DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 MANSCEN LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

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5 FEB 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 25-02, Official Travel

1. REFERENCE. TRADOC Regulation 37-2, 18 May 2000, Financial Administration, Temporary Duty Travel Policy and Procedures.

2. PURPOSE. To establish official travel policy and procedures for Fort Leonard Wood (FLW) Maneuver Support Center (MANSCEN).

3. GENERAL. Commanders and directors will aggressively manage Temporary Duty (TDY) to ensure prudent use of our limited official travel funding and resources.

4. POLICIES/PROCEDURES.

a. Requesting officials for TDY travel orders are division chiefs, battalion commanders, or equivalent in each activity. Travel approval authorities are each activity commander or director or individuals designated to act on their behalf at the GS-13/LTC level during their absence. In addition, commanders and directors may delegate approval authority to one of the following: their deputy, executive officer, or principal assistant as appropriate for their activity. Properly executed Signature Cards, DD Form 577, will be issued to each approving authority and provided to the Directorate of Resource Management (DRM). Except under very unusual circumstances, the requesting official will not sign as the approving official.

b. No travel approving authorities may approve travel for themselves or their superiors except for the Chief of Staff (CofS) who is the approval authority for installation staff. Approval authority for commanders' or directors' orders will be the next higher in their administrative chain or individuals designated to act in their behalf, except as follows. Approval authority for commanders or directors in the rank of Colonel or above will be the Garrison Commander or CofS, as applicable, or individuals designated to act on their behalf as stated above.

c. Authority to issue and approve Blanket Travel Orders (BTO) and TDY orders involving travel OCONUS is reserved to the Commander or his designee, MANSCEN & FLW by the stated reference. Report travel on BTO and OCONUS orders in advance to the CofS.

d. Activities must plan TDY trips as far in advance as possible, orders should reach budget activities at least five working days prior to the depart day of the traveler. Ensure all entitlements are stated, justified and authorized by governing regulations. Activities will make

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the determination if meals are available or not in accordance with published guidelines. Authorization for rental car is not automatic, ensure that it is required and reasonable for the mission. Larger rental cars are not authorized based on rank or position, rather by number of travelers or size of a traveler as substantiated in the order. Limit TDY travel to the minimum number of personnel and days required to complete the mission. Provide clear cost comparisons to authorize privately owned vehicles as advantageous, cost worksheets are to be submitted to DRM with all requests for orders. Use of the Lodging Success Program is mandatory for travelers in many areas. Ensure travel is performed by the most expeditious and economic means of transportation.

e. The FLW Official Travel Office (OTO) utilizes Carlson Travel to provide transportation service. To the maximum extent possible, Carlson Travel will be used for TDY air travel and ancillary arrangements (rental car, hotels, etc.) unless an exception is made by the travel approving authority in writing. The travel approving authority will forward a copy of the justification to CofS. DFAS will not process travel vouchers that include other that OTO travel arrangements without approving authority justification. Persons who purchase tickets at their own expense must meet this same requirement to be reimbursed on their travel claim. Use of travel agents not under contract with Army installations, activities, or agencies will result in denial of any reimbursement for the transportation procured, unless it can be demonstrated that the traveler had no alternative.

f. Official business travelers may keep promotional material and frequent traveler benefits (i.e. 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 benefits must be obtained under the same terms as those offered to the general pubic and must be at no additional government cost. Payments or benefits for vacating a transportation seat are covered by specific, situational dependent rules. For additional questions, travelers and managers should refer to the guidelines in travel and ethics regulations or contact their ethics counselor.

g. All travelers are required to submit a completed DD Form 1351-2 to their supervisor within five days after completion of TDY. Travel vouchers will be reviewed prior to submission for reimbursement. Reviewer is the traveler's supervisor or the travel approving authority for travelers in the rank of Colonel or above. Reviewing authority will NOT be delegated. Reviewing officials will forward the claim to the servicing Defense Finance and Accounting Service (DFAS) site within two days after review. DFAS will not process travel vouchers that have not been signed by the appropriate reviewer.

h. Commanders and directors will ensure that personnel are familiar with these policies and requirements of applicable regulations prior to commencement of travel. All travelers on official business must exercise the same care in incurring expenses and accomplishing the mission that a prudent person would exercise if traveling on personal funds.

5. SUPERSESSION. This policy supersedes the previous command policy 22-98, subject as above, dated 3 May 1998.

6. PROPONENT. This policy is effective until superseded. The proponent for this command policy is the Director of Resource Management, 563-4057.

FOR THE COMMANDER:

All Schools, Brigades, Battalions,
Detachments, Tenant Units, Directorates,
and Personal Staff Offices

WILLIAM A. VAN HORN
Colonel, GS
Chief of Staff