



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON-YONGSAN  
UNIT #15333  
APO AP 96205-5333

IMYN-ZA

22 DEC. 2016.

**UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 40**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Travel

**1. REFERENCES:**

a. Memorandum, HQ, IMCOM, IMCG, 6 November 2013, Subject: Installation Management Command, Headquarters, Region and Army Environmental Command Travel Policy.

b. Memorandum, HQ, IMCOM-P, 18 December 2013, Subject: IMCOM Pacific Policy Memorandum # 8, Region Environmental Command Travel Policy

c. Joint Travel Regulations, Chapter 7, Section 10: Renewal Agreement Travel (RAT), 1 October 2014.

d. Army in Korea Regulation (AK) 690-10, Chapter 2, para 2-11, page 13, 9 September 2016.

**2. PURPOSE:** This internal SOP outlines the regulations, policies, roles, responsibilities, and procedures for personnel to accomplish authorized travel or Temporary Duty (TDY).

**3. DISCUSSION:** The expenditure of government funds in the current fiscal environment for TDY travel must be evaluated against a standard of mission criticality, weighing the mission-related need for the travel and the benefits for the Army.

a. The expenditure of TDY funds is highly visible and subject to close scrutiny. TDY should only be approved in those cases where the mission cannot be accomplished by other means. In these cases, only the minimum number of individuals actually needed to perform the mission should be authorized TDY.

b. When TDY is authorized, both the traveler and approving official will ensure that the TDY is accomplished by the most economical means possible. For discretionary authorizations (such as rental cars), only those expenditures that are necessary to accomplish the mission should be authorized. Cost savings must be a consideration in

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every authorizing decision. Government vehicles should be used when available and practical.

c. Leaders will be held accountable to ensure that only mission-critical TDY is requested and approved.

d. Renewal Agreement Travel (RAT) is Leave-Free Travel. Employees who are authorized home leave are entitled to leave-free travel time when they take home leave. This entitlement is limited to one leave period for each overseas tour.

(1) May not be longer than the time required for common carriers to travel the most direct, commonly traveled route. During leave-free travel time, employees will be reported as being in a duty status on time-and-attendance reports.

(2) Is credited when the employee performs renewal agreement travel Under the Joint Travel Regulations, Volume II. The employee may request (in writing) to use leave-free travel when planning to use home leave at another time. The employee must be notified of the limit of one leave-free travel opportunity for each tour.

(3) For personnel on worldwide mobility agreements, home leave may be granted for use en-route to an assignment in CONUS if another foreign area tour is expected immediately after completing the U.S. assignment.

4. **APPLICABILITY:** This policy applies to all USAG-Y personnel, for travel funded with either appropriated or non-appropriated funds. "Mission Critical", as defined in paragraph 5a, is the standard to be applied in all cases.

5. **POLICY:** Authorized TDY includes the following:

a. "Mission Critical" TDY. This is travel/TDY without which significant mission degradation would occur. It must be determined that the mission cannot be accomplished via VTC, DCO, or conference call. Exceptions for travel that does not meet the definition of "Mission Critical" can only be approved on a case-by-case basis by the Commander or Deputy to the Garrison Commander (DGC).

b. Certification Training. This is TDY related to legally or professionally-required certification training (e.g., environmental certification, engineering certifications, etc.) required as an element of the employee's position.

c. Conference Travel. Conference Travel is subject to strict scrutiny and may only be authorized in accordance with (IAW) DOD, DA, and IMCOM conference attendance

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policies, subject to approval at the level established in these authorities depending on the nature of the conference and the cost associated with attendance at the event.

6. **APPROVAL:**

Garrison approval hierarchy is as follows:

a. The Garrison Commander or Deputy Garrison Commander (DGC) will be the Approving Official (AO) for all travel authorizations for Command Group, Directors, and the HHC Commander.

b. Directors will be delegated authority as AO for their subordinate personnel on a DD Form 577 (Signature Card) after completion of required training listed in paragraph 8b. DD Form 577s will expire one year from the date AO completed required annual training.

c. In no case may subordinates serve as AO for the TDY of their supervisors or anyone above them in the chain of command.

7. **RESPONSIBILITIES:**

a. AOs will:

(1) Review Defense Travel System (DTS) authorizations (or DD Form 1610 for KN personnel) for their personnel.

(2) Ensure that the appropriate funds are used.

(3) Ensure that all subordinate personnel travel is required, efficient, and meets all travel regulations, policies, and procedures.

(4) Ensure that vouchers are filed within five (5) days upon completion of travel for those authorizations they approve.

(5) Ensure compliance with Audit Readiness Statement of Budgetary Resources (SBR) 12.05 (Unprocessed Voucher Reconciliation) requirements which includes a monthly review, signature, and dates of the DTS reports "Unsubmitted Voucher List" and "Routing Status Report for Vouchers".

b. Travelers will:

(1) Obtain proper approvals for travel as outlined in this policy.

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(2) The following supporting documents should be attached in DTS as substantiating records prior to approval:

(a) SF 182, Selection Memo, Instruction Memo, Funding Memo and/or any e-mail regarding travel.

(b) Approved Travel Comp Time Request Form.

(c) Approved Leave Slip.

(3) Ensure that vouchers are filed within five (5) days upon completion of travel.

(4) Attach receipts and documentation to the voucher to support claims for reimbursement IAW the requirements of the Joint Travel Regulations.

c. Supervisors will:

(1) Ensure that subordinate personnel complete required training to the Garrison DTAs and maintain records of training completion.

(2) If delegated authority as an Approving Official (AO), submit copies of their Appointment Letter, DD Form 577, and initial and annual training to the Garrison DTA in order to be set up in DTS as an AO.

d. DTS Administrators (DTAs) will maintain file copies of DD Form 577s and training certifications for AOs. They will also assist users with DTS as needed.

e. The Garrison Internal Review office will review Garrison travel as part of their annual DTS internal controls review to ensure compliance with all travel regulations and policies.

## **8. DOCUMENTATION AND TRAINING:**

a. DTS Users are required to complete the following training:

(1) DTS (Basic) – About DTS (one-time training).

(2) DTS (Basic) – DTS Travel Documents (DTS 101) (one-time training).

(3) Programs and Policies – Travel Policies (one-time training).

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b. Approving Officials: In addition to having a delegation letter and an executed DD Form 577 (Signature Card), AOs are required to complete the following training:

- (1) Training for Accountable Officials and Certifying Officers (annual training).
- (2) The DTS Approval Process (one-time training).
- (3) Fiscal Law – Comptrollers' Accreditation Course (<https://jagu.army.mil>) (required every 3 years).

c. DTS training and demonstrations are located at the DTMO Explorer (TraX) website, <https://www.defensetravel.dod.mil/site/training.cfm>. Copies of training completion certifications must be provided to the designated Garrison DTS Administrator before the use of DTS.

9. **RESOURCES:**

a. The Defense Travel Management Office (DTMO) website:  
<https://www.defensetravel.dod.mil/index.cfm>.

b. The Garrison DTS Administrator (DTA) is Ms. Pak, Chong Hui, DRM 738-6505, Alternate DTA is Ms. Kim, Mi Hui, 738-6476.

10. The staff proponent for this policy is the Director, Resource Management. Questions concerning this policy can be addressed to the Budget Officer at DSN 738-6942.

- 2 Encls  
1. Internal Control Evaluation Checklist  
2. Travel Comp Time Request



J. SCOTT PETERSON  
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## INTERNAL CONTROL EVALUATION CHECKLIST (Encl 1)

### TDY APPROVAL

- Y or N Does the mission require the physical presence of individuals at itinerary locations?
- Y or N Have alternatives been considered (teleconference, correspondence, local training, etc.) before authorization of travel orders?
- Y or N Are the number of travelers consistent with related factors of technical complexity, performance milestones, or prescribed attendance?
- Y or N Does approximate number of days on TDY exceed elapsed time required to complete assignment and minimize unproductive TDY on weekends and holidays?
- Y or N Is a city TDY location shown only when the duty will actually be performed in the commercial sector and it is known that government quarters is neither available nor appropriate for the traveler?
- Y or N Is travel performed by the most expeditious and economical mode of transportation?
- Y or N Is rental car authorization consistent with the need for local travel at the TDY location realities of public transportation, cost of taxi/airport limousine service, and number of travelers?
- Y or N If a rental car is required, is it authorized in the remarks section of the DD Form 1610?
- Y or N When POV is authorized, is local mileage in and around TDY point authorized in the remarks section?
- Y or N Are requests for TDY travel prepared, submitted for review, and approved at the earliest practical date to allow for the following:
- Taking advantage of available discounts for early airline bookings?
  - Allowing the traveler to take advantage of government quarters?
  - Allowing time for traveler to obtain a travel advance, if necessary?
  - Combining visits within the same geographical area instead of separate trips?
- Y or N Are supporting documents (i.e. Course Selection Memo, Letter of Instruction, or Course Registration Material) attached to DTS authorization?
- Y or N If leave is taken in conjunction with TDY is a leave form attached and are leave dates properly accounted for in the trip itinerary?

## INTERNAL CONTROL EVALUATION CHECKLIST (Encl 1)

### TDY VOUCHER CERTIFICATION

- Y or N Is the claim presented on an original travel voucher, typed, or handwritten with an original signature and date or digital signature?
- Y or N Are the basic orders with amendments, if any, attached to the claim?
- Y or N Does the lodging receipt reflect single occupancy?
- Y or N If meals were paid for or furnished by the Government at the TDY site, did the traveler indicate in the remarks section of the travel voucher which meals and the dates they were provided?
- Y or N When a registration fee is authorized and claimed, does a statement on the claim indicate whether or not the registration fee included charges for luncheons or banquets?
- Y or N Are claims reasonable, and are claims of \$75 and up supported by a receipt?
- Y or N If rental car expenses are claimed, was authorization shown on the DD Form 1610?
- Y or N Was the rental car size selection based on the most economical and fuel-efficient type car available to meet the traveler's needs?
- Y or N Is the claim for local in-and-around mileage at TDY point reasonable, based on the location of lodging when POV is authorized?
- Y or N Are original receipts for rental cars and lodging attached, regardless of amount?
- Y or N Has a copy of the ticket showing the carrier and cost of fare been attached to the claim?
- Y or N Has the claim been submitted to the travel reviewing official within 10 calendar days after the completion of travel?
- Y or N Is the claim reasonable and consistent with the mission and claims for reimbursement in harmony with those authorized on DD Form 1610?
- Y or N Are flagged items on the travel documents adequately addressed by the traveler?

# Travel Comp Time Request

Traveler (LASTNAME, Firstname)	
TDY Description	
TDY Location	

Flight Calculations	Enroute to TDY	Enroute to Home Station
	<b>Departure Flight 1</b>	<b>Return Flight 1</b>
Departure Date (Origin time zone)		
Departure Time (Origin time zone)	hrs	hrs
Arrival Date (Destination time zone)		
Arrival Time (Destination time zone)	hrs	hrs
Time Difference	hrs	hrs
Calculated Flight Time	hrs	hrs
	<b>Departure Flight 2</b>	<b>Return Flight 2</b>
Departure Date (Origin time zone)		
Departure Time (Origin time zone)	hrs	hrs
Arrival Date (Destination time zone)		
Arrival Time (Destination time zone)	hrs	hrs
Time Difference	hrs	hrs
Calculated Flight Time	hrs	hrs
<b>Total Calculated Flight Time</b>	hrs	hrs

Comp Time Calculations	Enroute to TDY	Enroute to Home Station
Flight Time	hrs	hrs
Airport Commute	hrs	hrs
Airport Wait	hrs	hrs
Post-flight Commute	hrs	hrs
<b>Total travel time</b>	hrs	hrs
<b>Minus</b>		
Normal Commute Time	hrs	hrs
Travel considered regular work hours	hrs	hrs
Required bona fide meal period	00:00 hrs	00:00 hrs
Additional meal/shopping time to deduct	hrs	hrs
<b>Total Time Deducted</b>	hrs	hrs
<b>Creditable Comp Time</b>	hrs	hrs

<b>Creditable Comp Time</b>	<b>00:00 hrs</b>	<b>00:00 hrs</b>
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<b>Total Creditable Comp Time</b>	<b>00:00 hrs</b>
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Employee Signature	Supervisor Signature

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Resource Management Officer

Commander or Compensatory Time Approving Official

Encl 2