



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AERM

1 September 2016

MEMORANDUM FOR

HQ USAREUR Staff Principals
Commander, HHBN, HQ USAREUR
Commanders, USAREUR Major Subordinate Commands

SUBJECT: Approval of TDY Travel for Fiscal Year 2017

1. Supersession. This memorandum supersedes memorandum, USAREUR, AERM, 12 January 2016, subject: Approval of TDY Travel and FY 16 Funding Ceilings.

2. References.

a. Joint Travel Regulations (available at <http://www.defensetravel.dod.mil/site/travelreg/cfm>).

b. AR 600-20, Army Command Policy.

c. [Memorandum, USAREUR, AERM, 22 April 2016](#), subject: USAREUR Policy on the Use of Restricted Airfare.

d. Information Paper, 266th Financial Management Support Center, AETS-FCZ, 15 September 2015, subject: Mandatory Use of DTS Lodging Module ([encl](#)).

3. Purpose. This memorandum updates policy and procedures for approving TDY travel for all USAREUR personnel. The policy in this memorandum applies to official travel of all military and civilian personnel using a USAREUR (OA89) line of accounting (LOA), regardless of the traveler's unit of assignment.

4. Overview. The goal of this policy is to ensure leaders retain mission command of their organizations while reducing TDY travel costs by ensuring and maintaining appropriate TDY control measures. TDY costs are part of a unit's or activity's operating costs and are not separately funded. All units and activities will manage TDY requirements within their existing annual budgets.

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5. Guidance.

a. Staff principals and commanders will reduce TDY costs by—

(1) Eliminating unnecessary travel and combining travel within the same geographic area when possible.

(2) Eliminating travel by maximizing the use of available means of communication (for example, correspondence, telephone, video-teleconference).

(3) Minimizing the number of travelers required to accomplish a mission.

(4) Using restricted airfares for OCONUS travel when possible.

(5) Maximizing the use of Government transportation whenever possible, including the use of transportation motor pool (TMP) vehicles and Patriot Express or military aircraft for travel to the Military District of Washington.

(6) Directing Soldiers to use Government quarters and messes unless a certification of nonavailability is obtained and encouraging civilian employees to use the most cost-effective lodging.

b. For HQ USAREUR staff offices, all staff TDY must be approved by the first colonel (O6) or higher, or civilian in the grade of GS-15 or higher, in the chain of command. No further delegation is authorized.

c. For USAREUR major subordinate commands, all TDY must be approved by the first O6 or GS-15 or higher commander, director, or staff leader in the chain of command. This authority may be delegated in writing to subordinate battalion commanders and deputy directors in the grade of lieutenant colonel (O5) or GS-14 as appointed under AR 600-20. An O5-level commander may subdelegate to the battalion XO or S3. No further delegation is authorized. All delegations of authority must be submitted to the supporting resource management office.

d. A verbal order of the commanding officer (VOCO) may be used when an urgent or unusual situation requires official travel to begin before a Defense Travel System (DTS) authorization or written order is issued. If a travel authorization has not been stamped "Approved" in DTS before departure, the traveler must obtain a VOCO. The traveler's approving official or supervisor may give an oral order directing travel without an approved DTS authorization or order, but must confirm the oral order in a written,

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signed document that states when he or she gave the order. The signed document must be uploaded as part of the substantiating documentation in DTS. An e-mail message granting approval to travel may also serve as a confirmation.

6. Procedures.

a. TDY directed by operation orders and tasking orders is still subject to the approval process and will be documented through a memorandum for record. Units and activities will provide the approving official and reviewer a by-name list or manifest with the authorization request. This list or manifest will ensure proper accounting for DTS orders by assigning travelers against an LOA.

b. Units will continue to use the DTS as the system of record for TDY travel. Commanders and directors should design DTS routing and travel-authorization procedures to be as efficient as possible, balancing audit compliance with the need for simplicity.

7. Exceptions and Changes to Policy. Requests for exceptions or changes to this policy may be sent to the Secretary of the General Staff, HQ USAREUR, for consideration.

8. POC. The POC is the Chief, Enterprise and Audit Support Branch, at military 537-8091.

FOR THE COMMANDER:



MARKUS T. LAUBENTHAL
Brigadier General, GS
Chief of Staff

[Encl](#)

Mandatory Use of DTS Lodging Module

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AETS-FCZ

15 September 2015

INFORMATION PAPER

1. SUBJECT: Mandatory Use of DTS Lodging Module

2. SITUATION. Effective September 1, 2015, the Joint Travel Regulations (JTR) requires all travelers (Civilian and Military) going TDY to use the Defense Travel System (DTS) to book lodging.

3. EXPECTATION.

a. To support this policy, DTS automatically routes travelers to the Lodging Reservation Module to book lodging when creating an authorization for multi-day travel. Within this module the traveler will see four lodging screen tabs. The tabs are prioritized 1-4 and the tab will become enabled when both the traveler requests lodging and the DTS Module is able offer lodging at the TDY location. The priority is as follows:

TAB 1. DoD Lodging: This tab is mandatory and available for Civilian and Military travelers when the DoD Facility is interfaced with the TDY destination in DTS. DoD Lodging is a subset of government quarters and are lodging properties owned by the government. They do not include Privatized Army Lodging (e.g. IHG Army Hotels). Do not contact the CTO if this tab is not available for the government lodging. Instead book, through DoDLodging.net or contact the lodging facility or reservations center directly. **This tab is considered not available when:**

- (1) TDY is at other than a U.S. Installation;
- (2) The AO determines that Government quarters use would adversely affect mission performance. An SES may personally determine quarters availability;
- (3) During en route travel periods;
- (4) For any TDY of only one night at one location;
- (5) Travel is ICW a PCS and the family accompanies the employee, and government quarters are not available for the family;
- (6) An employee is TDY at a medical facility as a non-medical attendant accompanying a patient in an outpatient status;
- (7) Reservations cannot be booked in DTS (www.defensetravel.dod.mil/Docs/ILP_Pilot_Start_Dates.pdf).

Limited Reimbursement: If adequate government quarters are available and the employee chooses to use other lodging, reimbursement is limited to the cost of available Government quarters and the traveler will select "personal choice/limited reimbursement" from the pre-audit justification.

Exceptions: The Authorizing Official (AO) may authorize/approve an exception to the required use of a commercial (DoD Preferred) property at an Integrated Lodging Pilot Program (ILPP) site and authorize/approve full lodging cost when:

- (1) Government quarters are available but AO can justify exception based on pre-audit reason code;
- (2) Lodging is not available at the approved lodging accommodation;
- (3) There is excessive distance between the lodging facility and places of duty, and the use of approved lodging would cause additional local transportation expenses;

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- (4) The use of a commercial (DoD Preferred) property at an ILPP site facility adversely affects mission performance;
- (5) The traveler can obtain a room rate lower than the ILPP maximum rate.

TAB 2. DoD Preferred: This tab is mandatory when available for both Civilian and Military travelers. This tab is considered available when the DoD Preferred Lodging is interfaced with DTS. **The DoD lodging tab is considered not available when:**

- (1) JTR exemptions apply per Appendix C (Pre-Audit Reason Codes, Screenshot) located in the DoD ILP Pilot Guide;
- (2) There are no available rooms.

The traveler may decline the DoD Preferred Lodging for the following reasons:

- (1) Lodging is “Too far away” and select this under the pre-audit justification;
- (2) Can find a “lower rate available” and select this under the pre-audit justification.

TAB 3. Other Safety Compliant Lodging: Tab 1 & 2 lodging declined or no available rooms and compliant facility has available rooms. Use is never mandatory.

TAB 4. Other Published Rates: Tab 1 & 2 lodging declined or no available rooms and no compliant facility has any available rooms. Use is never mandatory.

b. To learn more about this topic please reference the following links at the DTMO Website:

- (1) September 1, 2015 Policy Change: <http://www.defensetravel.dod.mil/site/news.cfm?ID=34>
- (2) FAQ for Travelers: https://www.defensetravel.dod.mil/Docs/ILP_FAQSTravelers.pdf
- (3) Test pilot locations: http://www.defensetravel.dod.mil/Docs/ILP_Sites_List.pdf
- (4) Travel Administrator training: DoD Integrated Lodging Program Pilot distance learning class hosted online with a live instructor. To participate, log into TraX at <https://www.defensetravel.dod.mil/Passport/bin/Passport.htm> and go to the Training section for register for the L200 – DoD integrated Lodging Program Pilot class. Instructor resources are also available for those who want to host their own training for their organizations.

5. REGULATION. To learn more about the applicable regulations please reference the JTR, Chapter 1, para. 1265, Integrated Lodging Program Pilot (ILPP) at <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf> .

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