



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
ANNAPOLIS, MARYLAND 21402

USNAINST 4651.2F

~~4140~~
6 May 1986

Comptroller

USNA INSTRUCTION 4651.2F

From: Superintendent

Subj: TRAVEL MANAGEMENT AND PROCEDURES FOR OFFICIAL TEMPORARY ADDITIONAL DUTY TRAVEL

Ref: (a) BUPERSINST 1321.2H
(b) JTR Vol 2, Par C3000
(c) OPNAVINST 4650.10F
(d) OPNAVINST 5050.31
(e) MILPERSMAN, Par 1810200
(f) NAVCOMPTINST 4650.8
(g) JTR Vol 1
(h) SECNAVINST 4651.8J
(i) USNAINST 7300.3

Encl: (1) Procedures for temporary additional duty travel
(2) Procedures for requesting travel advances and submitting travel claims
(3) Procedures for local travel reimbursement
(4) Procedures for invitational travel
(5) Travel tips

1. Purpose

a. To provide guidance to all divisions/departments involved in the administration (approval, order writing, authorizing, and payment) of official temporary additional duty (TAD) travel done by Naval Academy military and civilian employees or funded by Naval Academy appropriations.

b. This instruction is to be used as a guide for preparing TAD travel orders and travel vouchers.

c. This edition revises the travel instructions so extensively that no special markings appear beside the changes.

2. Cancellation. USNAINST 4651.2E; USNANOTE 4651 of 28 Nov 83, Subj: Controls over travel cost within Department of Defense; USNANOTE 4651 of 23 Dec 83, Subj: Administration of travel advances; USNANOTE 4650 of 15 Jul 85, Subj: Travel Management.

3. Background

a. It is the responsibility of all personnel involved in administration of travel to manage their travel policies and procedures, to make sure of currency, completeness and essentiality, and that all travel is reviewed to prevent fraud, waste, and mismanagement of travel funds.

b. The instructions, regulations, procedures, and forms for authorizing the official TAD travel of military and civilian personnel, and invitational travel are detailed and complicated. To help in preparing correct and complete travel orders, this instruction incorporates into one complete guide procedures for TAD and local travel for military and civilian personnel attached to the Naval Academy, and invitational travel for non-Federal Government employees.

4. Signature Authority

a. References (a), (b), and (c) authorize the Superintendent to issue TAD and invitational travel orders.

b. Reference (d) states in part, that "As a minimum, all proposed TAD travel will be approved by an officer of flag rank or by the commanding officer of activities not commanded by a flag officer." To comply with reference (d), all TAD and invitational travel orders will be signed by the Superintendent.

c. Per reference (e), the Superintendent's facsimile signature may be used for the purpose of signing orders instead of the prescribed signature.

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d. Authorization to use the Superintendent's facsimile signature is granted to the following:

Deputy for Operations
Personnel and Administrative Officer
Administrative Officer

They will initial the facsimile each time it is used.

5. Policy. All official travel is to be limited to that which is necessary and essential to effectively and efficiently carry out the mission of the Naval Academy. Travel meeting this criteria is to be done by the most economical means available, by the minimum number of personnel, for the minimum amount of time required to carry out the assignment.

6. Command Central Control

a. The Officer Personnel Division is designated as the Command Central Control Point for all TAD travel, per reference (f). The Command Central Control Person (CCCP) is the Travel Orders Clerk located in the Officer Personnel Division.

b. Each Cost/Sub-Cost Center Head is to appoint a travel representative who is responsible for preparing travel orders, coordinating submission of travel vouchers, and receiving checks for travel advances. Provide person's name, Cost/Sub-Cost Center, and phone number to the CCCP, Stop 1e.

7. Forms. The following forms are available through Supply channels for use with official travel:

<u>FORM NUMBER</u>	<u>TITLE</u>	<u>STOCK NUMBER</u>
NAVPERS 1320/16	TEMADD Travel Order	0106-LF-013-2081
DD Form 1610 (8 PT)(1 Jun 67) (Navy Overprint)	Request and Authorization for TDY Travel of DOD Personnel	0102-LF-016-7702
DD Form 1351 (1 Jul 65)	Travel Voucher	0102-LF-013-2502
DD Form 1351-2 (1 Jun 78)(6 PT)	Travel Voucher or Subvoucher	0102-LF-013-2803
DD Form 1351-2c (1 Jun 78)(6 PT)	Travel Voucher or Subvoucher (Continuation Sheet)	0102-LF-013-3002
DD Form 1351-3 (1 Jun 78)(3 PT)	Statement of Actual Expenses	0102-LF-013-3300
NAVSO 12000/2	Request for Approval for Attendance at Meetings	0104-LF-920-0010
DD Form 1556	Request, Authorization, Agreement, Certification of Training and Reimbursement	0102-LF-001-5565
SF 1164	Claim for Reimbursement for Expenditures on Official Business	7540-00-634-4356
NAVSO 4850/10	Invitational Travel Order	0104-903-6312

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8. Action. Enclosures (1) through (4) give guidance for preparation of official travel orders per reference (b), (g), and (h) and reimbursement procedures. Enclosure (5) provides information for travelers. Additional copies of enclosure (5) are available from the CCCP at extension 2803/2807. Travel representatives should give a copy of this enclosure to all personnel performing official travel.


W. D. STRAIGHT
Deputy for Operations

Distribution:
AA
Travel Representatives

PROCEDURES FOR TEMPORARY ADDITIONAL DUTY TRAVEL

Temporary additional duty (TAD) travel orders for military and civilian personnel are issued per references (b) and (g). TAD orders must be reviewed and approved by the Head of the Sub-Cost Center and Cost Center or the designated representative paying for the travel. Approved travel orders must be submitted to the CCCP at least ten days in advance of the scheduled date of travel with all required clearances and approvals. Persons submitting requests with less than five days advance notice run the risk of inconvenience through delayed or incompleting orders. Walk-thru's are to be an exception rather than standard practice. Orders will be prepared per instructions listed below:

1. Official Travel

a. Requests for official TAD travel will be prepared on NAVPERS 1320/16 (for military) and DD Form 1610 (for civilians). Instructions for preparation and sample forms are included in this enclosure as Attachments 1 through 4. Requests must be completed as specified before forwarding to the CCCP for approval and issuance.

b. The CCCP will complete the TAD travel order, affix the Superintendent's facsimile signature, and distribute the copies as follows:

- 1 copy - Officer Personnel Division
- 2 copies - Accounting
- 1 copy - Sub-Cost Center paying for travel
- Original and remaining copies - traveler (returned to traveler via the Cost/Sub-Cost Center travel representative).

c. If approved by Division/Department Head, leave may be granted in connection with TAD, provided no additional cost to the government is incurred. The traveler is entitled to reimbursement for transportation from duty station to TAD station and return. It is not necessary to submit a Leave Authorization when authorized leave in connection with TAD. Leave will be charged upon return to duty station.

2. Travel in Connection with Training, or for Attendance at Meetings or Conferences

a. **Military.** When expense to the Government, including registration fee, is needed for attendance at meetings of non-Federal organizations, approval must be obtained using a Request and Approval for Attendance at Meetings, NAVSO 12000/2, as per reference (h). A copy is included in this enclosure as Attachment 5. An original and one copy is to be submitted with the TAD travel order.

b. **Civilian and Military.** For travel in connection with training, or for attendance at meetings or conferences for training purposes, a Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556) will be prepared per instructions issued by the Employee Development Officer. A copy is included in this enclosure. The DD Form 1610 or DD Form 1320 and the DD Form 1556 are to be sent to the Employee Development Officer. The Employee Development Officer will initial the DD Form 1610/DD Form 1320 and forward it and a copy of the DD Form 1556 showing a signature to the CCCP, via the Assistant Dean for Faculty and Finance (for faculty members only) for processing. Orders will not be processed without the Employee Development Officer's signature on a copy of the DD Form 1556.

c. Travel Authorization while in a Non-pay Status for Civilian Faculty. Travel orders can be issued to civilian faculty members during an intersessional period, providing funds are available for travel, when the purpose of the travel justifies expenditure of government funds, and is approved by the Head of the Sub-Cost Center and the Academic Dean.

3. Preparation of TAD Travel Orders. TAD travel orders will be prepared per references (a), (b) and (g) for all military and civilian personnel. TAD orders will clearly indicate the reason or purpose for travel and will be designated as "mission essential" or "administrative." Ambiguous phrases such as "Naval matters" will not be used unless the mission is classified. In addition to a clear, concise narrative description of the purpose for travel, all travel orders will be annotated with one of the following standard travel purpose categories immediately following the narrative description. The purpose category should be shown in parenthesis, i.e., (SITE VISIT).

<u>Purpose Category</u>	<u>Definition</u>
Site Visit	Visit a particular site to personally perform operational or managerial activities; i.e., overseas programs, grant operations, or management activities for internal control purposes; repair or maintenance; conduct negotiations; provide instructions; or provide technical assistance.
Information Meeting	Attend a meeting to discuss general operations, review operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be a Site Visit.
Training Attendance	To receive training.
Speech or Presentation	To make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
Conference Attendance	To attend a conference, convention, seminar or symposium for purposes of observation or education only with no formal role in the proceedings.
Relocation	To move from one official duty station to another (same as a Permanent Change of Station or PCS move).
Entitlement	Travel to which an employee (or dependent) is entitled as a result of an assignment; i.e., official vacation or home leave; medical, emergency, or educational travel.
Special mission	To carry out a non-recurring special activity mission; i.e., non-operational unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses from residence to other locations; or cover travel by Federal beneficiaries and other non-employees.
Troop Movement	Travel associated with operational movements of military personnel, e.g., unit deployments, transportation of applicants to and from the Armed Forces Enlisted Examining Station, and deployment of personnel on a rotational basis.
Recruiting	Travel of government personnel involved with military recruitment.
Congressional Travel	Travel by members of Congress or their staffs, or by others for the purpose of accompanying members of Congress or their staffs.
Audit or Inspection	Travel involved in the performance of an audit or official activity inspection.
Other	To travel for reasons (purposes) which are not shown in one of the other categories listed above.

All temporary duty sites will be reflected in the orders. If TAD is to be done at or on a Government installation, that fact will be clearly indicated in the orders. Orders will neither direct a more costly mode of transportation, nor be written in an attempt to circumvent either the use of most economical means of transportation or DOD/Navy policy on the use of government or government-procured transportation. All cost TAD orders should contain the following statement "Submit completed travel claim to (designated Cost/Sub-Cost Center travel representative) within four calendar days after completion of this travel. Failure to do so may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel."

4. TAD "No Cost" (Permissive) Order

a. Military members or civilian employees should not be directed to perform official travel without being furnished or provided with reimbursement for necessary transportation and travel allowances or without orders worded to provide for reimbursement of transportation expenses. On certain occasions, however, although travel may be desirable from the Naval Academy's viewpoint, it may not be sufficiently necessary to warrant the expenditure of limited travel funds. Under these circumstances, an "authorization" (permissive order) permitting, as distinguished from directing, the military member or civilian employee concerned, to travel at no expense to the Government may be issued. The travel orders must contain the following:

(1) Military Personnel. A statement reading: "This authorization is issued with the understanding that you will not be entitled to reimbursement for transportation, per diem or miscellaneous expenses in connection therewith. In case you do not desire to personally bear this expense, you will consider this authorization canceled." Condensed versions of the above statement, e.g., "NO COST TO THE GOVERNMENT" or similar abbreviated phraseology will be without effect. Claims of individuals whose orders do not include the complete, unabbreviated statement set forth above may subsequently be determined to be proper for payment regardless of the order writer's intent.

(2) Civilian Personnel. The travel order must include a statement indicating: "Travel is in the interest of the DOD, but travel is at no expense to the Government. You will not be entitled to reimbursement for transportation, per diem or miscellaneous expenses. Travel is at your request and no accounting citation is involved."

b. Per diem is not allowable for temporary duty travel when a travel period is 10 hours or less during the same calendar day, except when the travel period is 6 hours or more and begins before 0600 or terminates after 2000. Verbal authorization will suffice for such periods of travel and can be given by the Cost or Sub-Cost Center Head.

c. Authorization orders may be used for travel similar to the following:

(1) Attendance at meetings sponsored by recognized non-Federal technical, scientific, professional, medical, legal, and ecclesiastical societies and organizations, when the meeting bears direct relationship to the member's professional background or primary military duties and clearly enhances the officer's value to the service.

(2) Participation in competitive sports events, and in providing essential support to participants in competitive sports events.

(3) Attendance in response to a subpoena, summons, or request in lieu of a writ or a mandate, as a witness at a state criminal investigative proceeding or criminal prosecution involving substantial public interest, such as major crimes in which the member would be an essential witness.

d. House Hunting Trips. When an officer is in receipt of permanent change of station orders and is authorized to occupy non-government quarters at the new permanent duty station, no-cost orders may be issued for a house hunting trip. The period of TAD is not to include more than five normal work days. New accessions to active duty are not authorized orders for house hunting trips (ensigns who have just graduated from USNA).

5. Modification of Orders. Requests for modification of orders will be submitted to the Superintendent (Attn: Personnel and Administrative Officer). Information must include the traveler's name, tango number of orders, and desired modifications. Orders cannot be modified retroactively to alter monetary allowances (after travel has been completed). Orders must be canceled if the TAD will not be performed.

6. Overseas Travel. For travel outside Continental limits of U.S., clearance is required per OPNAVINST 4650.110. Cost or Sub-Cost Center Heads must make sure that proper clearance is received prior to issuance of orders. The reference granting clearance will be cited in the remarks section of orders. All correspondence concerning clearance will be prepared by the Cost or Sub-Cost Center Head and submitted to the CCCP for final processing and signature at least 30 days in advance of the requested travel. If a passport is required, an application for a "No-Fee" passport will be prepared by the CCCP. Passport applications require at least three weeks for processing by State Department.

7. Travel Reports. If directed by the Division or Department Head, the person performing TAD travel will submit a travel report. The following statement will be included on the orders under remarks: "Travelers are required to submit travel reports to their Division Director/Department Head immediately upon return to the Naval Academy." The format for these reports will be prescribed by the Division Director/Department Head.

INSTRUCTIONS FOR PREPARATION OF TEMADD TRAVEL ORDER (NAVPERS 1320/16) AND SAMPLE FORM

NOTE: At top of form where bound together, indicate name and phone number of travel representative to be contacted if there are any questions concerning the travel order.

Block 1. FROM: Insert - Superintendent, U.S. Naval Academy, Annapolis, MD 21402-5000.

Block 2. STANDARD DOCUMENT NO: Leave Blank. Inserted by CCCP.

Block 3. TO: Traveler's rank/grade, name, and address (normally, duty station). Travel entitlements accrue from the place to which an order is addressed.

Block 4. TANGO NO: Leave Blank. Inserted by CCCP.

Block 5. SSN/DESIGNATOR: Cite member's Social Security Number and designator.

Block 6. DATE: Date the order is issued. Inserted by CCCP.

Block 7. REFERENCE: Reference BUPERSINST 1321.2H as authority to issue TAD order plus other pertinent references, if applicable.

Block 8. INDIVIDUAL TRAVEL/GROUP TRAVEL: Check appropriate block to show the correct status of the member while in a travel status.

Block 9. PROCEED ON OR ABOUT: Insert anticipated date member is required to start travel. This block to be used only for directive type orders; i.e., orders authorizing payment of funds for travel (cost orders).

Block 10. AUTHORIZED PROCEED ON OR ABOUT: This block is to be used when authorization-type orders are issued; i.e., no payment of funds for travel (no-cost orders).

Block 11. APPROXIMATE NUMBER OF DAYS: Indicate the approximate number of days member will be away from duty station in a TAD status.

Block 12. ESTIMATED DATE OF RETURN: Approximate date traveler anticipates returning to duty station.

Block 13. ITINERARY: Prescribe a definite itinerary whenever practicable, with dates of arrival and departure. Include specific TAD point (activity), as well as city and state, when TAD is performed at a military activity.

Block 14. TEMADD, TEMADDCON, TEMADDINS: Check appropriate block applicable for travel rationale; e.g., TEMADD to attend VIP conference; TEMADDCON personnel matters; TEMADDINS to attend PXO course.

Block 15. REASON FOR TRAVEL: State reason for which traveler is required to perform TEMADD, and cite a purpose category.

Block 16. AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY: This block should be used when the itinerary shown in Block 13 is not firm and it is anticipated that the traveler may have to visit other activities in the same geographical areas listed in Block 13. Use of this block should be avoided whenever practicable.

Block 17. FISCAL DATA ACCOUNTING CLASSIFICATION: Insert all accounting classification, except for Tango Number (8). The Tango Number will be inserted by the CCCP.

Block 18. ESTIMATED COST: Fill in appropriate estimated amounts. Appropriate per diem and mileage rates are provided separately to Cost/Sub-Cost center travel representative as changes occur.

Block 19. CUSTOMER IDENTIFICATION CODE: Leave Blank. If applicable, will be inserted by CCCP.

Block 20. ITEM: The items shown on the reverse of the form provide a standard list of instructions applicable to TAD travel orders. The abbreviated method of identifying instructions pertinent to a specific travel order is accomplished by citing the appropriate item number in Block 20. When the item being used has more than one part, cite the number plus the appropriate part. Example: 6(b); 24-\$50.00.

Block 21. ADDITIONAL COMMENTS AND INSTRUCTIONS: Insert following statement, plus any additional comments as necessary:

"RECEIPTS REQUIRED." Submit completed travel claim (DD Form 1351-2) to Cost/Sub-Cost Center travel representative within four days after completion of this travel. Failure to do so may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel.

Block 22. SECURITY CLEARANCE: Fill in when TAD requires access to classified information.

Block 23. AUTHENTICATING SIGNATURE: Leave Blank. Inserted by CCCP. Sub-Cost Center and Cost Center Head should initial in far right hand corner of orders.

Block 24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED: Space is for use by the Transportation Officer when furnishing a Government Transportation Request (GTR) or a MAC Transportation Authorization (MTA) for transportation on government or commercial carriers.

Block 25. COPY TO: List as indicated in paragraph 1b of this enclosure.

TEMADD TRAVEL ORDER
NAVPERS 1320 / 16 (REV. 4-82)
SN 0106 LF 013-2081

1 FROM: Superintendent, U.S. Naval Academy, Annapolis, MD 21402-5000		2 STANDARD DOCUMENT NO Inserted by CCCP	
3 TO: LT John J. Doe, USN Physics Department U.S. Naval Academy Annapolis, MD 21402-5000		4 TANGO NO Inserted by CCCP	
7 REF. IAI SUPERINST 1321.2H		5 SSN/DESIGNATOR 123-45-6789/1180	
9 PROCEED ON OR ABOUT 22 Jan 1986		6 DATE Inserted by CCCP	
10 AUTHORIZED PROCEED ON OR ABOUT 22 Jan 1986		8 <input checked="" type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL	
11 APPROXIMATE NUMBER OF DAYS 5		12 ESTIMATED DATE OF RETURN 26 Jan 86	
13 ITINERARY (Activities/activities and Place/places indicated below) Proceed from Annapolis, MD to Naval Air Station, Pensacola, FL and return		14 <input type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCCON <input type="checkbox"/> TEMADDGNS	
		15 REASON FOR TRAVEL: Attend planning session for midshipmen summer training (site visit) (Administrative)	
		16 <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY	

17 FISCAL DATA ACCOUNTING CLASSIFICATION

APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTG ACTY (5)	TYPE (6)	PROPERTY ACCTG ACTY (7)	COST CODE (8)
(7 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)
AA1761804.1180	000	00161	0	000179	2D	Inserted by	0001616XX01E Per Diem
AB1761804.1180	000	00161	0	000179	2D	CCCP	0001616XX02E Trans.
AD1761804.1180	000	00161	0	000179	1K		0001616XX12E Adv.
AC1761804.1180	000	00161	0	000179	2D		0001616XX400 Reg.
ESTIMATED COST				19. CUSTOMER IDENTIFICATION CODE			
TRANSPORTATION	PER DIEM	MISC EXP	TOTAL	Advance/ CMS Inserted by			
\$ 150.00	\$ 175.00	\$ 25.00 *	\$ 350.00	\$160.00 CCCP if Applicable			

20. ITEM: (Use applicable item numbers as shown on reverse side of this form)
Usual items are 7 and 13.
24-\$25.00
Insert other items from reverse side as applicable.
"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:
"RECEIPTS REQUIRED - Submit completed travel claim (DD Form 1351-2) to Cost/Sub-Cost Center travel representative within four days after completion of this travel. Failure to do so may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel."

*Registration Fee

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

23 AUTHENTICATING SIGNATURE
C. R. LARSON (or current Superintendent)

24 TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

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

INSTRUCTIONS FOR PREPARATION OF REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (DD FORM 1610)
AND SAMPLE FORM

NOTE: At top of form where bound together, indicate name and phone number of travel representative to be contacted if there are any questions concerning the travel order.

The TDY travel order should be completed as follows:

ITEM 1. Date of Request - Enter day, month, and year; i.e., 25 Jul 84.

ITEM 2. Name - Enter name and social security number of traveler.

ITEM 3. Position Title and Grade or Rating - Self-explanatory.

ITEM 4. Official Station - U.S. Naval Academy, Annapolis, MD 21402-5000.

ITEM 5. Organizational Element - Enter division, branch or unit to which traveler is assigned.

ITEM 6. Phone Number - Enter that of the traveler at organizational element.

ITEM 7. Type of Orders - Indicate as appropriate; i.e., Confirmatory, Single, Group.

ITEM 9. Purpose of TDY - State purpose for which traveler is required to perform TDY, and cite a purpose category.

ITEM 10. a. Approximate Number of Days of TDY (including travel time) - Self explanatory (the assignment, including travel time, may be exceeded by 100% or 7 days, whichever is less, without requiring a travel order amendment).

b. Proceed O/A (Date) - Indicate date beginning official travel, being as accurate as possible (official travel may begin as much as 7 days before or after the indicated date but is not official until the date the travel order is issued).

ITEM 11. Itinerary - Indicate places and dates from and to which official travel is authorized and "return to" point. If it is expected that the traveler may have to vary from prescribed itinerary to accomplish the mission assignment, indicate by "X" in the block preceding "variation authorized."

ITEM 12. Mode of Transportation - Indicate in the block(s) provided, the mode(s) authorized. If travel is to be authorized via privately owned conveyance, state the appropriate mileage rate in the space provided. Indicate in the appropriate block if such travel is determined to be advantageous to the Government or if reimbursement is limited.

ITEM 13. Per Diem - When the rates prescribed are to be authorized, check the block "Per Diem authorized in Accordance with JTR" and make no further entries regarding per diem rates.

ITEM 14. Estimated Cost - (Appropriate per diem and mileage rates are provided separately to the Cost/Sub-Cost Center representative as changes occur)

Per Diem - Self Explanatory

Travel - Self Explanatory

Other - Miscellaneous fees to be paid are to be explained under remarks.

ITEM 15. Advance Authorized - Show authorized amount as an advance of travel funds. Advances should not exceed 80% of estimated per diem and miscellaneous expense cost, plus 100% of estimated cost of transportation if travel is to be performed at personal expense subject to reimbursement. Travel advance will not be made more than three working days before commencement of travel.

ITEM 16. Insert following statement, plus any additional comments as necessary:
"RECEIPTS REQUIRED - Submit completed travel claim (DD Form 1351-2) to Cost/Sub-Cost Center travel representative within four days after completion of this travel. Failure to do so may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel." This section may be used for special authorization or any other pertinent information. Statements may be included to clarify any special authorizations or special instructions. If delay enroute for personal reasons is authorized, an appropriate statement will be included indicating the number of days of annual leave authorized. If car rental is authorized, the following statement will be shown: "Traveler to pay cash for car rental."

ITEM 17. Self-explanatory.

ITEM 18. Must be signed by Head of Cost Center paying for travel, or Assistant Dean for Faculty and Finance if for academic faculty.

ITEM 19. Insert all accounting classification, except for Travel Order (Tango) Number. This will be inserted by CCCP.

ITEM 20. Signed by designated authority ONLY. Leave blank. Inserted by CCCP.

ITEM 21. Leave blank. Dated when signed by authorizing official.

ITEM 22. Leave blank. Inserted by CCCP.

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST		
REQUEST FOR OFFICIAL TRAVEL								
2. NAME (Last, First, Middle Initial) Doe, Jane J., 123-45-6789				3. POSITION TITLE AND GRADE OR RATING Military Personnel Clerk, GS-6				
4. OFFICIAL STATION U.S. Naval Academy Annapolis, MD 21402-5000				5. ORGANIZATIONAL ELEMENT Ofcr. Personnel Div.		6. PHONE NO. 2803		
7. TYPE OF ORDERS Single		8. SECURITY CLEARANCE Secret		9. PURPOSE OF TDY As member of Command Inspection Team, will inspect service records of command - AOD (AUDIT OR INSPECTION) (ADMINISTRATIVE)				
10. a. APPROX NO. OF DAYS OF TDY (Including travel time) Three		b. PROCEED O/A (Date) 22 Jul 86						
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED Proceed from Annapolis, MD to Naval Station, Pensacola, FL and return								
MODE OF TRANSPORTATION								
COMMERCIAL			GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:	
	X						<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> 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. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)								
14. ESTIMATED COST						15. ADVANCE AUTHORIZED		
PER DIEM		TRAVEL		OTHER		TOTAL		
\$ 105		\$ 85		\$ 20*		\$ 210		
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) *Transportation to and from airport and parking fees, POV authorized. "RECEIPTS REQUIRED - Submit completed travel claim (DD Form 1351-2) to Cost/Sub-Cost Center Travel representative within four days after completion of this travel. Failure to do so may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel." OBTAIN CERTIFICATION OF NON-AVAILABILITY OF GOVT. QTRS. & MESSING								
17. REQUESTING OFFICIAL (Title and signature)				18. APPROVING OFFICIAL (Title and signature) B. E. Tarny, Deputy for Operations				
AUTHORIZATION								
ACCTG. CITATION	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER (Original NO.)	COST CODE
	AA1761804.1180	000	00161	0	000179	2D	Inserted	0001616XX05E Per Diem
	AB1761804.1180	000	00161	0	000179	2D	CCCP	0001616XX06E Trans
	AC1761804.1180	000	00161	0	000179	1K		0001616XX12E ADV
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED Inserted by CCCP		
						22. TRAVEL ORDER NUMBER Inserted by CCCP		

DD FORM 1610

JUN 67

S N 0102 1F 016 113

NAVY OVERPRINT JAN 1971

REQUEST AND APPROVAL FOR ATTENDANCE AT MEETINGS
NAVSOP 12000/2 (Rev. 1-78) S/N 0104 LF-828-0010

(See Instructions on Reverse Side)

1. ACTIVITY AND ADDRESS U.S. Naval Academy Annapolis, MD 21402-5000	2. REFERENCE
	3. DATE 15 Aug 85

Authorization is requested for attendance at a meeting by proposed personnel. The criteria for attendance at and participation in meetings as set forth in CMMI 410.8 for civilian personnel and SecNavInst 4651.8II for military personnel have been met.

PART I - MEETING INFORMATION

4. OFFICIAL TITLE AND OBJECTIVE OF MEETING (Attach announcement) (Continue on back if necessary) American Historical Association Meeting		7. SUBJECT MATTER CATEGORIES, CMMI 410 MANAGEMENT OR SUPERVISION <input checked="" type="checkbox"/> WITHIN SPECIALIZATION OTHER (Specify)
5. NAME AND NATURE OF SPONSORING ORGANIZATION (CMMI 410 and CMMI 732) American Historical Society		
6. LOCATION OF MEETING (City and State) Washington, DC 20370		8. INCLUSIVE DATES OF MEETING FROM 2 Sep 85 TO 4 Sep 85
9. SERIES/GRADE SERVICE/RATING (RANK) LCDR	10. NAME AND PAYROLL TITLE (If military, give organizational title) (Use reverse for additional names) John R. Murphy, USN, Instructor	11. ESTIMATED COST TO THE NAVY
		a. TOTAL ESTIMATED COST \$ 185
		b. ESTIMATE PER PERSON (In accordance with JTR, Vol II)
		REGISTRATION 25
		TRAVEL 10
		PER DIEM 150
		OTHER
		TOTAL PER PERSON \$ 185

12. STATEMENT OF BENEFIT TO THE DEPARTMENT OF THE NAVY FOR ATTENDANCE AT OR PARTICIPATION IN THIS MEETING. IF PARTICIPATING, GIVE NATURE AND EXTENT OF PARTICIPATION
Attendance at this meeting will enhance this officer's professional background and provide information to assist in teaching History Course HH 103.

13. SIGNATURE AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS (See Instructions on reverse side)	DATE
a. R. D. Simpson, Chmn, History Department	15 Aug 85
b. D. A. Jackson, Capt, USN, Director, Div. of Engl & Hist.	16 Aug 85
c.	

PART II - AUTHORIZATION TO ACCEPT PAYMENT (To be completed if applicable - Civilians only)

Authorization to accept payment from a Non-Government source in connection with this meeting is requested. The criteria as set forth in CMMI 410.7 have been met.

14. NAME, PAYROLL TITLE, GRADE OR RATING OF CIVILIAN EMPLOYEE(S)	
15. NAME AND LOCATION OF ORGANIZATION MAKING PAYMENT (Also verify and check items (a) at the right)	THIS ORGANIZATION IS NOT INCLUDED IN ATTORNEY GENERAL'S LIST OF SUBVERSIVE ORGANIZATIONS (IF DIFFERENT FROM ITEM 5)
	THE VERIFICATION OBTAINED FROM THE INTERNAL REVENUE SERVICE CONCERNING THE TAX EXEMPT STATUS OF THIS ORGANIZATION IS APPROVED (INCP 1410.7)
16. AMOUNT AND NATURE OF PAYMENT	17. PURPOSE FOR WHICH PAYMENT IS TO BE USED

PART III ACTION BY APPROVING AUTHORITY
(Any change made in PART I should be explained under COMMENTS)

18. AUTHORIZATION IS HEREBY GRANTED FOR ATTENDANCE AT MEETING ACCEPTANCE OF PAYMENT

19. COMMENTS
Leave items 18 - 20 Blank.

20. SIGNATURE OF AUTHORIZING OFFICIAL (All designations in CMMI 410.8 and SECNAVINST 4651.8II)

FORM 100

PROCEDURES FOR REQUESTING TRAVEL ADVANCES AND SUBMITTING TRAVEL CLAIMS

1. Travel Advances

a. If a travel advance is required, advance for TAD travel is limited to 80 percent of the estimated per diem and miscellaneous expense costs, plus 100 percent of the estimated cost of transportation if travel is to be performed at personal expense subject to reimbursement. Also, 100 percent of anticipated miscellaneous costs may be advanced if exact amounts of miscellaneous expenses are known; i.e., registration fee. Advances for tuition must be approved by the Employee Development Officer.

b. Payment of travel advances will not be made more than three working days before starting date of travel. Additional mail time may be allowed when the travel advance check is to be mailed.

c. Per diem advance will neither be authorized for one-day TAD trips, nor will travel advances of any kind be authorized for amounts less than 50 dollars, unless approved in writing that a financial hardship would be imposed.

d. Payment of travel advances will not be authorized on subsequent travel orders if a claim has not been submitted for prior travel, even if a travel advance was not involved for that travel.

e. If traveling to a military installation, a statement must be included on the orders as to non-availability of government quarters and mess to preclude difficulties in obtaining proper travel advances. This statement is for computation of advances only. Travelers are still required to obtain nonavailability certifications from the Commanding Officer responsible for government facilities at the TAD point.

f. Advance travel payment must be authorized on the travel order and the appropriate accounting data must be cited on the order. A Travel Voucher (DD Form 1351) must be prepared and submitted with the travel order. A sample is included in this enclosure as Attachment 1.

g. The CCCP submits the DD Form 1610 or NAVPERS 1320/16 and the DD Form 1351 to the Personnel Support Activity Detachment, Annapolis (PERSUPPDET) for issuing the checks.

h. The CCCP receives the advance travel checks and notifies the Cost/Sub-Cost Center travel representative to pick up the check(s) in Room 101, Administration Building.

2. Travel Claims

a. Travelers are to submit their travel claims, Travel Voucher or Subvoucher (DD Form 1351-2), to their designated Cost/Sub-Cost Center travel representative, within four calendar days after completion of travel. Failure to comply with this requirement will result in all travel advances received being deducted from the traveler's pay. A sample is included in this enclosure as Attachment 2. If travel was to a high-cost area, a Statement of Actual Expenses (DD Form 1351-3) must also be submitted with the DD Form 1351-2. A sample is included in this enclosure as Attachment 3.

b. Cost/Sub-Cost Center travel representatives are to make sure of compliance with the above requirement by maintaining memorandum files, logs, or ticklers to remind travelers of the requirement to file a travel claim within four days of completion of travel.

c. The Cost/Sub-Cost Center travel representative reviews the claim for completeness and sends the travel claim, an original and two copies of the travel order, and all receipts to the CCCP the next working day.

d. The CCCP reviews the travel claim for completeness and apparent excessive or unnecessary expenses and sends to PERSUPPDET for payment.

e. The CCCP receives paid claim checks from PERSUPPDET and notifies the Cost/Sub-Cost Center travel representative to pick up the check(s) in Room 101, Administration Building.

TRAVEL VOUCHER				BUREAU VOUCHER NUMBER	D O VOUCHER NO.		
I. PAYMENT FOR				PAID BY			
1. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)	X	6. TRANSPORTATION OF DEPENDENTS					
2. ADVANCE OF TRAVEL ALLOWANCES (PCS)		7. DISLOCATION ALLOWANCE					
3. ACCRUED PER DIEM FOR TDY/TAD		8. TRAILER ALLOWANCE					
4. SETTLEMENT OF TDY/TAD TRAVEL		9.					
5. SETTLEMENT OF PCS TRAVEL		10.					
II. INDIVIDUAL PAYMENT							
1. PAYEE (Last Name, First, Middle Initial)		2. RANK OR GRADE		3. SSN			
Smith, John Z.		CIV		123-45-6789			
4. ORGANIZATION AND STATION							
USNA, Annapolis, MD 21402-5000							
5. TRAVEL ORDER							
N00161-86-T0-(Inserted by CCCP)							
6. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS:							
Advance Per Diem for 10-15 Dec 85							
7. CHECK NUMBER	8. CHECK DATE	9. AMOUNT PAID	10. DATE PAID	11. RECEIVED IN CASH (Signature of payee)			
III. PAYMENTS CONSOLIDATED							
1. PER SUBVOUCHER NO.		THROUGH	ATTACHED.	2. PER TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED.			
IV. APPROVED FOR PAYMENT (When required by individual service regulations)							
1. TYPED NAME AND TITLE			2. SIGNATURE				
V. REMARKS							
VI. ACCOUNTING CLASSIFICATION(S)							
APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUR CONT. NO./SUB. ALLOT. NO.	AUTH. ACCT'G ACTIVITY	TYPE	AUXILIARY COST CODE	COST CODE	AMOUNT
1761804.1180	000	00161 0	000179	1K	TA(*)	0001616RG12E	
(*) Inserted by CCCP							
COMPUTED BY		AUDITED BY		POSTED TO TRV RECORD BY		DATE ENTRIES	
AMOUNT PAID							

Enclosure (2)
Attachment (1)

S/N 0102-LF-013-2803

TRAVEL VOUCHER OR SUBVOUCHER				<i>(Complete by typewriter, ink, or ball point pen. (PRESS HARD) do not use pencil)</i>				10. FOR DO USE ONLY		
READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM								DO VOUCHER NO.		
LAST NAME FIRST NAME MIDDLE INITIAL (PrintType)				GRADE/RANK	SSN				SUBVOUCHER NO.	
Dow, Jon J.				GS-5	123-45-6789					
CHECK MAILING ADDRESS (Include ZIP Code)				DUTY PHONE NO				PAID BY		
895 Bay Ridge Avenue Annapolis, MD 21403				X5678						
ORGANIZATION AND STATION										
U.S. Naval Academy, Annapolis, MD 21402-5000										
TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date)(Include amending orders)										
N00161-86-T0-A0178 dtd 5 Jan 86										
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received, Place paid, or DO Station No. If none, so state)										
\$200.00, Z3395, dtd 01/07/86 PERSUPPDET										
1. ITINERARY (See Item 25 for Symbols)										
DATE	LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	MODE OF TRAVEL	REASON FOR STOP	2. COST OF LODGING	3. NUMBER OF MEALS GOVT DED.	4. OPEN MESS	POC MILES		
19 86	1300	Dom., Annapolis	PA					24		
	ARR 1400	BWI		AT						
	DEP 1510		TP							
	ARR 1723	Dayton, Ohio		TD						
1/10	DEP 0800	TDY COMM								
1/12	ARR 1600	TDY COMM		TD						
	DEP 1845	Dayton, Ohio	CA							
	ARR 1901			AT						
	DEP 1930		TP							
	ARR 2200	BWI		AT						
	DEP 2230		PA							
	ARR 2330	Dom., Annapolis		MC				24		
	DEP									
	ARR									
5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS* (See Item 24)										
DATE	NATURE AND EXPLANATION				AMT CLAIMED	ALLOWED				
1/9-12	Rental Car				104.16					
1/9-12	Lodging				181.20					
1/9	Registration Fee (no meals included)				44.00					
1/9&12	Parking BWI Airport				2.50					
6. Long distance telephone calls are certified as necessary in the interest of the Government. APPROVING OFFICER (31 USC 680a)										
7. TR'S/MTA'S/MT'S (If none, so state)					\$220.00					
NUMBER	FROM			TO						
K1695614	BWI			Dayton, OH & return						
11. PAYMENT DESIRED								<input type="checkbox"/> CHECK <input type="checkbox"/> CASH		
8. LEAVE STATEMENT: _____ days _____ hours taken between _____ and _____								12. <input type="checkbox"/> PER DIEM REQUESTED		
9. POC TRAVEL <input type="checkbox"/> OWNER/OPERATOR (See Item 22d) <input type="checkbox"/> PASSENGER								13. BAS RATE		
PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 28, Section 287.)										
I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.				14. SIGNATURE OF CLAIMANT				DATE		
				s/s John R. Dow				01/16/86		
15. ACCOUNTING CLASSIFICATION										
16. COLLECTION DATA										
17. COMPUTED BY		18. AUDITED BY		19. TVL RCRD POSTED BY		20. RECEIVED (Payee signature and date or check no.)		21. AMOUNT PAID		

DD FORM 1351-2
1 JUN 78

EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED

Exception to SF 1012 and 1012a
approved by NARS, GSA April 1978.

PROCEDURES FOR LOCAL TRAVEL REIMBURSEMENT

1. Officer and civilian personnel are entitled to reimbursement of personal funds expended on official local travel. Local travel excludes per diem and TAD travel and is defined as follows:

a. Officer Personnel. Travel within the limits of the duty station and in the Washington local travel area which includes the District of Columbia; Montgomery, Prince George's, Anne Arundel, Baltimore, Charles, Howard, Frederick, and Washington Counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpepper, Orange, Stafford, Spotsylvania, King George, and Clarke Counties in Virginia; Adams County in Pennsylvania; the City of Baltimore in Maryland and the cities of Alexandria, Fairfax, Falls Church, and Fredericksburg in Virginia, and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined areas of the aforesaid counties.

b. Civilian Personnel. Travel within the limits of the permanent duty station or in the vicinity of such station, providing such travel does not involve the payment of per diem and involves only reimbursement for commercial transportation in the conduct of official business or mileage allowance for the use of a privately owned conveyance approved as being more advantageous to the Government. Local travel for civilian personnel would include any such travel which can be performed within a ten hour period.

2. Reimbursable Items. Reimbursement for local travel will be made at the rate prescribed by current Joint Travel Regulations for use of privately owned conveyance or the actual and necessary expenses incurred when using commercial transportation. Additionally, personnel may be reimbursed for actual costs incurred under official local travel for ferry fares, bridge, road and tunnel tolls, and for such other necessary expenses as parking fees.

3. Local Travel Authorization. Heads of Cost or Sub-Cost Centers will establish procedures within their respective organizations for personnel under their cognizance to obtain specific prior approval for local official travel. Verbal authorization will suffice.

4. Reimbursement Procedures. Claims for reimbursement will be made on Claim for Reimbursement for Expenditures on Official Business (Standard Form 1164) at the conclusion of the travel. (Copy shown in attachment 1 to this enclosure.) Claims for frequent local travel performed during a month will be made not later than the fifth working day following the month in which the expenses were incurred. The claimant will list expenses on the Standard Form 1164 by date, item, and amount, with a suitable explanation as to the nature of the expenses. To the extent possible, items will be supported by receipts. Complete accounting data will be provided in the appropriate space, including a requisition/document number in the accounting block. The Standard Form 1164 will be prepared, signed by the claimant and approved by the Cost Center or Sub-Cost Center Head or his/her designated representative. Forward the original and five copies of Standard Form 1164 to the Disbursing Officer, PERSUPPDET for payment.

5. Document Number and Accounting Classification. Document Number, in accordance with reference (i), (N0016186RVXXXXX), will be assigned by the Sub Cost Center and typed in top right hand corner of SF1164. The last six digits of the document number, (VXXXXX), will be placed in Property Accounting Activity block of Accounting Classification.

Standard Form 1164
October 1967
Title 7, GAO Manual
1164-209-02
S/N 0109-207-0111

**CLAIM FOR REIMBURSEMENT FOR
EXPENDITURES ON OFFICIAL BUSINESS**

N0016186RVXXXX

Voucher No. _____

Schedule No. _____

Agency U.S. Naval Academy, Annapolis, Maryland

Name of claimant Elizabeth Smith

Address Civilian Personnel Department, USNA, Annapolis, MD 21402-5009

PAID BY

Indicate by applicable letter, in column 2 below, whether expenditure was for (a) local travel or (b) telephone or telegraph. Miscellaneous expenditures must be specified in detail.

Date 19	Code	From	To	*Mileage Rate		Amount Claimed		
				Speedometer Readings	No. of Miles	Mileage	*Fare or Toll	Tip & Misc.
8				38100.1				
Aug	A	Annapolis, MD	Washington, DC	38176.1	76	\$12.92	\$	\$2.00
		*Parking						

(Continue on reverse if necessary)

Subtotals from reverse →

(SIGN ORIGINAL ONLY)

Grand total → \$ 14.92

I certify that this claim is correct and proper and that payment or credit has not been received.

(Date)

(Signature of claimant)

Approved, as advantageous to the Government for
\$ _____ R. J. MAIN, CDR, USN
PERS & ADMIN OFCR

(Date)

(Approving Officer)

ACCOUNTING CLASSIFICATION (REVISED 7-65)

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. AND SUBALLOT. NO	AUTH. ACCTG. ACTIVITY	T Y P E	PROPERTY ACCTG. ACTIVITY	COST CODE	AMOUNT
AB1761804.1180	000	00161	000179	2D		0001616MS06E	\$14.92

Paid by check No. _____

Received in cash, \$ _____

(Date)

(Signature)

Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment in the amount of \$ _____

(Date)

(Authorizing Officer)

*If fare claimed exceeds charge for one person, the number of additional persons accompanying claimant will be shown following applicable fare.
† If private automobile is used, show speedometer readings at beginning and end of trip and number of miles and rate per mile.

PROCEDURES FOR INVITATIONAL TRAVEL

- BLOCK 1 - Travel Order Number - Leave blank. Inserted by CCCP.
- BLOCK 2 - Name - Insert complete name.
- BLOCK 3 - Date approved - Leave blank. Inserted by CCCP.
- BLOCK 4 - Home address - Indicate complete address. Travel entitlements accrue from place to which an order is addressed.
- BLOCK 5 - Business address - fill in, if applicable.
- BLOCK 6 - Insert U.S. Naval Academy, Annapolis, MD 21402-5000.
- BLOCK 7 - Insert city and state.
- BLOCK 8 - Indicate date travel starts.
- BLOCK 9 - Insert U.S. Naval Academy, Annapolis, MD 21402-5000.
- BLOCK 10 - Indicate number of days member will be at Naval Academy (include travel time).
- BLOCK 11 - State exact purpose for which travel is authorized. Also include estimate of travel and per diem costs.
- BLOCK 12 - Indicate point where travel began.
- BLOCK 13 - Fill in appropriate per diem rate.
- BLOCK 14 - Leave blank. For use by transportation officer.
- BLOCK 15 - Insert all accounting classification, except for Travel Order Number. The Travel Order Number will be inserted by the CCCP.
- BLOCK 16 - Leave blank. Inserted by CCCP.

USNAINST 4651.2F
6 May 1986

NAVSO 4660/10 (REV. 8-72)
S/N 0104 LF 903-6312

DEPARTMENT OF THE NAVY
INVITATIONAL TRAVEL ORDER

(1) Inserted by
CCCP

TRAVEL ORDER NO.

1. NAME (First, middle, last) (2) Brown, Anthony J.		DATE APPROVED (3) Inserted by CCCP
HOME ADDRESS (4) 123 Claiborne Road, San Francisco, CA 94011		
BUSINESS ADDRESS (5) Computer Enterprises, Inc., San Francisco, CA		
NAME AND LOCATION OF ACTIVITY ISSUING INVITATION (6) U.S. Naval Academy, Annapolis, MD 21402-5000		
FROM: (Point where travel begins) (7) San Francisco, CA	PROCEED ON OR ABOUT (Date) (8) 23 Jun 86	
TO: (Destination) (9) U.S. Naval Academy, Annapolis, MD	FOR APPROXIMATELY (10) 3 DAYS	
FOR THE PURPOSE OF (Essential purpose for which travel is authorized)		

(11) Guest Speaker at Forrestal Lecture

\$350 (Commercial Air Transportation)
\$210 (Per Diem)
\$20 (Transportation to and from Airport)
\$580

UPON COMPLETION RETURN TO (Point where travel begins)

(12) San Francisco, CA

2. Authority is granted for the performance of the above travel by commercial aircraft, rail, bus, Government-operated vehicle or aircraft or privately-owned automobile. You are advised that the policy of the Department of Defense requires that in using commercial aircraft, accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler.

3. If the above travel is performed by common carrier you will be provided Government Transportation Requests to exchange for carrier tickets, if practicable. If Transportation Requests are not provided you, you may travel by common carrier at personal expense. Reimbursement for the cost of transportation will be limited to one of the following: (a) the least costly scheduled air service or the lowest cost class of accommodations available at the time reservations were made, (b) cost of the rail fare and a lower berth or the lowest first class rail accommodation available at the time reservations were made, (c) actual cost of commercial bus fare. Transportation taxes paid at personal expense are also reimbursable. If travel is performed by privately-owned automobile, you will be reimbursed at the appropriate mileage rate, and for bridge, ferry, tunnel, and other highway tolls incurred while in a travel status under this order in accordance with the Joint Travel Regulations, Volume 2. The total reimbursement for travel performed by privately-owned automobile will be limited to the cost of travel by the usual mode of common carrier, including per diem. You will keep a record of speedometer readings and expenditures for tolls for use in submitting your travel expense voucher.

4. Receipts and ticket stubs will be required to substantiate your claim for cost of transportation and subsistence for items in excess of \$15.00. Receipts should also be obtained for other reimbursable expenses, including official long distance telephone calls. These receipts will be submitted with your claim for reimbursement of expenses.

5. PER DIEM PER DIEM In lieu of actual subsistence expenses, a per diem rate is authorized in accordance with JTR, pars. CB100.2 and CB101.2a, as appropriate.

(13) \$70 RATE

6. TRANSPORTATION REQUEST NUMBERS:

(14) Leave Blank

7. EXPENSES IN THIS ORDER ARE CHARGEABLE TO

(15) AA1761804.1180 000 00161 0 000179 2D Inserted by 0001616XX05E Per Diem
AB1761804.1180 000 00161 0 000179 2D CCCP 0001616XX06E Trans.

8. The travel authorized herein has been determined to be in the public interest.

FOR THE SECRETARY OF THE NAVY: (Signature and title of authorizing official)

(16) Inserted by CCCP

Enclosure (4)
Attachment (1)

TRAVEL TIPS

1. Obtain endorsements as to the availability of Government Quarters/Mess when you are TAD at a military installation for over 24 hours.
2. Make sure your orders are stamped with appropriate reporting and detaching endorsements.
3. Save all receipts for purchase of transportation (i.e., airline tickets, taxi, limo, BUS, car rental and gas for rental). Do not purchase tickets of foreign airlines where U.S. Registries operate.
4. Save receipts for any expense of \$25.00 or more. Car rental itemized bill is mandatory, regardless of amount. Within the continental United States (CONUS) and its possessions, reimbursement is not authorized for the purchase of extra insurance (collision) for a rental car.
5. Save all BUQ/BEQ/hotel/motel receipts for lodging and show the amount paid on DD Form 1351-2. If receipts are in foreign currency, make sure that the rate of exchange is reflected on the receipt. Submit the receipt when you file your claim. If you stay with friends or relatives, you cannot be reimbursed for lodging cost even though you paid the friend or relative for lodging.
6. If you share a room with persons who are also on TDY/TAD, claim only your share of the cost. For example, if two travelers share a room, each may claim one-half of the cost. If a member of your family stays in the room with you, you can only be reimbursed for the single person rate.
7. Submit an itemized receipt if you use a charge card (i.e., American Express, Diner's Club) for motel or rent-a-car. The charge stub shows the amount charged to your account, but not the services rendered; the stub is not a receipt.
8. Make sure your orders authorized commercial transportation if used in and around the TAD point (car rental, taxi). Authorization for use of private auto in and around the TAD point must be approved for civilian travelers prior to commencement of TAD.
9. If you call an installation to find out about Government air and Government air is not available, get the name of the person contacted; attach a statement to the claim. Obtain an endorsement "Government air NOT available" if your orders direct the use of Government air and it is not available.
10. Itemize all reimbursable out-of-pocket expenses on Item III of the DD Form 1351-2. These include traveler's checks, official telephone calls, parking at the airport, mileage to and from the airport, taxi between airport and TAD point, baggage handling at airports, bus stations, train stations (show number of pieces if military). At airports, bus stations, and train stations civilians may be reimbursed for baggage only if it is Government property.
11. Show point, date, and hour of departure and return to CONUS when traveling out of CONUS.
12. For commercial or government lodging procured outside CONUS a receipt is required for military. For civilians, receipts are required or the following statement must be furnished: "I CERTIFY THAT LODGINGS WERE OBTAINED FROM COMMERCIAL SOURCES FOR ALL PERIODS OF AUTHORIZED DELAY OR TEMPORARY DUTY TRAVEL OUTSIDE CONUS/EXCEPT AS NOTED." The statement should list the nature of exceptions and covering dates as appropriate.
13. Show time and date official business began and ended if you take annual leave in conjunction with orders.
14. Keep a record of expenses on the Statement of Actual Expenses Form, DD Form 1351-3, if you travel to a high cost area; attach the form to your travel claim.
15. Claim mileage from lodging to TAD point and return if Government Quarters/Mess are NOT available at TAD point. Only the driver of the auto may claim this mileage. Show the number of miles and the number of trips on the DD Form 1351-2.
16. When traveling by Government air and box lunches are not provided, the plane commander should endorse orders stating they were not provided.
17. Registration fees must be authorized in your orders and claimed under Item III of the DD Form 1351-2. A receipt is required.

USNAINST 4651.2:
6 May 1986

18. When orders do not direct a specific mode of transportation and private auto is used, travel reimbursement will be computed on constructive air travel per the official airline guide.
19. Orders must specifically state "POV MORE ADVANTAGEOUS TO THE GOVERNMENT" to be paid for time required to travel by private auto.
20. The amount you receive for an advance is based on an estimated calculation of the expenses you will incur. Any excess must be returned when the claim is settled after travel is completed.
21. Your claim must be submitted to the designated representative in your division/department for payment within four days after completion of travel. When submitting your claim, make sure that all copies of the travel claims are legible and that the original and two copies of orders with endorsements and the original and two copies of all required receipts are attached. Make sure you show on your travel claim the dates/times TDY commenced/completed.

PROCEDURES FOR MAKING AIRLINE RESERVATIONS FOR OFFICIAL TRAVEL

1. If traveling via air, make reservations by phone to the passenger transportation office (PTO), ext. 2371/3600. PTO is computerized for making reservations.
2. To save time when calling to make a reservation, use the following format:
 - a. Departure date.
 - b. Origin/destination.
 - c. Approximate departing time.
 - d. Number of seats required.
 - e. Passenger's last name and first initial.
 - f. Business and home phone.
 - g. Dates desired for ticket pick up.
 - h. Name of person making reservation.
 - i. Special requests.
 - j. Return date/time or open tickets.
3. Call PTO to cancel reservation when trip has been cancelled.
4. If after working hours or weekend, call carrier direct to cancel reservation.
5. Use of a contract carrier other than the carrier offering the lowest "YCA" fare in order to travel to or from specific airports where more than one airport is served in a listed city-pair must be justified on the basis of one or more of the following exceptions, not merely on the basis of convenience to the traveler:
 - a. Space is not available in time to accomplish the mission requirements.
 - b. The flight schedule would require additional overnight lodging.
 - c. The carrier's flight schedule for the travel involved is inconsistent with the Government's policy of scheduling travel to the maximum extent practicable during normal working hours; or
 - d. On the basis of a comparison of the total cost for each individual trip, the use of a standard jet coach is less than the contract fare at the time the reservation is made, considering such cost factors as actual transportation costs, subsistence, allowable overtime or lost productive time. In comparing cost, discount fare shall not be used.
 - e. Flight schedule does not meet mission requirements.
 - f. Flight origin and termination points result in excessive local travel time and costs.

Enclosure (5)