

Transportation and Travel
TRAVEL MANAGEMENT

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This regulation supersedes PODR 55-1-1, 9 Dec 91.

1. Purpose. To provide policies, procedures, and responsibilities in travel management.
2. Applicability. This regulation applies to personnel assigned to Pacific Ocean Division, Alaska, Far East, Honolulu, and Japan Engineer Districts.
3. References.
 - a. Joint Travel Regulation (JTR), Volume 2.
 - b. Joint Federal Travel Regulation, Volume 1.
 - c. Federal Travel Directory.
 - d. ER 55-1-2, Travel Management.
 - e. DOD Directive 4500.53, Commercial Passenger Airlift Management and Quality Control.
4. Policy. Travel management is very important to the success of the Division. All travel accommodations must be justified, documented, and approved by the proper authority. The implementation of the Corps of Engineers Financial Management System (CEFMS) and other directives has drastically changed the travel business process.
5. Prudent Person Rule. An employee on official business will exercise the same care in incurring expenses and accomplishing a mission that a prudent person would exercise if traveling on personal business. Employees will be responsible for any additional expenses incurred for personal preference or convenience (JTR U2010). The member should maintain records to validate expenses.
6. Temporary Duty Travel. Temporary duty travel orders, invitational orders, repeated orders, and blanket travel orders will be prepared using the CEFMS Business Process. Refer to your appropriate guide for preparation and business process.
7. General Conditions.
 - a. Only mission-essential travel will be requested and approved.
 - b. Travel will not be approved for business that can be handled by mail, telefax, telephone, video teleconference (VTC), or other more economical means.
 - c. Division or district-sponsored training, conferences, meetings, and similar activities requiring travel will be justified to ensure that they are worth time and expense. Such activities will be held at the most cost-effective location, considering factors such as the facility, rental cost, per diem, and travel expenses.
 - d. Options on use of contract flights. The Commercial Travel Office (CTO) will use contract flights and fares in scheduling travel. In unusual circumstances, authorizing officials (AO) (Logistics Management Office) may authorize the CTO to make other arrangements if:
 - (1) Seating space on the scheduled contract flight is not available in time to accomplish the mission, or use of contract flight would increase the overall cost of the trip;

(2) The contract carrier's flight schedule does not operate during normal working hours;
or

(3) A fare that is available to the general public is less than the contract fare and would result in lower total cost to the government. The AO will record the rationale for not using contract flights on the trip record.

e. **Authorizing Accommodations Above Coach Class.** When mission requirements dictate, AO (Logistics Management Office) may authorize premium (but less than first) class travel accommodations for the following reasons:

(1) The origin or destination is outside CONUS, the scheduled flight time (including stopover) exceeds 14 hours, and the mission requires duty performance soon after arrival without a rest period;

(2) Available coach class accommodations will not allow timely mission completion;

(3) A traveler's documented medical condition requires use of premium class accommodations;

(4) Security or exceptional circumstances make use essential to accomplish the mission;

(5) Coach-class accommodations on foreign carriers (when authorized for use) do not provide adequate sanitation or meet health standards;

(6) An overall savings will be realized based on economic considerations, such as additional lodging or per diem that would be incurred in waiting for the next available coach-class accommodations.

f. Employees are allowed a non-work acclimatization rest period when the travel requires boarding or deplaning between, or spans 2400 and 0600 hours. The rest period will not exceed 24 hours.

8. **Contract City Pairs.** The City Pairs contract awards are valued at \$1.12 billion for FY98 and provide approximately 99.5 percent nonstop service in DOD's most heavily traveled routes. Awards are based upon customer service being considered more important than cost. The DOD is a mandatory user of GSA City Pairs for official government travel. Full City Pairs compliance is required. There are four exceptions to usage of the City Pairs contract.

a. Space on scheduled flights is not available in time to accomplish the purpose of the travel, or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.

b. The contracted carrier's flight schedule is inconsistent with explicit policies of the individual federal departments and agencies or other mandatory users to schedule travel during normal working hours.

c. A non-contract (DOD-approved) carrier offers a lower fare available to the general public, the use of which will result in a lower trip cost to the government or other mandatory users - to include the combined costs of transportation, lodging, meals, and related expenses.

Note: This exception does not apply if the contract carrier offers a comparable fare and has seats available at that fare, or if the lower fare offered by a non-contract carrier is restricted to government and military travelers on official business and may only be purchased with a government transportation request, contractor issued charge card or centrally billed account.

d. Rail service is available and is cost-effective and consistent with mission requirements.

9. Lodging Success Program (LSP). Use of the LSP is mandatory for all military and civilian Army personnel traveling on official business to the National Capitol Region (NCR); San Antonio, Texas Region; Oahu, Hawaii Region; and Atlanta, Georgia Region. Hotels under LSP contracts are considered government quarters; therefore, non-availability control numbers must be reflected in the traveler's orders. The travel orders, Item 16-Remarks Section should have the following statements: "NA Control Number 000000 issued by Army Lodging on 00/00/00. Government quarters are available and government mess is not available. Travelers to the NCR; Oahu, Hawaii; San Antonio, Texas; and Atlanta, Georgia are required to call 1-800-GO-ARMY-1 for billeting/hotel reservations." This will allow the traveler full reimbursement for the lodging portion of the per diem rate if a non-LSP contract hotel is used. If a room is not available at time of check-in, the LSP hotel will issue a non-availability statement.

a. The Oahu Hawaii Area, The Inn at Schofield Barracks. Rates are aligned with Temporary Lodging Allowances (TLA) per diem allowances.

b. Travelers must include both the locations of the TDY point and the destination ZIP CODE on the travel order. Logistics Management Office will verify that this information is on each travel order for those traveling to the above locations before authentication. In order to determine space availability and cost savings, group coordinators booking space for conferences, seminars, meetings, training classes, etc., are required to contact the Army Central Reservation Center (ACRC) prior to booking room blocks for their event. When group lodging requirements are unavailable at LSP hotels, the ACRC is authorized to issue a single nonavailability (NA) control number to the group coordinator.

Postal Zip Code:

TDY Destination:

Pentagon/Crystal City Area
20301, 20310, 20330, 20350,
20370, 20380, 22201, 22202,
22203, 22204, 22209, 22210,
22211, 22214, or 22215

Pentagon, Crystal City, Rosslyn,
or Arlington, VA

Alexandria East Area
22301, 22302, 22304, 22305,
22314, 22331, 22332, 22333

Hoffman Complex, AMC HQ or
Cameron Station

Alexandria West Area
20812, 22031, 22041, 22042,
22043, 22046, 22101, 22102,
22103, 22182, 22205, 22207,
22212, 22213, 22312, 22303,
22311

Park Center, Skyline Complex, NASSIF
and MELPAR Buildings, or National
Guard Center

Postal Zip Code:

Fort Belvoir/Springfield Area
22060, 22079, 22122, 22150,
22151, 22191, 22309, 22310

TDY Destination:

Fort Belvoir or Springfield, VA

All Zip Codes for the Island of
Oahu

Oahu, Hawaii

Fort Sam Houston and Metro-
politan San Antonio (Area within
Metro Loop 410)

San Antonio, Texas

Holiday Inn at Hartsfield International
Airport and Crown Plaza Hotel
(Hotels centrally located to
Forts McPherson and Gillem 30344)

Atlanta, Georgia

c. ACRC hours of operation are MON-FRI 0600-2100 hours (EST), SAT, SUN and Holidays 0800-1800 hours (EST). ACRC may be reached at 1-800-GO-ARMY-1 (1-800-462-7691) or DSN 897-2790.

10. Rest Stop Enroute to or from the TDY Station. Normally, travelers will not be required to travel during unreasonable hours at night. The AO will record the rationale for not using contract flights on the Trip Record. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time, including stopovers, exceeds 14 hours and the traveler is not authorized premium class accommodations, the AO may authorize rest stop enroute or a rest period at the TDY location before reporting for duty. Rest stops will not exceed 24 hours.

11. Frequent-Flyer Programs.

a. Participation in frequent-flyer program is voluntary.

b. Frequent-flyer mileage credits, earned as a result of official travel, remain the property of the government and will not be used for personal travel. Personal credits should not be mixed.

c. Frequent-flyer mileage credits may be used on official business to:

(1) Reduce official travel costs through redemption of mileage credits for free airline tickets, hotel rooms, and rental vehicles.

(2) Upgrades to premium class, other than first class accommodations, if the AO authorizes the upgrade.

d. Official transportation will not be arranged with an air carrier solely to obtain frequent-flyer mileage credits. The contract City Pair carrier will be the routing of first consideration. Meeting mission requirements at the lowest cost is the basis for traffic management decisions concerning official travel.

12. Invitational Travel. Invitational travel is the term applied to authorize travel of individuals not employed or employed (under 5 U.S.C. 5703) intermittently in the Government service as consultants or experts and paid on a daily when-actually-employed basis and for individuals

serving without pay or at \$1 a year when they are acting in a capacity that is directly related to, or in connection with official activities of the DOD. Some cases when invitational travel may be authorized:

a. It is considered in the interest of a department to invite a college or university official or a representative of industry to visit an activity to observe the work performed or the operations of the activity;

b. An individual is requested to lecture, instruct, or give a demonstration at an activity in connection with a DOD operation or program;

c. An individual, singly or as part of a group, confers on an official DOD matter with DOD officials and thereby performs a direct service to the DOD, such as providing advice or guidance;

d. An individual is authorized pre-employment interview travel under paragraph C6200;

e. It is determined by the appropriate DOD component to be in the best interest of the DOD, travel of representatives and employees of contractors under contracts with DOD, including contractor technicians and field service representatives, with orders containing appropriate accounting classification and approval of the administrative contracting officer provided the travel involved isn't the financial responsibility of the contractor.

13. Using American Flag Carriers. Travelers must use an available U.S. carrier when traveling in foreign areas or between the U.S. and a foreign area, even if the U.S. carrier fare is higher than a foreign carrier's fare. A carrier won't be used unless a U.S. carrier can't provide the needed transportation or the use of a U.S. carrier wouldn't accomplish the mission. In such cases, the AO (Logistics Management Office) may authorize the use of non-contract foreign carrier. The AO (Logistics Management Office) may not consider the rank or grade of the traveler, traveler preference, or traveler convenience in deciding, and must record the rationale for permitting use of a foreign carrier on the Trip Record.

14. Air Charter Contracts. The Department of Defense (DOD), in procuring commercial passenger air transportation services for the directed movement of its personnel, is responsible for the safe travel of those personnel selected for such movement. It is DOD policy that commercial passenger air transportation services procured by the Department of Defense be obtained from air carriers approved by the U.S. Army Military Traffic Management Command (MTMC) or the U.S. Air Force Air Mobility Command. These carriers shall comply with all applicable Federal Aviation Administration (FAA) established air safety requirements and meet the standards established by the Department of Defense. All contracts with commercial passenger carriers must be coordinated with your Logistics Management Office to ensure the carriers are approved carriers.

15. Actual Expense Allowance (AEA). Actual expense allowances are not intended for normal, routine travel. AEA's are authorized for specific travel assignments within and outside CONUS. The allowable per diem rate may be insufficient for a particular travel assignment because of special duties or because costs have escalated due to special or unforeseen events. Refer to paragraph C4601 JTR for types of expenses allowable.

a. HQUSACE has delegated authority to the Travel Order Approving Official to approve AEA. Further redelegation is not authorized. Each and every Travel Order Approving Official,

while authorizing travel orders and approving vouchers, will have the responsibility to adjudicate AEA requests.

b. The traveler will retain and forward a signed copy of the request with supporting documentation to the Travel Approving Official for review and approval. The Travel Approving Official will be responsible to maintain the file of AEAs with supporting documentation for audit purposes.

16. Travel Clearance.

a. Travel clearance is permission for the traveler to enter the area of operations of another overseas command. The permission must be requested from that command in a timely manner.

b. Traveler sends travel clearance request to the Logistics Management Office to allow for orderly processing of the request by the overseas command.

c. The request forms and current time frames for requesting travel clearances are shown in the following publications:

Department of Defense Foreign Clearance Guides:

Pacific, South Asia, and Indian Ocean
Africa and Southwest Asia
Europe
North and South America

17. Security Briefings. Commanders will ensure all military and DA civilians in their command receive appropriate individual antiterrorism awareness training prior to all travel and deployments outside the 50 United States, its territories, and possessions.

Level 1-Individual Awareness Training. Level 1 training must be accomplished within six months prior to all travel or deployments on official orders. Level 1 consists of 2 categories: Negligible or Low Threat Areas and Medium or High Threat Areas.

a. Training for Negligible and Low Threat Areas are as follows:

- (1) View Level 1 Training Video which addresses Individual Protective Measures.
- (2) Provide/Issue JS Guide 5260 and GTA 19-4-3.

b. Training for Medium or High Threat Areas is as follows:

(1) View Level 1 Training Video which addresses Individual Protective Measures, Terrorists Surveillance Detection, Hostage Survival Techniques, and Threatcon Training video.

(2) Provide/Issue JS Guide 5260 and GTA 19-4-3.

(3) Recent or update for area of travel.

(4) Instruction by a certified and current instructor using TRADOC-approved lesson plan.

Units will maintain a record of individuals receiving training. In the Division, the travel order approving official will ensure the traveler receives the appropriate training prior to departure. All documents are available on the P: Drive under PODSM Travel.doc for Level 1 Negligible or Low Threat Areas Training. The video is available in the Library and Security Manager's Office.

Annual Level 1 refresher training is required for all personnel assigned OCONUS.

18. Rest Upon Arrival at or Return from the TDY Station. Employees are allowed a non-work acclimatization rest period when the travel requires boarding or deplaning between, or spans 2400 and 0600 hours. The rest period will not exceed 24 hours.

19. Passports.

a. Employees who are required to travel to foreign countries on official business are expected to obtain no-fee Official Passports and visas and keep them current (AR 600-290). Allow six to eight weeks from the time the passport application is submitted until the passport is received.

b. Official passports may not be used for personal travel from the United States to foreign countries.

c. Employees going to or through high physical threat or potential threat countries are authorized Tourist Passport at government expense (see paragraph 17 of this PODR for briefing requirements). Authorization for reimbursement for a Tourist Passport must be shown in Block 16 of the travel orders.

d. When there is insufficient time to obtain a new or renew an Official Passport, employees may obtain a Tourist Passport at government expense. Furnish justification in the "Other Remarks" field of the travel order.

20. Attendance at Private Organization Meetings and Commercially Sponsored Conferences.

a. A private organization is defined as a technical, scientific, professional, or similar association, society, institution or other group that is not an agency of Federal, State or local governments, departments, or activities.

b. Attendance at such meetings and conferences will be authorized only when the information to be gained will substantially benefit the POD mission.

c. Per reference 3d, employees planning to attend such meetings or conferences in CONUS must submit a memorandum request, through channels, to HQUSACE (CELD-T) at least 30 days before the meeting or conference date.

d. Travel forecasts enable managers to ensure that attendance at meetings or conferences is warranted.

e. Normally, travel-requesting officials will submit annual forecasts to the appropriate travel-approving officials in conjunction with preparation of the annual budget. Include the following information in forecasts:

- (1) Name of each meeting or conference.

- (2) Location and dates.
- (3) Meeting or conference sponsor.
- (4) Travel expense (transportation, per diem, and other costs).

(5) Purpose and justification statement. Be brief and specific as to the meeting or conference objectives and how they relate to the POD mission.

f. As often as necessary, update the annual forecasts quarterly to show deletions and additions.

g. Travel-approving officials will review the forecasts to determine whether or not the meetings or conferences are worth the time and travel expense and the information to be gained will be of substantial benefit to the POD mission. The meetings or conferences, as approved by the travel-approving officials, will be in line with the travel requirements shown in the annual midyear or other budget submittals.

21. Trip Reports. Trip reports enable managers to determine whether or not the meetings or conferences were worth the expense.

a. Employees will prepare trip reports and send them through the travel-requesting official to the travel-approving official. Include the following information in trip reports:

- (1) Reference to the travel order number.
- (2) Name of the meeting or conference.
- (3) Location and dates.
- (4) Meeting or conference sponsor.

(5) Evaluation statement. Comment on the strong and weak points of the meeting or conference, whether or not the objectives were achieved, and the value of the information gained.

b. The travel-requesting and travel-approving officials will review and annotate the reports to show whether or not the meetings or conferences were beneficial. Copies of the reports will be:

(1) Retained by the travel-approving official for future reference and travel management reviews.

(2) Sent to those directorates or staff offices that have a mutual interest in and may be sending employees to future sessions of the particular meeting or conference.

22. Use of Rental Cars or Hire of Special Conveyances.

a. When it is determined that an automobile is required for official travel, commercial rental car companies, under agreement with the Military Traffic Management Command (MTMC), should be used. However, travelers may rent vehicles directly from commercial companies. This applies to travelers who travel to their destination by common carrier; i.e.

airplane, train, or bus, and would customarily rent a vehicle for local transportation in the destination area. Government-furnished automobiles should continue to be used in isolated areas where commercial rental contractors are not available.

b. When an automobile is required for official travel performed locally or within commuting distance of an employee's designated post of duty, a government-furnished automobile is the first resource. If a government-furnished automobile is unavailable, a commercial rental may be used.

c. Special conveyances, such as rented or hired automobiles, taxis, boats, aircraft, livery or other means of transportation, may be utilized by travelers in a TDY status if authorized and approved by the traveler's Travel Approving Official.

d. Generally, car rental is not authorized for travel while attending training courses and conferences. The need for a car rental should only be authorized in extenuating circumstances

e. The Requesting Official must ensure a justification (i.e. purpose, costs of other modes, impact) is provided to the Travel Approving Official when the need meets the requirements for traveler-provided transportation at a TDY location for all purposes except SITE VISITS. The information will assist the Travel Approving Official in determining if a rental car is authorized. The signature of the Travel Approving Official on the travel order indicates all items identified on the travel order are approved. The Travel Authenticating Official will review the travel to ensure it is in compliance with directives.

23. Promotional Materials Received in Connection with Official Travel.

a. Employees are obligated to account for any gift, gratuity or benefit received from private sources when performing official travel. This includes promotional materials given by airlines, rental car companies and hotel/motels, such as bonus flights or reduced fare coupons.

b. All rights to gifts, prizes, incentives, benefits, and services become the property of the Government and must be relinquished.

c. Employees may keep items of nominal intrinsic value (i.e. pens, pencils or calendars) or items offered for customer relations purposes (i.e. free wine on delayed flights).

d. Employees must turn in travel bonuses carrying expiration dates and nontransferable travel coupons for future official travel of employees traveling from the activity. Whenever possible, documents should be requested in the name of the U.S. Army Corps of Engineers.

e. Travelers should be warned against patronizing or requesting the transportation office or the travel agency to select carriers solely for the purpose of receiving the extra benefits that may be provided by any particular carrier.

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24. Filing of Travel Vouchers. The traveler will retain and forward a signed copy, electronically or manually, of the travel voucher with supporting documentation (i.e. receipts) to the Travel Approving Official (TAO) for review/approval/retention. After a review of the travel voucher, the TAO will electronically sign the voucher. The TAO will be responsible to maintain the file in-house for 3 years for audit purposes. The travel voucher should be filed in travel order number sequence.

FOR THE COMMANDER:


JAMES K. LIGH
Director, Information Management

POD DISTRIBUTION (List 98-1):
B, C
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