



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
AND PRESIDIO OF MONTEREY
PRESIDIO OF MONTEREY, CA 93944-5006

05 JAN 2004

ATZP-CDR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy on Government Funded Travel

References:

- a. DoD 4500.9-R, Defense Transportation Regulation, Part I, March 1998.
 - b. DoD 5500.7-R, Joint Ethnics Regulation (JER), 30 August 1993
 - c. Joint Federal Travel Regulation (JFTR) & Joint Travel Regulation (JTR), September 2003.
 - d. Title 18, United States Code, Section 641
 - e. Title 5, Code of Federal Regulation, Part 2635.
- 2 To provide guidance on Government funded travel.
3. Applicability. This policy applies to all military, Department of Defense (DoD) personnel, and contract employees assigned or attached to the Defense Language Institute Foreign Language Center and Presidio of Monterey (DLIFLC & POM), Ord Military Community (OMC), and tenant activities.
4. Proponent: The proponent for this policy is the Directorate of Logistics (DOL), Transportation Division, ATTN: ATZP-DL-T, at extension 6441. This policy supersedes previous policy, dated 16 April 2002.
5. Mandatory Compliance. The portions of this policy that prescribe specific conduct are punitive. Military or civilian personnel who violate these provisions may be subject to criminal or adverse administrative action.
6. Use of the Commercial Travel Office (CTO). The CTO should be used to arrange official travel. If travel arrangements are made through a non-contract travel agent or common carrier direct purchase, reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through a CTO.
7. Travel Routing. All official travel, Temporary Duty (TDY)/Permanent Change of Station (PCS) must be routed by the most economical means to meet mission requirements. Because

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government funds are used for official travel, routing is limited to points authorized on an individual's travel orders. The CTO can change routing for leisure purposes, to include travel to or from a leave destination, at the traveler's expense. If travelers make their own arrangements, they will only be reimbursed for the lowest cost government routing. Ordinarily, family members are not authorized reimbursement for travel expenses to or from a TDY destination.

8. Changes to Travel Routing. If the routing provided by the CTO is not acceptable to accomplish the government mission, the CTO will reroute the traveler only after the approving authority amends the traveler's orders. The amendment must indicate that the routing given does not meet mission's needs.

9. Travel Awards. A traveler on official business traveling expense may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001. The promotional material must be obtained under the same terms as those offered to the general public and must be at no added Government cost. Travelers may not use a carrier other than the contract carrier in order to gain or enhance travel awards.

10. Voluntary Seat Relinquishment. A traveler may keep payments from a carrier for voluntarily vacating a seat. However, no additional expenses (per diem or miscellaneous reimbursable) may be paid as a result of the traveler's delay. Additional travel expenses incurred as a result of voluntarily giving up a seat are the traveler's own responsibility. Any monetary compensation (including meal and/or lodging vouchers) for the denied seat belongs to the Government.

11. Lost or Delayed Accompanied Baggage. A traveler may keep payments from a commercial carrier for accompanied baggage that has been lost or delayed by the carrier; however, by accepting the carrier's compensation, the traveler may be accepting that amount as payment in full. If the traveler intends to make a claim against the Government, the traveler should see the Office of the Staff Judge Advocate Claims Office prior to accepting a carrier's compensation.

12. Requests for official travel (TDY/PCS/family members/DoD civilians) are processed by the DOL, Personnel Movements Section, Building 517, Presidio of Monterey, CA. Telephone numbers are commercial (831) 242-5330/5203/Fax 5821.

13. The installation CTO located in Building 517 can make travel, rental car, and Government/commercial lodging arrangements. They will not arrange for overseas travel until the travel is cleared by the DOL, Personnel Movements Section (Port Calls).


MICHAEL R. SIMONE
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