

**Welcome to**

*Air Force Acquisition Training Office (AFATO)  
Financial Management Office*



*Procedures Handbook*

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**AIR FORCE PROCEDURES HANDBOOK**

**ON**

**DAU FUNDED TRAVEL**

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## 1. Introduction

All travel funds for Air Force students attending Defense Acquisition University (DAU) funded courses are centrally managed by the AFATO Financial Management Team and the Accounting Liaison Office at the 12 CPTS/FMFL at Randolph AFB, TX. The following procedures describe the process for requesting and obtaining DAU funded travel orders in the Air Force Registration System for Acquisition Training (ACQ Now DAU). Through ACQ Now DAU all Air Force employee (military or civilian) register for Defense Acquisition (DAU) training over the Internet at <http://www.afato.af.pentagon.mil/acqnow>. These procedures apply to all Civilian & Military training offices and organization training monitors. Note: the AFATO procedures for funding TDY expenses to DAU classes are different from the procedures established for TDY-To-Schools (TTS) training.

## 2. Who Gets Funded

Generally, students who occupy an acquisition-coded position are eligible for DAU travel funding based on AF acquisition certification priority levels.

\*Due to unanticipated reductions, centrally funded travel for Defense Acquisition University (DAU) courses is very limited and our travel funding policy has changed. Please refer to ["Funding Student Travel for FY 2004 DAU Classes"](#) located in ACQ Now DAU website Bulletin posted 19 Aug 2003.

\*Please note...Unfunded students will not be able to access a travel worksheet. Orders and funding must be accomplished by your organization. Only students that have approved DAU funding will be able to access a travel worksheet in ACQ Now.

## 3. What is Funded

DAU authorizes funds for transportation, per Diem, terminal mileage, vicinity mileage (POV only), and rental car when applicable. For rental car policy, refer to [ACQ Now DAU Rental Car Policy](#) at ACQ Now DAU website.

### AFATO Meal Funding Policy

Effective 13 Feb 01, all AF DAU-funded students are now authorized full per Diem for meals. The requirement for military students that is DAU-funded to obtain one or all their meals at a government facility has been waived by SAF/AQXD-ATO as the funding authority. This waiver applies only to those military students that are DAU-funded.

### Non-DAU Funded Students

Students that have a reservation in a DAU course, but that are not DAU travel funded, must follow their organization's procedures for creating a travel order. Your commander's support staff should be able to provide you with appropriate guidance. To determine if your travel is DAU funded, review the initial email you received from ACQ Now confirming your class reservation. Instructions contained in that email will advise you of being "Y" (yes) DAU funded or "N", not DAU funded. For unit funded TDY Orders, we have attached the following links to enable you to download a blank DD Form 1610 for use in [PerForm Pro](#), [Form Flow 2.0](#), or [Fillable Adobe PDF](#) formats from <http://web1.whs.osd.mil/icdhome/DD1500-.htm> to prepare manual travel orders.

## 4. Rental Car Policy

### DAU Funded

Generally, most centrally-funded Air Force students that are DAU funded are authorized DAU funded rental cars at most DAU training locations with the following exceptions:

- Long-term DAU training exceeding 4 weeks
- DAU classes held at commercial facilities or hotels where student is lodged, dining facilities available
- Specifically specified DAU locations such as San Diego training location

### Unit-Funded

Do not annotate your DAU travel orders with your unit's fund cite. Instead, a letter must be prepared locally by your unit's order approving official authorizing the rental car. The letter will include the unit fund cite and be approved by the unit resource advisor. The letter will be filed with the travel voucher and the orders approving official must sign the voucher in block 21a of the DD Form 1351-2. This is to be done locally at your unit and does not need to be coordinated through AFATO. These procedures are IAW AFI 65-103, additional guidance provided by waiver letter issued to AFATO by the Air Force Accounting and Finance Office, dated 6 Aug 2001. To download a copy of the AFAFO waiver letter, please click on the following link:

[AFAFO waiver letter](#)

## 5. Preparing Centrally-funded Travel Orders

Prior to obtaining access in ACQ Now registration system to prepare a travel worksheet to generate centrally funded DAU travel orders, the student must first access the following ACQ Now DAU website listed below, apply for a course, obtain a class reservation and receive a system generated e-mail notification to complete a travel worksheet :

<https://www.atrrs.army.mil/channels/acqnow/default.asp?page=main.asp> ,

- DAU funded students will be able to complete a travel worksheet as early as 45 days prior to class start date. ACQ Now will send a tickler E-mail at 45-day, 30-day and 10-day windows if the travel worksheet has not been completed. Students must complete the travel worksheet at least 5 days prior to class start date for ACQ Now to generate the travel orders. Logging in requires a SSN and date of birth.

### DAU TDY Order Funding Criteria

ACQ Now DAU will generate travel orders (DD Form 1610) for students who meet the following criteria:

- Assigned to acquisition-code positions
- Training is centrally funded by AFATO (not unit-funded)

- Duty location is more than 45 miles from class location
- All DAU courses to include PMT 401, Sep 04 class.

#### ACQ Now Travel Worksheet Options

- Specify Leave in Conjunction with TDY
- Create/Submit Back-to-Back DAU Class TDY Orders
- Revoke/Amend Travel Orders
- Apply for a Rental Car via ACQ Now
- Apply for Local Vicinity Mileage Reimbursement

#### Travel Worksheet Preparation Instructions for DD Form 1610:

- Select Travel Worksheet from ACQ Now main menu
- Contact your local travel office and obtain the official government airfare costs to the training location. Since reimbursement is based on round trip airfare this information is needed even if you are driving.
- Click on the appropriate course to access your Travel Requirements Worksheet.
- If you are not taking leave in conjunction with your TDY or do not need travel orders for back-to-back classes, click on the box next to 'No Special Travel Requirements.' Then click on the **Go To Travel Worksheet** button.
- If you would like a centrally funded rental car, select 'Y' from drop-down menu and press **Continue**.
- Select means and mode of transportation from drop-down menu. Enter airfare cost and a 3-digit origin airport code.
- Click on the **Submit Travel Requirements Worksheet to AFATO** button to submit your Travel Requirements worksheet. Clear any error messages by correcting the identified fields and hit **Submit Travel Requirements Worksheet to AFATO**. When you have successfully submitted the Travel Requirements Worksheet, you will see an onscreen confirmation and you will receive an email confirmation when your Worksheet is processed. Your Travel Orders (DD Form 1610) will be emailed to you no later than 5 days prior to your class start date.

#### **6. Amending/Revoking ACQ Now Travel Orders**

If travel orders (DD Form 1610) have been issued for you to attend a DAU class and your travel orders need to be amended, following the following steps:

- Go to go the ACQ Now Training Registration Website and **Logon:**  
<https://www.atrs.army.mil/channels/acqnow/default.asp>

- Select **Travel Worksheets** from the ACQ Now main menu
- Click on the **Review/Amend Travel Orders** button at the bottom of the travel screen.
- Click on the appropriate **course** to access and Amendment Worksheet.
- Click to identify your travel needs and complete all applicable data fields.
- Click on the **Submit Amendment Request** button to submit your Amendment Worksheet. Clear any error messages by correcting the identified data fields and click on the **Submit Amendment Request** button. When you have successfully submitted the Amendment Worksheet, an onscreen confirmation will be displayed.
- AFATO will process your Amendment Worksheet, and if approved, recalculate your travel estimates. After your worksheet has been processed, you will receive an email confirmation.
- A Travel Order Amendment (AF Form 973) will be emailed to you and must be attached to your original DD Form 1610.

## 7. Requesting Local Vicinity Mileage Reimbursement

Individuals who meet the following requirements may request local vicinity mileage reimbursement for their daily commute to and from class upon course completion:

- Students assigned to an acquisition-code position
- Training is centrally funded
- Duty location is 45 miles or less from the class location

To request reimbursement in ACQ Now:

Upon course completion, go the ACQ Now Training Registration Website:

<https://www.atrrs.army.mil/channels/acqnow/default.asp>

- Sign-in by entering **SSN** and **DOB** and click on **Logon** button.
- Click on **Travel Worksheets** option under Student Functions on the main menu.
- Click on the **Reimbursement** button at the bottom of the screen.
- Click on the course to access **Local Mileage Worksheet** (status is 'New')
- ACQ Now automatically computes delta between residence and duty station and your duty station and the training location.
- Enter comments you would like reviewed by AFATO in the '**Remarks/Comments for AFATO**' block.

- Click on the '**Press to Submit Travel Requirements Worksheet to AFATO**', note the status will change to '**Pending Approval**'
- Once your worksheet has been approved, an SF1164 will be emailed to you for hand carrying to your local travel office for reimbursement.

## **8. Foreign National Student Travel Orders**

All civilian foreign national students must enter their Employee Identification Number (EIN) in the SSN field on their ACQ Now Student Profile. The EIN is used to distinguish foreign national students from other Air Force employees and to update the Defense Civilian Personnel Data System (DCPDS) training records when the student completes the course. Non-US citizens with a class reservation to Wright-Patterson AFB must provide their travel order to Ms. Karen Heatherton at least 30 days prior to the class start date. Fax or email the order to (937) 656-7130 or [Karen.Heatherton@dau.mil](mailto:Karen.Heatherton@dau.mil). It is the student's responsibility to identify and advise AFATO of the need for travel orders as early as possible to allow sufficient time to arrange for base access.

### Foreign National Students (other than German)

Foreign national students who use DD Form 1610 for travel may create centrally funded travel orders through **ACQ Now DAU**. It is the responsibility of the student and organization to ensure that the DD Form 1610 is the appropriate document to use for centrally funded employees to travel for DAU training. If you require assistance in determining if a DD Form 1610 is the appropriate document, contact your local training manager, who may request AFATO to make a travel worksheet available. Once the travel worksheet is made available, complete and submit it in accordance with the on-screen instructions provided.

### Foreign National Students (German)

Centrally funded travel orders for local German employees are created using **ACQ Now DAU**. Contact your training manager to have AFATO make a travel worksheet available. When completing the travel worksheet, enter 'German National student' in the 'Comments' block.

### Invitational Orders (Japanese employees under Master Labor Contract)

Currently, we are only aware of Japanese employees under the Master Labor Contract in Japan requiring invitational orders. If you are in this category, contact your local training manager for guidance on creating the document. Once you have completed the invitational order, please fax/email it to the Randolph AFB Accounting Liaison Office for certification. The primary point of contact is Ms. Tammy Danahey and alternate is Ms. Marla Fontanella at DSN fax 487-1843, [tammy.danahey@randolph.af.mil](mailto:tammy.danahey@randolph.af.mil) or [marla.fontanella@randolph.af.mil](mailto:marla.fontanella@randolph.af.mil) respectively.

## **9. DAU Voucher Settlement**

Upon return from TDY, file your travel voucher settlement with your local servicing finance office. Provide 1 copy of your PAID travel settlement reimbursement summary to our AFATO-designated POC, Ms. Tammy Danahey at 12 CPTS/FMFL, Randolph AFB, TX.

Upon receipt of voucher settlement, posting is accomplished either on the same day or NLT than the next if received after office hours. Be advised that paid settlement voucher summary must be either faxed to the 12 CPTS/FMFL Randolph AFB TX at DSN 487-1843 or sent electronically to [ACQ.Now@randolph.af.mil](mailto:ACQ.Now@randolph.af.mil) no later than 30 days after course completion. Failure to comply may result in denial of future DAU training requests.

