY station authorized as **"more"** advantageous to the government.
 - e) Hire of special conveyance authorized as **"more"** advantageous to the government.
 - f) Hire of special conveyance for use **to/from** the airport authorized as **"more"** advantageous to the government.
6. **Travel Advance Statement:**
 - a) Unless otherwise exempt, the traveler must abide by **Public Law 105-264** and use the **Government Travel Card** to pay for hotel/lodging, transportation tickets, and all rental car charges.
 - b) Traveler has government charge card, however circumstances preclude use to both charge and **ATM** cash advance features. Limits travel advance to **80** percent of all authorized and allowable expenses by **EFT**.
 - c) Traveler has declined to apply for government charge card. **No FSO advance is payable.**
 - d) Traveler has applied for but not yet received Government charge card. Limit advance to **80** percent of all authorized and allowable expense by **EFT** (Bring a copy of completed application to **FSC** when applying for advance).
7. Member is authorized _____ day(s) of leave before and _____ day(s) after TDY. LEAVE ADDRESS: _____
EMERGENCY PHONE NUMBER: _____
8. Consult with your servicing Traffic Management Office for all promotional items received from airlines (e.g., gifts, bonus tickets, etc.), car companies, or hotels.
9. When travel (other than to/from terminal(s)) is performed by commercial modes, the use of a transportation request (TR) is directed. Report to the Traffic Management Office (TMO) as soon as possible. **ALL OVERSEAS TRAVEL MUST BE SCHEDULED WITH TMO.**
10. Authority: JFTR Vol. 1 (military) and JTR vol. 2 (civilian).
11. Before traveling outside **CONUS**, comply with the **USAF Foreign Clearance** guide for clearance, passport, and immunization requirements.
12. All travelers will be required to pay surcharge at the on-base dining facility. (Civilians cannot be directed to use government messing).
13. Long-term **TDY (excess of 45 days)** report to Travel Pay for briefing how to file accrual vouchers.
14. Assistance with charge/ATM card can be obtained by calling customer service at 1-800-472-1424.
15. **Submit a travel voucher to your local servicing finance office within 5 workdays after completion of travel.**

NOTICE: PLACE THE FOLLOWING INFORMATION ON THE FRONT OF ALL TDY ORDERS:

"The following item (s) applies to Standardized DAU Travel Order back dated 17 Feb 04. Items _____"

EXAMPLE: The following item(s) applies to Standardized DAU Travel Order Back dated 17 Feb 04. Items

1a,2,3,6a,7,8,10,12,13,15