DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2701 SHERIDAN ROAD
GREAT LAKES, ILLINOIS 60088-5001

NTCGLAKESINST 4650.3
N8
JUL 10 1996

NTC GREAT LAKES (SIMPLEX) INSTRUCTION 4650.3

From: Commander, Naval Training Center, Great Lakes

Subj: TAD/TDY TRAVEL FOR MILITARY AND CIVILIAN PERSONNEL AND PROCEDURES FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

Ref:
(a) Joint Federal Travel Regulations (JFTR)
(b) Joint Travel Regulations (JTR), Volume 2
(c) OPNAVINST 5050.31C
(d) NAVMILPERSCOMINST 4650.2A (Navy Passenger Transportation Manual)
(e) NAVPERS 15559 (Officer Transfer Manual)
(f) NAVPERS 15909C (Enlisted Transfer Manual)
(g) OPNAVINST 4650.10G
(h) NAVCOMPT Manual, Volume IV
(i) U.S. Navy Travel Instructions, par. 4256
(j) BUPERSINST 11103.1B
(k) MILPERSMAN (NAVPERS 15560C)

Encl:
(1) Official Travel Plan (OTP)
(2) Director and Special Assistant Check Lists
(3) Sample Temporary Additional Duty (TEMADD) Travel Order, NAVPERS 1320/16
(4) Sample Request and Authorization for TDY Travel of DOD Personnel, DD Form 1610
(5) Procedures for Processing Claims for Reimbursement for Expenditures on Official Business
(6) Sample Travel Voucher or Subvoucher (DD 1351-2)
(7) Sample Claim for Reimbursement for Expenditures on Official Business (SF 1164)

1. Purpose. To assign responsibility for managing Temporary Additional Duty/Temporary Duty (TAD/TDY) travel of CNTC staff personnel; provide procedures for proper control of travel orders, travel claims, and records supporting travel costs incurred by each director and special assistant, and establish procedures for processing claims for reimbursement for expenditures while on official business.

2. Background. All Navy commands and activities with authority to issue travel orders must issue policy outlining procedures for requesting travel orders, criteria for approval, clearance required, orders preparation, proper use of transportation services, and designation of official authorized to approve travel. Technical guidance is provided in references (a) through (f) for military and civilian travel, including preparation of orders, transportation and lodging rules, per diem rates, and entitlements. Reference (g) delegates authority to

CNTC to issue Invitational Travel Orders (ITOs). In addition to maintaining an effective travel program, each command or activity must comply with cash management practices implemented by the Comptroller of the Navy. This requirement emphasizes the obligation of travel orders, timely receipt and processing of travel claims, repayment of unused or excess travel advances, reconciliation of accounting records, and determination of the reasonableness of travel costs. Enclosure (1) contains procedures to prepare the Official Travel Plan (OTP). Enclosure (2) contains Directors' and Special Assistants' procedures for managing the travel program. References (a), (b), and (h) through (k), are applicable to local travel and use of government vehicles. Reference (j) provides information on government quarters at Naval installations. Local travel procedures are provided in accordance with enclosures (3) through (6).

3. Policy. It is NTC Great Lakes policy to conduct a uniform and efficient staff travel program, limit the number of personnel and trip duration to the minimum consistent with the mission, and to minimize travel that is purely administrative in nature.

4. Action.

a. CNTC (Code 00). Review and approve/disapprove the Official Travel Plan (OTP).

b. Chief of Staff (Code N01/T01).

(1) Review and approve/disapprove all TAD/TDY requests.

(2) Approve/disapprove individual travel requests in the event of unplanned travel. In the absence of Code 01, unplanned travel requests shall be signed by the official designated as Acting Chief of Staff.

(3) Approve all ITO's initiated by the staff or by any CNTC command or activity.

(4) Release all messages authorizing CNTC subordinate commands one-time authority to issue ITOs in response to short fused requirements.

c. Comptroller Code N8

(1) Maintain travel plan for CNTC approval.

(2) Assign accounting data for all TEMADD orders for travel of CNTC personnel including no-cost orders and orders funded by other commands.

(3) Maintain a computer program to account for all TAD/TDY approved for travel by each staff Director and Special Assistant, funds obligated, actual cost, and a running balance.

(4) Prepare a monthly list by staff code of personnel that have been issued TAD/TDY orders but have failed to file a travel claim within five working days after completion of travel. The list shall be provided to all Directors and Special Assistants.

(5) Following the end of each quarter prepare a list by staff code of TAD/TDY orders issued during the quarter, funds obligated, funds actually expended, and the ending balance. The list shall be provided to all Directors and Special Assistants.

(6) Provide accounting data and review all TAD/TDY orders for CNTC staff and forward to the Personnel Support Activity Detachment (PERSUPPDET) for issuing airline tickets and travel advances. Deny travel advances to frequent travelers and members who have outstanding travel claims or who have not repaid overadvances.

(7) Review and forward all TAD/TDY travel claims submitted by the CNTC staff to the PERSUPPDET for settlement. Return travel claims that contain questionable reimbursable expenses to the appropriate Director or Special Assistant for clarification and certification.

(8) Maintain a tickler system for all TAD/TDY orders and travel claims submitted to the PERSUPPDET to ensure timely support from the PERSUPPDET and to track TAD/TDY orders being processed.

(9) Maintain copies of all CNTC staff TAD/TDY orders and completed travel claims.

(10) Establish and maintain the DON Travel Charge Card accounts for "frequent travelers" and other authorized personnel. Maintain applications for the charge card program and assist authorized staff members in obtaining contract credit cards in support of the DON Travel Charge Card Program.

(11) Provide training as required, to CNTC staff personnel responsible for cost estimation, use of government aircraft and lodging, use of privately owned conveyance, travel advances, and preparation/settlement of travel claims.

(12) Assist Directors and Special Assistants in formulating travel requirements and issue an operating target (controls) for each cost center. Review all OTP's prepared by Directors and Special Assistants to ensure funds are available for the proposed travel prior to forwarding to CNTC for approval.

d. Command Evaluation Officer (Code N01F). Review travel management and internal controls as required by CNTC/Chief of Staff and to ensure coverage of CNO special interest items related to travel.

e. Directors and Special Assistants

(1) Determine travel requirements, submit OTP's in accordance with enclosure (1) and manage the travel program for their staff functions.

(2) Prepare enclosures (3) and/or (4) respectively, and forward to N8 for the assignment of accounting data and cost computation.

(3) Submit requests for travel not on the OTP, with appropriate justification and explanation to Code N01/T01 via Code N8.

(4) Ensure that all authorizations for personnel outside the staff to travel on CNTC staff accounting data are coordinated through the Comptroller Code N8 for inclusion into the travel program.

(5) Ensure that completed travel claims for personnel in their divisions are forwarded to Comptroller for review and submission to the PERSUPPDET for settlement per enclosure (3).

(6) Ensure rental cars are only authorized when public or government transportation is not available. Ensure government quarters are utilized in accordance with reference (j). Ensure privately owned conveyance is authorized only when it is more advantageous to the government.

f. CNTC staff personnel shall use good judgement in the expenditure of travel funds, file travel claims, see enclosures (5) and (6), to reach disbursing within five working days after completion of travel, and comply with the Department of Defense Joint Ethics Regulations (DOD Directive 5500.7) with regard to promotional items or benefits offered by commercial carriers or other vendors.

5. Forms. Temporary Additional Duty (TEMADD) Travel Orders, (NAVPERS 1320/16), (Rev. 11-87), S/N 0106-LF-013-2082, Request and Authorization for TDY Travel of DOD Personnel (DD 1610), (06-67), S/N 0102-LF-016-7720 and Claim for Reimbursement for Expenditures on Official Business (SF 1164), (Rev. 11-77), Travel Voucher or Subvoucher, (DD 1351-2), S/N 0102-LF-013-2803

C. B. MARTIN
Chief of Staff
for Operations

Distribution:
NTCGLAKESINST 5216.5M
List I

OFFICIAL TRAVEL PLAN (OTP)

1. OTP Preparation Procedures. The following procedures shall be followed in planning an requesting approval for staff TAD/TDY travel:

a. The OTP (Attachment A) shall be prepared by the requesting Director or Special Assistant during the budget formulation process. Planned trips shall be entered on the OTP in trip number sequence of proposed departure dates. The OTP will be completed as follows:

(1) Code - Enter the staff code number of the individual to perform the travel.

(2) Trip Number - the trip number will be composed of the cost center number and sequential number, e.g., the first trip for the fiscal year for cost center 01 would be numbered 01-001, the second trip would be numbered 01-002, etc. A separate trip number is required for each individual traveler even though several personnel may be traveling to the same conference, workshop, etc.

(3) Name/Grade - enter the last name, initials and rank/rate/grade of the individual that will perform the travel.

(4) Estimated Cost - compute and enter the estimated cost of the travel. Include all known costs, i.e., transportation, rental car, lodging, tuition, registration fees, per diem, and known miscellaneous expenses.

(5) Date of Departure - enter time and date traveler is available to commence travel (see notes 1 and 2 below, regarding leave and liberty in conjunction with official travel).

(6) Date of Return - enter time and date traveler is available to commence travel.

(7) Destination - list all locations member is scheduled to visit.

(8) Purpose of Trip - list specific reason for the trip. Do not list official business, attend conference, etc., as the purpose.

(For convenience, the OTP may be submitted in a computer produced printout as long as all required information is provided as stated in paragraph 1.)

b. The completed OTP shall be forwarded to reach N8 in conjunction with the annual budget submission.

c. N8 shall summarize the estimated quarterly travel cost,

determine fund and travel ceiling availability, and forward via Code N01/T01 to Code 00 for approval.

d. Code 00 will approve/disapprove all planned travel and return the approved travel plan to N8. N8 will forward a copy of the OTP to the originating Director/Special Assistant and enter the data from the OTP into the staff computer program.

Note 1: Leave in conjunction with TAD. In the past, higher authority has directed criticism at the various governmental agencies for permitting both civilian and military personnel to take leave in connection with TAD where it could be construed that the TAD was arranged, both as to time and place, in order to provide transportation for leave at government expense. Subject to those remarks, leave may be granted in conjunction with Staff TAD travel.

(1) Leave will be requested on the Travel Request Worksheet and will be included on the TAD orders.

(2) Military leave taken in conjunction with TAD will be charged by PERSUPPDET when the TAD travel claim is liquidated.

(3) Civilian personnel must submit an approved Standard Form 71 and ensure that leave is correctly entered on biweekly time card. Supervisors signing biweekly time cards must be responsible for ensuring that leave is correctly reflected.

Note 2: Liberty in conjunction with TAD. Reference (1), Article 1810320.3A established a nonperdiem travel status for military members authorized liberty at the beginning and/or end of TAD travel. The following guidance is provided:

(1) When commencing TAD on first workday of the week, regular liberty may be granted the weekend immediately preceding the TAD at/or enroute to the TAD location.

(2) When TAD mission is completed on the last workday of the week, regular liberty may be granted for the weekend at the TAD location or enroute to the permanent duty station.

(3) When the required period of TAD is for the regular workweek, Monday through Friday, regular liberty may be granted for the weekend at the beginning and/or end of TAD.

(4) Personnel who desire to take liberty at the beginning and/or end of the TAD period should so indicate on the TAD order request by including the following statement: "Request liberty as authorized by reference (1), Article 1810320.3A."

(5) This liberty and nonperdiem travel status can only be approved for weekend and holidays when the member would have otherwise been authorized liberty if not traveling. It cannot be

combined with leave to extend the period of absence from the duty station.

2. Use of OPT Trip Number. Once an approved OTP trip number has been used for a specific trip that has been completed, it may not be used again regardless of whether all funds budgeted for that trip were expended. Additional travel using funds remaining from a previously approved trip must be requested in accordance with paragraph 3 above.

DIRECTOR AND SPECIAL ASSISTANT CHECK LIST

1. Is the proposed travel necessary for mission accomplishment?

2. Is it necessary for a member of the CNTC staff to perform this travel or is CNTC already being adequately represented by a subordinate command?

3. If more than one staff member is traveling to the same location to attend the same function, could one member serve to represent all?

4. If leave is being taken in connection with TAD, is there an appearance that the TAD travel was planned to accommodate the leave?

5. Is member departing and returning from TAD in such a manner as to ensure minimum per diem entitlements?

6. Is the most cost effective transportation that will meet mission requirements being utilized?

7. Are government messing and quarters being utilized where available?

8. Is rental car use limited to areas that do not have adequate government or public transportation available?

9. When two or more staff members are traveling to the same location for the same purpose, is rental car limited to one car for every four members?

10. Is travel authorized via POC as being more advantageous to the government limited to those cases where a cost comparison has been conducted?

11. Are miscellaneous expenses carefully reviewed to ensure they are fully authorized?

12. Are members of your division filing travel claims within five work days from date of return from TAD?

13. In the case of canceled trips, are travel advances and air-line tickets promptly returned to N8 for delivery to PERSUPPDET?

14. As a manager and taxpayer, are you satisfied that all TAD travel authorized by you was essential and performed at the least cost to the government? When questioned, can you defend your travel decisions?

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

1. FROM:
COMMANDER, NAVAL TRAINING CENTER, GREAT LAKES, IL 60088

2. STANDARD DOCUMENT NO.
N0021096TO12345

3. TO:
VANESSA COLEMAN, USN
AND
NO
OTHERS

NON FREQUENT TRAVELER

4. TANGO NO.
612345

5. SSN/DESIGNATOR
123-45-6789

6. DATE
04 April 1996

7. REF: (A)

8. [X] INDIVIDUAL TRAVEL [ ] GROUP TRAVEL

9. PROCEED ON OR ABOUT
08 Apr 96

10. AUTHORIZED PROCEED ON OR ABOUT
08 Apr 96

11. APPROXIMATE NUMBER OF DAYS
2

12. ESTIMATED DATE OF RETURN
09 Apr 96

13. ITINERARY *(Activity/activities and Place/places indicated below)*

FM: NTC, GREAT LAKES, IL
TO: WASHINGTON, DC
RTN: NTC, GREAT LAKES, IL

14. [X] TEMADD [ ] TEMADDCON [ ] TEMADDINS

15. REASON FOR TRAVEL:
TO ATTEND TRAVEL SEMINAR

16. [ ] AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD (1)	(2)	OBJECT CLASS (3)	BU CONT NUMBER (4)	SUB-ALLOT NUMBER (5)	AUTHORIZED ACCTG ACTY (6)	TYPE (7)	PROPERTY ACCTG ACTY (8)	COST CODE (9)
(7 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)
AA1761804.62M	4	000	00210	0	068566	2D	612345	00210612005E

18. ESTIMATED COST

TRANSPORTATION	PER DIEM	MISC. EXP.	TOTAL
$ 128.00	$190.00	$160.00	$ 478.00

19. CUSTOMER IDENTIFICATION CODE
612345N00210U5

20. ITEM: *(Use applicable item numbers as shown on reverse side of this form)*
7, 11, 31

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:
GOVERNMENT QUARTERS AND MESSING NOT AVAILABLE. RENTAL CAR AUTHORIZED. ADVANCE AUTHORIZED. SUBMIT TRAVEL CLAIM WITH ORIGINAL RECEIPTS TO NTC, COMPTROLLER, CODE 014, BUILDING 3200, WITHIN FIVE CALENDAR DAYS AFTER COMPLETION OF TRAVEL. FAILURE TO DO SO MAY RESULT IN DEDUCTION FROM YOUR PAY.

22. SECURITY CLEARANCE:
IT IS CERTIFIED THAT YOU
HOLD A _____
BASED _____
COMPLETED _____
BY _____
(PLUS _____
YEARS SERVICE)

23. AUTHENTICATING SIGNATURE

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

CHRISTOPHER B. MARTIN, CAPT, USN, COS, NTC, GREAT LAKES, IL

25. COPY TO: *(Include Operating Budget/fund manager in all cases)*

NAVPERS 1320/16 (Rev. 11-87) S/N 0106-LF-013-2082

ORDERS SUPPLEMENTARY ITEMS
(TEMPORARY ADDITIONAL DUTY ORDERS)
(TO BE CONSIDERED AN INTEGRAL PART OF BASIC ORDERS)

1. Obtain appropriate immunization in accordance with NAVMEDCOM DIRECTIVE 6230 series.
2. NATO travel orders for travel in NATO countries are attached. (BUPERSINST 1320.6 series.)
*3. Command delivering orders comply with MILPERSMAN Article 6650250.
4. **This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered cancelled.**
5. Authorized (A) omit, revisit, or vary places mentioned in itinerary, (B) omit places mentioned in itinerary, (c) revisit places mentioned in itinerary, (D) vary itinerary as necessary.
6. Upon completion return present duty station and resume regular duties.
7. Upon completion (A) return to place indicated and resume temporary duty, (B) return to place indicated and resume leave status, (C) return to place indicated and resume TEMADD.
8. Upon completion resume regular duties.
9. **Obtain certification of nonavailability of (A) government quarters, (B) government mess, in accordance with JFTR Chap. 4, Part E, Open mess, for travel to areas in JFTR. Vol. 1 > Appendix B.**
10. Utilization of (A) government quarters (B) government mess (C) government quarters and mess, is not required as it is considered such utilization would adversely affect performance of assigned duty. "THIS STATEMENT SHALL NOT BE MADE A PART OF ORDERS UNLESS THE ORDERWRITER IS FURNISHED A FULL JUSTIFICATION AS TO THE REASON WHY UTILIZATION OF GOVERNMENT FACILITIES WOULD ADVERSELY AFFECT THE ASSIGNED DUTIES."
11. Reimbursement in accordance with JFTR. Volume 1, Chapters 3 and 4, as applicable.
12. Report by message, in person, or other means to NAVATT or such command specified, giving your address and itinerary while in their area. Indicate on original orders date and method of reporting.
13. Apply for no-fee passport in accordance with NAVMILPERSCOMINST 4650.2.
14. Travel via Government aircraft authorized inside CONUS where available.
15. Use of GTR directed inside CONUS. Contact servicing PERSUPPDET in order to obtain reservation and ticketing service.
16. Use of government/government procured air transportation directed outside CONUS. Travel will be arranged by the appropriate Navy Passenger Transportation Office (NAVPTO) or Passenger Control Point (PCP), in accordance with NAVMILPERSCOMINST 4650.2.
17. ___ (Indicate number) pieces of excess baggage authorized for air travel (A) inside CONUS, (B) outside CONUS, (C) inside and outside CONUS. For air travel Free Baggage is two pieces of checked baggage, each piece not to exceed 62 linear inches nor 70 lbs. each and one carry-on bag not to exceed 45 linear inches.
18. Authorized transportation furnished by foreign government. Provisions of JFTR, paragraph U3115-D apply for reimbursement.

* For compliance of CO or command specified.

19. Authorized travel via POC for the official distance (A) as advantageous to the Government with reimbursement in accordance with JFTR, paragraph U3305-A1, (B) but not as advantageous to the Government with reimbursement in accordance with JFTR, paragraph U3310-A1. (NOTE: POC TRAVEL CANNOT BE DIRECTED).
20. Travel via Government vehicle (A) authorized, (B) directed where available.
21. Registration fee of $_____ (amount) authorized in connection with this meeting.
22. Funds not to exceed $_____ (amount) for expenses of attendance at meeting were approved _____ (date indicated) on Form NAVSO 12000/2 by _____ (authority indicated) as designee of SECNAV for this purpose, by authority of SECNAVINST 4651.8 series.
23. Authorized to wear civilian clothes in proper performance of this temporary additional duty.
24. Member hereby designated as official courier. Comply with OPNAVINST 5510.1 series.
25. Subject travel was necessary at this time and length of time consumed in administrative channels prevented written orders from being issued prior to your departure.
26. Provided no excess leave involved, authorized to delay _____ (number of days or until date specified)
(A) in reporting to TEMADD station
(B) in returning to regular duty station
(C) any portion of which may be taken prior to or after reporting at TEMADD station(s). Delay to count as leave. Keep duty station advised of address. If you avail yourself of this leave, indicate on original orders date and hour TEMADD commenced and was completed.
27. If you avail yourself of this leave obtain endorsement from each TEMADD point as to transportation which would have been available in reporting to next TEMADD point, or in returning to duty station via shortest usually traveled route, giving dates and hours of departure and arrival. You are authorized to visit countries specified in a leave status. Comply with encl (2) of BUPERSINST 1050.11 series.
28. In accordance with JFTR, paragraphs U4102 (as applicable), no per diem is authorized in execution of these orders for travel within the metropolitan area of _____ (specify location). (FOR EXCEPTIONS, see JFTR, paragraphs U4102.
29. Disbursing officer making payment on these orders forward a copy of orders with copy of paid travel voucher to _____ (command specified.)
30. Under circumstances not permitting travel by the usual means, authorized FOR OFFICIAL USE ONLY the use of taxicabs (A) to and from carrier terminal, in accordance with JFTR, paragraph U3410 (B) in the temporary additional duty station area, in accordance with JFTR, paragraph U3510.
31. Rental car authorized. Contact servicing PERSUPPDET to obtain special rate MTMC lowest cost rental car, FOR OFFICIAL USE ONLY, in accordance with JFTR, paragraph U3415. "UTILIZE PERSONAL FUNDS FOR RENTAL CAR. SUBMIT RECEIPTS WITH TRAVEL CLAIM FOR APPROPRIATE REIMBURSEMENT."

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL

(Reference: Joint Travel Regulations)
Travel Authorized as Indicated in Items 2 through 21.

1. DATE OF REQUEST: 09 April 96

REQUEST FOR OFFICIAL TRAVEL

2. NAME *(Last, First, Middle Initial)*: COLEMAN, VANESSA 123-45-6789 NON FREQUENT TRAVELER

3. POSITION TITLE AND GRADE OR RATING: BUDGET ASST. GS-7

4. OFFICIAL STATION: NAVAL TRAINING CENTER, GREAT LAKES

5. ORGANIZATIONAL ELEMENT: COMPTROLLER DEPARTMENT

6. PHONE NO.: 688-5458

7. TYPE OF ORDERS: TAD

8. SECURITY CLEARANCE: N/A

9. PURPOSE OF TDY: TO ATTEND TRAVEL SEMINAR

10a. APPROX NO. OF DAYS OF TDY *(Including travel time)*: 2

b. PROCEED O/A *(Date)*: 11 April 1996

11. ITINERARY ☐ VARIATION AUTHORIZED

FM: NTC, GREAT LAKES, IL
TO: WASHINGTON, DC
RTN: NTC, GREAT LAKES, IL

12. MODE OF TRANSPORTATION

COMMERCIAL				GOVERNMENT		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
	X					

☐ AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER *(Overseas Travel only)*

PRIVATELY OWNED CONVEYANCE *(Check one)*

RATE PER MILE:

☐ MORE ADVANTAGEOUS TO GOVERNMENT

☐ MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.

13. ☐ PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.
☐ OTHER RATE OF PER DIEM *(Specify)*

14. ESTIMATED COST

PER DIEM	TRAVEL	OTHER	TOTAL
$190.00	$128.00	$160.00	$478.00

15. ADVANCE AUTHORIZED: $ 312.00

16. REMARKS *(Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)*

GOVERNMENT QUARTERS AND MESSING NOT AVAILABLE. RENTAL CAR AUTHORIZED. SUBMIT TRAVEL CLAIM WITH ORIGINAL RECEIPTS TO NTC, COMPTROLLER, CODE 014, BUILDING 3200, WITHIN FIVE CALENDAR DAYS AFTER COMPLETION OF TRAVEL. FAILURE TO DO SO MAY RESULT IN DEDUCTION OF ADVANCES FROM YOUR PAY.

17. REQUESTING OFFICIAL *(Title and signature)*: SANDY BENNING, BUDGET OFFICER

18. APPROVING OFFICIAL *(Title and signature)*: RICKY D. CAMPBELL, COMPTROLLER

AUTHORIZATION

19. ACCTG. CITATION

APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER *(Tango)* NO.	COST CODE
AA1761804.62M4	000	00210	0	068566	2D	12345	00210612005E

20. ORDER AUTHORIZING OFFICIAL *(Title and signature)* OR AUTHENTICATION: CHRISTOPHER B. MARTIN, CAPT, USN, COS, GRT LK

21. DATE ISSUED: 09 April 1996

22. TRAVEL ORDER NUMBER: N0021096TO12345

DD FORM 1 JUN 67 1610 S/N 0102-LF-016-7702 NAVY OVERPRINT - JAN. 1971

Encl (4)

PROCEDURES FOR PROCESSING CLAIMS FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS

1. General Procedures

a. Subject claims shall be limited to actual and necessary expenses required for accomplishing essential mission and functions of the Chief of Naval Education and Training. Claims shall be accompanied by written evidence and receipts which clearly support the validity of the requested reimbursement for items exceeding $20.00. Telephone and mail services shall be utilized to the maximum extent possible for accomplishing official business. Items requiring procurement shall be requested from N8.

b. Expenses for entertainment, social events, meals, and other personal items in connection with attendance at meetings are not reimbursable except when they are inseparable from fees required for attendance at an official function or meeting. Meal expenses may be reimbursable when appropriately included in registration fees incident to attendance and an official conference or meeting provided formal business is continued during the meal and the individual is not free to obtain a meal elsewhere.

c. Membership of staff personnel in professional and social organizations is encouraged, however, personal membership fees are not a reimbursable expense. Command membership in professional organizations may be procured when the membership is for the direct benefit or accomplishing mission functions of this staff.

d. Purchases made for the convenience of visitors are not reimbursable.

e. Except as provided for by reference (j), expenses incurred while traveling on temporary additional duty/temporary duty (TAD/TDY) orders shall be included in the Travel Voucher or Subvoucher (DD Form 1351-2).

f. Official travel orders are required for reimbursement associated with travel outside the local commuting area.

g. Whenever practicable, staff vehicles will be used for required local travel pursuant to reference (k). The use of privately owned vehicles may be authorized as more advantageous for official business within the commuting area when it is impractical to utilize a staff vehicle.

2. Preparing Claims. Reimbursement for travel and other official expenses requires a Claim for Reimbursement for Expenditures on Official Business Department of Defense Form (DD)

1351-2, with information illustrated in enclosure (5), as follows:

a. Name, code, rank/grade, and social security number of the claimant. Check mailing address should read NTC Comptroller, Code N8, Building 1, Great Lakes, IL 60088.

b. An itemized listing with date, item, amount, and written evidence clearly explaining the official nature of each item and amount claimed.

c. Claims for mileage reimbursement shall contain the following statement signed by the appropriate Director/Special Assistant: "Transportation by privately owned conveyance was more advantageous to the government for the necessary official trips on this claim."

d. Applicable receipts shall be attached to the claim.

e. The standard document number and accounting classification code shall be entered in accordance with the guidance provided in this instruction.

f. The claimant's signature and the date shall be entered in block 14 on the DD 1351-2.

g. The division head's signature is required when claiming reimbursement for official long distance telephone calls in block 6 of DD 1351-2.

h. The original copies of the Official Travel Orders shall be attached to the travel settlement, DD 1351-2.

3. Processing Claims

a. Claims must be processed not later than the fifth workday of the month following that in which the expenses were incurred as required by reference (b).

b. The completed claim shall be forwarded to N8 for fund availability determination and to N8 for approval.

c. Approved claims shall be forwarded via N8 to PERSUPPDET Great Lakes, Building 2C, for payment.