



DEPARTMENT OF THE ARMY
266th FINANCIAL MANAGEMENT CENTER
UNIT 23122
APO AE 09227

AETS-FCZ

29 November 2011

MEMORANDUM FOR 266 FMC

SUBJECT: Policy Letter 14, 266th Financial Management Center (FMC) Travel Business Rules

1. References.

a. Joint Federal Travel Regulation (JFTR) and Joint Travel Regulation (JTR), September 2011.

b. Army Business Rules for Defense Travel System, November 2010.

c. Department of Defense Financial Management Regulation (DoDFMR) Volume 9, Chapter 3, August 2011.

2. Purpose. The purpose of this memorandum is to establish policy and define DTS business rules and the basic requirements to secure approval of travel at government expense and the proper procedure for voucher submission. These rules are not designed to cover every situation, but are provided as supplemental guidance not found in the JFTR/JTR, so that all Soldiers and civilians in 266th FMC are compensated fairly and consistently in similar situations. They do not change any authorizations included in the current DTS system or the JFTR/JTR.

3. Scope. This policy applies to all members of the 266th FMC; military and civilian and all organizations performing financial management functions under the technical oversight of the 266th FMC. Failure to follow these business rules could result in non-reimbursement of a travel claim.

4. Authorization Approval.

a. All known information should be entered when the authorization is created. This includes all known or expected expenses (i.e., mileage there and back (if no TMP available), taxi estimate, rental estimate, flight estimate, authorized call home estimate, etc.).

b. If the TDY is to attend training, a conference, or requires CONUS travel, then an approved 5W (e-mail consisting of Who, What, When, Where, and Why that is sent to the 266th FMC Deputy for submission and approval by the 21st TSC DCO) must be attached as a substantiating document.

c. Trip purposes for all locations must maintain consistency with naming; i.e. an employee working at a Finance Customer Support Team (FCST) performing a TDY to another FCST to

assist should be labeled as site visit under trip purpose, an IMO employee performing work at a location should be labeled as site visit, and other travel should only be selected when no other trip purposes meet the criteria of the TDY.

d. Only official business that exceeds 12 hours requires a DTS submission. All official business that can be conducted in less than 12 hours, to include travel time, should be processed as a day trip with overtime or compensatory time earned in the case of a civilian if previously authorized IAW 21st TSC policy. Exceptions to this rule require approval from the AO prior to submission of the authorization. Once approval for exception is attained, the traveler must add a comment to the authorization that states the name of the AO who gave the approval to process the trip as TDY rather than a day trip.

5. Local Voucher Approval. A local voucher can be filed for reimbursement of official business that was conducted in less than 12 hours such that no lodging was necessary. All DOD civilians are encouraged to acquire a TMP license and utilize a TMP whenever local travel is necessary. All military personnel are directed to acquire a TMP license and as such are directed to utilize a TMP first and a POC second (except for medical/dental travel). A Statement of Non-Availability (SNA) is required from the TMP (or TMP representative) for military and civilian personnel to be paid the maximum mileage rate. If no SNA is attached as substantiating documentation, then the 'POC Use – GOV Vehicle Available' rate will be paid. Any exceptions, aside from those previously listed, will require a memo signed by the supervisor and attached as a supporting document.

6. Voucher Approval. In all cases it is the traveler's responsibility to file his/her travel voucher in a timely manner (within 5 days of completion of the TDY or once the charges have appeared on his/her Government Travel Charge Card (GTCC)) and not the responsibility of the ODTA. It is strongly recommended that the traveler maintain all originals (or at least a copy) of receipts relating to their TDY for audit purposes. A completed travel voucher will not be considered for approval unless the following records are provided as substantiating documents:

a. Approved (signed) completed leave form, if leave was taken in conjunction with the approved TDY.

b. Lodging Statement of Non-Availability, if government lodging was not used (exception: no SNA required for any location that does not have government lodging) or a Memorandum for Record signed by supervisor explaining why no SNA is included otherwise reimbursement is limited to the cost to stay on post. [See Encl 1 for locations with government lodging. See Encl 2 for two SNA examples] NOTE: An SNA is required documentation for military personnel and recommended for DOD civilians.

c. Hotel receipt, if claimed, must show zero balance (both the bill and printed receipt should be included). Must confirm with hotel upon check-in that breakfast is provided complimentary and does not increase the price of your room. [See Encl 3 – FMC Information Paper on German Complimentary Meals and Encl 4 for example Memorandum for Record (MFR) if meals were

not declinable but were printed on your receipt separately] All travelers are required to utilize a Value Added Tax (VAT) exclusion form when the lodging establishment will accept such. The fee for the VAT form is reimbursable.

d. Rental car receipt, if claimed (with gas payments listed as a separate expense and receipts included - even if less than \$75.00).

e. Transportation Statement of Non-Availability, if a government vehicle was not used (exceptions: no SNA required if crossing in/out of Italy, if only traveling to/from airport/train station, or if traveling for medical/dental purposes) [See Encl 5 for two transportation SNA examples] NOTE: This documentation is required for all military personnel with a TMP license (which they are directed to acquire) and encouraged for DOD civilians with a TMP license; however, it is not required for civilians without a TMP license but the reduced GOV Advantageous POC Rates will be paid if no SNA is included.

f. Receipts for any other expenses greater than \$75.00.

g. Documentation for in and around mileage claimed. [See Encl 6 for example]

7. Reimbursable Expenses.

a. Foreign Currency Conversion. Because much of our TDY travel often involves payment in foreign currency, the following rules will be followed. The 266th FMC website at <http://www.21tsc.army.mil/266Finance/ExchangeCalculator/Default.asp> provides the official exchange rate by date. [See Encl 7 for example]. Travelers can use it to convert Euro-denominated bills to US Dollars on the date they paid the bill (not the date of the claim). The traveler should claim the dollar conversion amount that appears on the GTCC or personal card statement and must attach as documentation if that is rate claimed. Any foreign currency conversion fee can also be claimed unless traveler is a civilian employee using a non-GTCC, then they may not claim this fee, per JFTR App G. The conversion factor and the date should be included in the section for comments to the approving official. For example: "266 Finance rate for 24 March 08 [.6631] used." If a credit card exchange rate is used, provide the comment, "_____ credit card rate for 24 March 08 used, supporting document attached." In some cases the traveler will utilize a foreign currency from countries (such as Romania, Jordan, etc.) that cannot be calculated using the 266th FMC calculator. The traveler should use the rate that was utilized to convert the currency at the time of purchase. For example, if the traveler purchased Romanian New Leu (RON) at the Community Bank for official travel to Romania then that rate should be utilized to make the conversion. You can consult the AFN website at: <http://www.afneurope.net/ExchangeRates/tabid/88/Default.aspx> or the digital edition of the Stars and Stripes newspaper for the day at <http://epaper.stripes.com/> or one of the many currency conversion sites on the internet or your bank for the correct rate.

b. Rental Car. A compact-size car provided by the most economical rental car company will be used for two or less individuals. Exceptions to this rule require an explanation on the

authorization or on the voucher. If the rental car company provides the traveler a larger car as a courtesy, please note that in the voucher. The rental vehicle should be returned within TDY dates, and any exceptions need to be explained in the comments to the Approving Official. Receipts for fuel costs must be included as supporting documentation.

c. Travel To and From Airports/Train Station. Consider the most economical means, adjusting for mission requirements, when selecting a method of travel to and from the airport/train station. The following are options available when traveling to and from the airport/train station: Drop-off by another individual using a TMP or your POV (e.g., a family member), shuttle from home to airport/train station and back, POV parked at airport/train station for duration of TDY (Note that the cost of parking is NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal, per JFTR, par. U3320 and JTR, par. C2192) or taxi from home to airport/train station and back.

d. Use of Privately Owned Vehicles. All military personnel are directed to acquire a TMP license, and as such, privately owned vehicles are authorized for use only if a TMP vehicle is unavailable. All civilians are encouraged to acquire a TMP license for TDY purposes. For military to be reimbursed at the maximum mileage rate, the TMP SNA [See Encl 5 for examples of TMP SNAs] or a Memorandum for Record must be attached as supporting documentation (exception: no TMP SNA required if only traveling to/from airport/train station, or if traveling for medical/dental purposes), or the traveler will only be reimbursed at the 'POC Use – GOV Vehicle Available' rate. In and around mileage should be approved in the authorization prior to the travel. When filing the voucher, the traveler must submit a log as a substantiating document [See Encl 6 for an example log]. In order to request in and around mileage between the lodging/place of duty and a dining establishment, the traveler must be able to show that "suitable dining establishments are not near the lodging and/or place of duty" (per JFTR U3510B and JTR C2402B).

e. Telephone Calls and Internet Access. Internet access charges will only be paid if required for official business and should be approved in the authorization prior to the travel. One telephone call to home or family during a TDY is authorized to advise of safe arrival, but reimbursement will not exceed \$10.00 unless a special situation arises, such as a medical emergency or change in itinerary. A member of the chain of command will provide written justification as a supporting document if additional personal or professional phone calls are required.

8. Per Diem Entitlements.

a. Incidental Expenses. Incidental expenses apply to both CONUS and OCONUS TDY travel. The OCONUS incidental rate is a flat rate of \$3.50/day (\$5.00/day effective January 1, 2013). The 266th FMC Director has determined that the OCONUS incidental rate will be used unless traveling to a TDY location that does not have AAFES facilities available nearby. Current exceptions are for Belgium, Naples, and any other location that does not have AAFES facilities reasonably available at the TDY duty location. For OCONUS TDY, the traveler must

select 'OCONUS incidental amount' under 'Other Per Diem Entitlements' for duration of TDY unless an exception applies. An exception may be requested through the Deputy Director and, if approved, attached as supporting documentation in the voucher.

b. Meals. The traveler is responsible for confirming with the hotel at check-in if breakfast is included in the price of the room. If declining breakfast will lower the price of the room, then breakfast is not included and it is not reimbursable. [See Encl 3 – Information Paper on German Complimentary Meals, for details.] Military are expected to utilize government dining facilities (DFAC) when staying on a military installation unless they acquire a Statement/certification of Non-Availability. If work schedule does not permit DFAC usage, the AO may authorize the proportional meal rate (PMR) for all 3 three meals. Civilians are encouraged to utilize DFACs when available. If the traveler is staying on-post and there is a dining facility available, then 'available' and all 3 meals must be checked on the DTS per diem section. If the traveler has a meal card and is staying on-post, then 'provided' and all 3 meals must be checked.

9. Missing Receipts. A claim will not be paid without a receipt for any item over \$75.00 (note that lodging expenses always require a receipt or explanation regardless of cost). Traveler must include a Statement in Lieu of Lost Receipt [Encl 8] if receipt cannot be found.

10. Government Travel Charge Card. By regulation, the traveler must have and use a Government Travel Charge Card (GTCC) if more than 2 trips occur in a 12-month period. GTCCs are requested through the GTCC Agency Program Coordinator (APC). The traveler should ensure their GTCC is activated before departing on TDY. When filing a voucher, the traveler should use the link provided in DTS to view their current expense data in order to accurately file their voucher. Travelers must use the split disbursement option in DTS to fully pay off any additional charges (such as meals) that were charged during the TDY. NOTE: Travelers are responsible for payment regardless of the status of their travel reimbursements.

11. Processing Time. The ability to handle last minute requirements is often limited. DTS Approval is not an automatic process and requires time for review of all authorizations in the system requiring approval. At a minimum, five days should be allowed for the processing of all authorizations. Coordinate directly with the FMC DTS ODTA if faster service is required to meet mission requirements.

12. Departure on TDY. Travelers will not depart on TDY travel without an approved authorization. If the travel authorization has not been stamped "approved" in DTS upon departure, the traveler must obtain verbal authorization from an Approving Official prior to proceeding on travel.

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13. POC for this policy is the 266th FMC DTS ODTA and GPC APC, Mr. Ferge, DSN 483-6257, commercial 0631-411-6257, email: scott.m.ferge.civ@mail.mil.

First in Finance Support!

FOR THE COMMANDER:



LUIS B. CRESPO
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Director

8 Encls

1. Government Lodging
2. Examples of Lodging SNA
3. Complimentary Meals at German Hotels
4. Example of MFR for Breakfast Charges
5. Example of TMP SNA
6. In & Around Mileage Documentation
7. Exchange Rate Calculator
8. Statement in Lieu of Lost Receipt