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U.S. MARINE CORPS FORCES, AFRICA
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U.S. MARINE CORPS FORCES, EUROPE AND AFRICA ORDER 4650.1A

From: Commander, U.S. Marine Corps Forces, Europe and Africa
To: Distribution List
Subj: OFFICIAL TRAVEL

Ref: (a) DoD Directive 2000.12, "DoD Antiterrorism (AT) Program," September 9, 2013
(b) MARFOREUR/AF Policy Letter 1-16
(c) DoD Foreign Clearance Guide
(d) MCO 4650.39A
(e) JTR
(f) MCO 4600.40B
(g) DoD Directive 4500.9-R, "Defense Transportation Regulation," May 1, 2014
(h) Fly America Act
(i) DoD Instruction 5154.31, "Commercial Travel Management" October 16, 2015
(j) DoD 7000.14-R, "DoD Financial Management Regulation," June 1, 2015
(k) MARADMIN 651/17
(l) MARADMIN 485/17
(m) MCO 1300.8
(n) MARFOREUR/AF Bulletin 1052

Encl: (1) Official Travel

1. Situation. Per references (a) through (n), this Order establishes official travel policy for all Marines, Sailors, and civilians assigned within the U.S. European Command (EUCOM) and U.S. Africa Command (AFRICOM) area of responsibility (AOR) who receive official travel support from U.S. Marine Corps Forces, Europe and Africa (MARFOREUR/AF) to conduct an array of missions, to include: conferences, Theater Security Cooperation (TSC), Military-to-Military (M2M) engagements, exercises, site surveys, and assist visits while assigned or attached to MARFOREUR/AF.

2. Cancellation. MARFOREUR/AFOs 4600.1 and 4650.1.

3. Mission. To specify procedures for official travel, clarify existing travel policy as it pertains to MARFOREUR/AF personnel, and identify key roles and responsibilities for travel support billets.

4. Execution. All Marines, Sailors and civilians will perform official travel in accordance with the regulations as directed. Additionally, all official travel support personnel will perform their roles as directed to ensure proper document processing, timeliness, travel guidance, and accountability of actions are observed.

5. Administration and Logistics. For questions or comments regarding this Order, contact MARFOREUR/AF Lead Defense Travel Administrator (LDTA) at DSN:

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(314) 431-2225 or Comm: 011 (49) 7031-15-2225, MARFOREUR/AF Adjutant section at DSN: (314) 431-3614 or Comm: 011 (49) 7031-15-3614, or the MARFOREUR/AF Security Manager at DSN: (314) 431-3589 or Comm: 011 (49) 7031-15-3589.

6. Command and Signal

a. Command. This Order is applicable to all MARFOREUR/AF personnel and all rotational units under the administrative and/or operational control of MARFOREUR/AF.

b. Signal. This Order is effective the date signed.


S. M. MCBRIDE
Chief of Staff

DISTRIBUTION: A, H

LOCATOR SHEET

Subj: OFFICIAL TRAVEL

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RECORD OF CHANGES

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Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

General Information

1. Official Travel. Official travel is all U.S. Government funded travel. All uniformed and civilian personnel going on official travel are required to complete the travel requirements below.

a. The EUCOM and AFRICOM AORs are dynamic and the travel requirements may change based on mission, threat, and fiscal environment. Multiple staff divisions/sections have roles in supporting travel requirements. As the sponsor of this Order, any changes to the current requirements must be submitted to the G-8, via the appropriate staff division/section, in order to be implemented.

b. The current requirements are located on the MARFOREUR/AF Secret Internet Protocol Router (SIPR)/Non-secure Internet Protocol Router (NIPR) SharePoint portals. On the portals, click on the official/unofficial travel button on the home screen.

(1) NIPR: <https://eis.usmc.mil/sites/mfe/SitePages/travel.aspx>.

(2) SIPR: <https://portal.mfe.usmc.smil.mil/sitepages/Mission-Planning.aspx>.

2. Travel Types

a. Emergency Leave. When funded emergency leave is authorized, members and dependents will process their authorizations in Defense Travel System (DTS). All emergency leave will be processed in DTS regardless of duty status. Civilian Emergency Visitation Travel (EVT) will also be processed in DTS in accordance with reference (e). Travel can be arranged to the leave location but reimbursement is limited to the constructed government rate to Boston, Massachusetts. Reservations will not be made in DTS when travel is in less than 72 hours. In these cases, the local CTO will be used instead.

b. Consecutive Overseas Tour (COT). COT leave is granted to qualifying members who execute back-to-back overseas assignments. The COT leave funds travel to members Home of Record (HOR) or an alternate location with limited reimbursement of the cost of the government rate to HOR. Normally, COT leave is used enroute with the Permanent Change of Station (PCS). If any leave is taken while traversing Continental United States (CONUS) in conjunction with executing PCS orders, COT travel must be deemed executed and deferred COT leave travel will not be authorized. If allowance is not used during the PCS, it may be requested during the tour. Requests should be initiated at the G-1, Regional Personnel Administration Center (RPAC). COT leave will be processed as a hard copy claim. RPAC will provide the orders which may be used to purchase the tickets. The travel claim must be submitted to the RPAC within five days of completion of leave. Travel and transportation allowances may be paid for the Marine's family members. Dependents must be listed on the orders and do not have to travel at the same time as the member. COT approval and variation approval resides with Headquarters Marine Corps (MMIB-3). Refer to reference (m) for further details.

c. Renewal Agreement Travel (RAT). RAT leave is granted to qualifying civilian employees who extend their overseas assignment for back-to-back terms. RAT leave funds travel to employee's HOR or an alternate location with

limited reimbursement of the cost of the government rate to HOR. Requests should be initiated through the servicing Human Resource Office (HRO). RAT leave will be processed in DTS. Dependents may be authorized RAT leave only if both tours were accompanied. Dependents must be listed on the orders and do not have to travel at the same time as the employee.

d. Travel Funded by Other Organizations. Travel funded by other organizations will use the process outlined by the funding command. The funding command will determine if the parent command or the funding command's routing will be used.

e. Invitational Travel Authorization (ITA). The commander and budget officers may authorize funding ITA for dependents or non-employee civilians. Per diem is only payable if the Approving Official (AO) determines that per diem should be paid in a particular case. Otherwise, ITA will only cover transportation expenses.

f. Dependent Student Travel. Dependent students who have been accepted to a college or university in CONUS may rate travel entitlements to/from the PDS. Sponsors will submit travel request on behalf of their dependent child and provide the school's acceptance letter or equivalent. In order to qualify, the following must apply:

(1) Dependent child has been accepted to or is attending a school in the U.S. to obtain a formal education or vocational that is accredited by a recognized accrediting agency or association recognized by the Secretary of Defense.

(2) Dependents are authorized transportation in accordance with reference (c).

(3) Early return of dependents has not been used for dependent. Early return removes the dependent from being eligible for student dependent travel.

(4) Dependents can use this entitlement to conduct initial travel to the school site as well as a round trip from school site to sponsor's PDS. Only one round trip ticket is authorized per fiscal year. Up to 350 lbs of household goods stored or shipped during the round trip through TMO may be authorized.

(5) Civilians requesting student dependent travel must initiate the request with their servicing HRO. Civilians are authorized one round-trip per year, based on initial established annual date. Upon receipt of approval from HRO, utilize DTS to execute the travel.

g. Permissive Temporary Additional Duty (PTAD). PTAD will only be authorized with official travel when conducted en route with official travel; no orders/authorization needs to be created for stand-alone PTAD. The government will not incur additional expenses due to PTAD en route with official travel. PTAD periods must be annotated in the Per Diem Entitlements screen in DTS or in block 10 of the DD Form 1351-2 for reserve claims. The PTAD request must be submitted through Marine Online.

h. Local Area Travel. Local vouchers may be submitted to reimburse certain travel expenses in the local area. Voucher should be submitted within five days of travel unless similar travel is expected within a short period, in which case, the trips may be combined onto the same voucher.

(1) Mileage. Personnel may request mileage when traveling to an alternate duty site within the local area except when government sponsored transportation is available or a duty site which is equal or less distance than the distance from the residence to normal place of duty.

(2) Rental car. AO may authorize when no other means of transportation can be utilized for personnel who are not authorized to ship a POV. This must be authorized ahead of time on an authorization or on orders.

(3) Expenses. Other expenses incurred in the local area may be reimbursable per reference (e).

(4) Meals. Per diem is not payable for local area travel. Meals may be reimbursed if members were required to procure meals while performing duties as long as meals were procured outside the PDS limits. Meals are reimbursed to the exact cost of meal. Receipts must be provided for reimbursement to ensure meals were procured outside PDS limits. Total cost of all meals per day cannot exceed the local proportional meal rate.

(5) The local commuting area/PDS limits for personnel assigned to U.S. Army Garrison Stuttgart is within 50 miles of Panzer Kaserne.

(6) For personnel assigned to another location in the European/African theater, the local commuting area/PDS limits are within 50 miles of the assigned duty site unless otherwise established by the local commander.

i. Same Day Travel

(1) When travel is outside the local area and completed in 24 hours or less refer to table 2-20 of reference (e).

(2) Mileage. Mileage is reimbursable for travel outside the local area. Mileage is limited to the Department of Defense Table of Distance official distance from zip code to zip code.

(3) Rental car. AOs may authorize a rental car when no other means of transportation can be used. Authorization for rental car use must be obtained prior to use.

(4) Expenses. Other expenses incurred during travel may be reimbursable. Mode of transportation is reimbursable; CTO must be used.

(5) Meals. Per diem may be payable for travel over 12 hours if authorized by AO. Otherwise, meals may be reimbursed if members were required to procure meals while performing duties as long as meals were procured outside the PDS limits. Meals are reimbursed to the exact cost of meal. Receipts must be provided for reimbursement to ensure meals were procured outside PDS limits. Total cost of all meals per day cannot exceed the local proportional meal rate.

3. Special Circumstances

a. Short Notice Orders. Whenever possible, travel authorizations should be submitted at least ten days prior to travel. When travel is directed and less than 72 hours exist between initiation of orders and travel, certain measures should be taken. Reservations must be made directly through CTO. Do

not use the DTS reservation module. For travel within 24 hours, coordinate with the AO to ensure expeditious approval. If funded from an outside organization, coordinate funding instructions with the comptroller office.

b. Verbal Orders. Travelers may travel on verbal orders directed only by the commander, deputy commander, or chief of staff and only when air travel is not used. As soon as possible, a set of orders or a DTS authorization will be initiated and routed for approval. When air travel is used, a set of approved orders must be used to ticket airfare. Travelers are not authorized to travel without a flight invoice from CTO. Travelers may modify their trip locations and travel dates only if they are currently traveling on approved Temporary Additional Duty (TAD) orders. Any changes made will be corrected on the voucher upon return. Amendments to orders should only be made to arrange bookings through CTO.

c. Formal Schools. Official schools are funded by Training and Education Command (TECOM). Funding letters are obtained from G3T Formal Schools at Camp Lejeune through the Headquarters Company training chief. A funding letter from TECOM only grants the funding for travel. Authorizations must be processed in DTS, utilizing the routing list titled WWT TECOM ROUTING, in order to produce orders. The funding letter outlines special instructions and authorized reimbursable expenses. Items not covered in the funding letter may be requested to be funded by the command (e.g., rental car).

d. Medical Travel

(1) Travelers and dependents are authorized reimbursement of travel expenses for medical travel when given a referral to another medical facility by the primary care provider. Proof of appointment must be presented for reimbursement. Members and dependents may be authorized reimbursement to escort a member or dependent to a medical procedure. Proof that an escort is required must be provided by the servicing medical facility. Authorized reimbursement:

(a) Transportation costs (e.g., mileage, rental car).

(b) Per diem in cases that overnight stay is required (unless inpatient).

(c) When referral is in the local area, parking fees may be payable.

(d) Travel expenses for optional procedures such as eye refractive surgery are not payable.

(2) When travel is within local area or same day travel then a local voucher will be submitted within five days after travel is completed. When multiple trips are scheduled within a short time period, travelers may wait and submit a claim for all on the same voucher. When travel requires overnight stay or if per diem is payable then authorization/orders must be submitted for approval.

e. Participation in Marine Corps Birthday Balls

(1) Marines from this command, AFRICOM, EUCOM, or rotational units may be invited to attend a Marine Corps Birthday Ball celebration as the guest of honor. The chief of staff will receive a request from Marine Corps Embassy Security Group to support Birthday Ball celebrations in which a local guest of

honor cannot be identified. The chief of staff will nominate individuals to attend Marine Corps Balls at each location.

(2) Once identified, attendees will complete a cross-org worksheet and submit it to the G-8 to be added to the appropriate line of accounting. Guests of honor will work with their local command to submit DTS authorizations and make flight arrangements. Members are authorized to travel the day before or day of, and must return the day after the ball. A rental car is not authorized, ensure transportation is coordinated to avoid unnecessary costs. The staff secretary's office will be the AO for the DTS authorization. Leave may be authorized on a case-by-case basis in conjunction with this travel, if the requirements for leisure travel outlined in reference (c) are met.

4. EUCOM and AFRICOM AORs. The following are current travel requirements for both EUCOM and AFRICOM AORs and can be found in figure 1-1 and are located at the link listed in paragraph 1.b.(1).

a. Approvals

(1) EUCOM. All Force Protection Condition (FPCON) Alpha and Bravo countries in the EUCOM AOR require Assistant Chief of Staff (AC/S) level approval for MARFOREUR/AF staff and commanding officer level approval for all rotational forces. All FPCON Charlie and Delta countries require O-7 level approval.

(2) AFRICOM. All FPCON Alpha and Bravo countries in the AFRICOM AOR require O-6 level approval. All FPCON Charlie and Delta countries require O-7 level approval.

(3) All countries/cities listed in reference (n) require chief of staff approval.

b. Submit DTS authorization and gain approval.

c. Request North Atlantic Treaty Organization (NATO) orders from the RPAC as required for NATO countries only.

d. Activate GTCC with your division/section GTCC representative or command Agency Program Coordinator (APC).

e. Update personal contact information and Record of Emergency Data (RED) on Marine On-Line.

(4) High Risk/Threat and AFRICOM countries

(a) Complete a Concept of Operations (ConOps) slide, located on the SIPR portal, as required.

(b) Complete an Anti-Terrorism Force Protection (ATFP) Plan slide per reference (a), as required.

f. Complete Personnel Recovery (PR) plan, located on the SIPR portal, as required. (AFRICOM only)

g. Add event to the command event tracker on the SIPR portal and attached ConOps and ATFP slide, and PR plan as required.

h. Ensure ConOps, ATFP plan and PR plan are tagged to the interactive country page when uploaded on the portal.

i. Reserve and check out required Friendly Force Tracker (FFT) in FFT reservation system (AFRICOM only).

j. Review the weapons waiver policy. If required, submit a weapons waiver, if approved you will not be required to deploy with a weapon per reference (b).

k. To confirm any specific country requirements, e.g., aircraft and personnel automated clearance system submissions, status of force agreement waiver, official passport, etc., refer to reference (c) located at NIPR: <https://www.fcg.pentagon.mil/fcg.cfm>.

l. Register on the smart traveler enrollment program service at NIPR: <https://step.state.gov/step/>.

m. Ensure Isolated Personnel Report (ISOPREP) is current. This resides on the SIPR in the PR Management System.

n. Coordinate with MARFOREUR/AF Health Service or your medical aid station to ensure all medical requirements are met (AFRICOM only).

o. All personnel who are Sensitive Compartmented Information (SCI)-eligible will require a briefing from the G-2 on the foreign intelligence and security service threat in their destination country(s) prior to any normal or special liberty travel outside of Germany.

p. All personnel approved for travel into a foreign country will notify the respective unit command center upon departure, arrival to destination, and upon return via FFT, E-Mail or phone call. Additionally, the senior member is required to submit personnel accountability to their respective unit command center no later than 0800 Central European Time daily, e.g., Major Smith reports one Marine officer, two Marine enlisted, three civilians accounted for.

q. All personnel are required to submit DTS vouchers within five business days of the completion of their official travel, per reference (d).

5. Exceptions to Policy

a. Both AFRICOM and EUCOM are dynamic environments and the travel requirement may change. These country specific changes are captured on the official travel page on both NIPR and SIPR.

b. For official travel to a base where U.S. Forces are stationed, e.g., Moron Air Force Base, Naval Air Station Sigonella, Mihail Kogălniceanu, or Naval Station Rota, the base ATFP plan will serve as your plan. Annotate this on your ConOps slide. It is the responsibility of the senior traveler to coordinate with their host to receive a brief on localized threat and ATFP requirements for all travelers prior to or just after arrival.

c. For exercise related travel, the exercise confirmation brief and ATFP plan will serve as the ConOps and ATFP plan.

d. Any additional exceptions to policy must be approved by the MARFOREUR/AF G-3.

6. TAD

a. Prior to Departure. All personnel going TAD/deployment must report to the RPAC TAD section and complete the TAD/deployment requirements prior to departure. Personnel must bring a copy of their flight itinerary.

b. Upon Return. Personnel will be notified if they are required to return to the RPAC for a post-TAD/deployment audit. Please ensure that a copy of your detaching endorsement and flight itinerary are provided as source documents.

c. TAD over 45 Days. All TAD that is over 45 days in length will require partial payments to be paid every 30 days. DTS authorizations which are over 45 days will have Scheduled Partial Payments selected from the additional options tab. This will ensure that a payment is made to the traveler and GTCC every 30 days. The payment includes all per diem and expenses with an effective date during the 30 day period. When creating the authorization, careful measures must be taken to ensure that lodging and other expenses are accurately included on the authorization to prevent overpayment. Travelers must ensure that any changes that occur during TAD are recorded by amending the authorization. Reserve Marines on per diem will submit their partial travel claims every 30 days ending at the end of each month.

d. Leave in conjunction with TAD. Travelers who are executing official travel may request Leave in Conjunction With Orders (LICWO). CTO will be used to make official and leave travel arrangements and will compare the costs of the combined LICWO trip with the Government's cost for official TAD only. The traveler will be reimbursed up to the Government fare on the travel voucher. Proof of the government fare will be uploaded to the voucher along with a cost constructed worksheet found by hyperlink in the authorization. CTO requires that the personal card is used to pay for LICWO flights. The leave location and dates will be entered into the travel authorization. The approving official will not approve the authorization without an approved leave request screenshot from MOL. This is to be uploaded into substantiating records. Leave days will be annotated in the authorization under per diem entitlements. Per diem will be zero for leave days.

e. Reserve Concurrent Temporary Additional Duty (TAD). Mobilized reserve travelers who are on orders drawing per diem must use the funding on their mobilization orders to fund any concurrent TAD. An exception to this is for foreign military engagements which are under a specific United States Code Title 22 funding. These engagements must be funded by the Title 22 funds and cannot be funded with Marine Corps money. Reserve Marines are authorized to use DTS to process these claims when the funding is available in DTS. The concurrent TAD must be included with the monthly partial and the DTS payment voucher must be included in the substantiating records to ensure that payment of per diem is not duplicated. First and last day of concurrent TAD will be "In Place" on the Per Diem Entitlements screen to pay 100 percent per diem. The last day must be paid at the host TAD site rate. A difference in per diem may be included in the Expenses tab.

f. All personnel outside of the Stuttgart, Germany AOR shall ensure the RPAC TAD section is notified. Submit a copy of your travel orders and flight itinerary to the RPAC at E-Mail: MARFOREUR/AFG1RPAC@usmc.mil.

g. Uniformed personnel traveling to NATO countries will be issued NATO orders. Traveler information, travel orders, and itinerary are required.

Chapter 2

Defense Travel System

1. Purpose. The purpose of this Chapter is to provide a MARFOREUR/AF policy regarding travel administration and reimbursement using the DTS. DTS is used only for official travel when there is no other means to successfully accomplish the mission. When traveling on official business, travelers will exercise the same care in incurring expenses that a prudent person would if traveling at personal expense. Circuitous routes and delay for personal reasons must be authorized in regulation, justified, and approved by the approving official and will not incur extra expenses to the government. Luxury accommodations and services unnecessary in the performance of official business will not be approved. Expenses incurred solely for personal preference or conveniences are not reimbursable. This Chapter ensures safeguards are in place to guard against fraud, waste and abuse.

2. Applicability. This Order is applicable to all MARFOREUR/AF personnel and all rotational units under the administrative and/or operational control of MARFOREUR/AF. This Order covers routine temporary duty and does not cover unit movements in which forces are moved to complete operational actions in high or low intensity exercises. DTS applies to the following:

a. Military personnel on active duty will use DTS for all TAD official travel in accordance with reference (e).

b. In accordance with reference (k), reserve personnel on permanent change of station orders will use DTS for TAD travel. Reservists who are on Active Duty Operational Support (ADOS) per diem orders for less than 180 days will not use DTS for official travel, they must contact the RLO in order to have a DD Form 1610 created in order to travel. Reservists who are on ADOS per diem orders for 181 days or more will use DTS for TAD travel.

c. Government civilian employees will use DTS for official travel and can perform any administrative role within DTS.

d. Dependents of military members must use DTS to process official travel. The dependent's information will be uploaded into the authorization created with the sponsor's DTS profile. If a dependent has a separate DTS profile and GTCC account, i.e., government employee, that profile will be used instead.

e. Government contractors are not authorized to use DTS for official travel under any circumstance and cannot approve DTS travel documents. They may be reviewers.

f. Foreign military members who are assigned to the personnel exchange program and have a memorandum of understanding stating the traveler will follow MARFOREUR/AF travel regulations, are authorized to utilize DTS for official travel. Foreign military members travel will be paid for with the unit's Centrally Billed Account (CBA).

3. Commercial Ticketing Office (CTO)

a. Travelers must make all official travel and transportation arrangements through the local CTO. The CTO for MARFOREUR/AF Headquarters is: Carlson Wagonlit Travel, Patch Barracks, Building 2307, Rooms 215 and 216,

comm: 0711-656-9240 or DSN: (314) 430-2106/2107, E-Mail: stuttgartcto@cwtsatotravel.com. For after hours assistance, the traveler may call toll free: +1 (866) 422-9428 or collect: +1 (210) 877-3357. Only under extreme circumstances may the traveler make travel arrangements outside of CTO and must be authorized and justified by the approving official.

b. Travelers requiring itinerary changes while in a travel status will contact their CTO to make reservation adjustments. Upon completion of travel, the traveler must report unused tickets or partially used tickets to the CTO within 24 hours of returning from TAD. Travelers should be aware that all changes to their itinerary are subject to approval by their approving official. Costs incurred that are not approved will be the traveler's responsibility.

c. All MARFOREUR/AF travelers must use the GTCC individual billed account for all official travel expenses in accordance with reference (f). The CBA may be used to cover travel expenses in certain circumstances. Advances are not authorized.

4. Airfare

a. All airline tickets will be purchased through the CTO and will be paid for using the GTCC. Personnel traveling within the African Continent may use the local Embassy for their travel arrangements as required. Travelers are not authorized to purchase airfare for a group or any traveler besides themselves per references (e), (g) and (h).

b. Each airline has their own flight cancellation policy. It is best practice to have orders approved within 48 business hours of booking a reservation through DTS to prevent flights from being cancelled. When flight requests are made outside of DTS, the traveler must E-Mail approved orders, with flight cost manually included, to the CTO office within 24 hours to prevent the flight reservation from being cancelled.

c. All reservations made outside of DTS must be added to the authorization under "Travel, Other Transportation." Then select "Commercial Air (Individual Bill)" as the type of payment. The cost of the ticket will be entered in U.S. dollars. The CTO fee must be listed separately from the cost of the airline ticket. The CTO fee will be entered in U.S. dollars and will be posted to DTS under "Travel, Other Transportation, CTO Fee (Individual Bill)." Travelers must upload a copy of the CTO issued itinerary showing the travel costs as a substantiating record.

d. Once orders are approved CTO will purchase the flights with the GTCC card associated with traveler's DTS profile. After the flight is ticketed, CTO will E-Mail the E-Ticket, including the price of the flight, to the E-Mail address provided in the DTS profile. The E-Ticket will be used by the traveler to check-in for the flight and is required as a substantiating record to the travel voucher.

e. All travel within 24 hours is to be booked outside of DTS by calling CTO directly per reference (i). Approved orders will be E-Mailed to CTO for ticketing.

f. Travelers will use restricted airfare whenever feasible. Restricted airfare is best used when the dates of travel are well established and not expected to change. Travelers are encouraged to review the restricted airfare

checklist, reference (e), when deciding if a restricted airfare is more advantageous. If a travel date changes and requires a ticket change, there will be additional costs that will need to be authorized by the approving official.

g. Premium class travel is not authorized.

h. Airport terminal parking fees are a reimbursable expense, however, the fee cannot exceed the cost of a round-trip taxi fare from workplace or home to the airport.

5. Rental Car

a. Rental car reservations will be made through DTS or by contacting the CTO directly. Personnel on the African Continent may use the local Embassy for travel arrangements.

b. The lowest cost rental service that is available must be selected. Travelers and approving officials must provide adequate justification for selecting other than a compact sized rental car.

c. Global Positioning System is an authorized expense and can be added to the rental car reservation as an option, only if the approving official authorizes the cost.

d. Pre-paid fuel for rental vehicle is not authorized.

e. Fuel expenses without an authorized rental vehicle will not be reimbursed.

6. Lodging

a. DoD travelers are required to make commercial lodging arrangements through DTS, unless there is an exception. Exceptions include; DTS locations that are not suitable due to mission requirements, security concerns, or if lodging is arranged on a weekly or monthly basis due to long term TAD.

b. Service members who are TAD to a military base are required to stay in government lodging at that location if it is available. Not all government lodging facilities are available to book through DTS and may require the traveler to call directly or use www.dodlodging.net to book on base lodging. If on base government lodging is not available, the traveler must obtain a statement of non-availability and attach it to their voucher as substantiating documentation. Civilian employees are encouraged to check for government lodging availability when TAD to a military base.

c. If DTS does not show lodging for TAD location, the traveler is directed to contact CTO to book privatized or DoD preferred commercial lodging.

d. Travelers performing TAD for more than 30 days in one location will receive flat rate per diem. All TAD at one location more than 180 days must be approved by Headquarters Marine Corps (MMIB-3). Travelers must stay in government lodging if available and are limited to the reimbursement of the government lodging cost. Lodging receipts are required for voucher processing. If lodging is procured off base, the traveler will be reimbursed the flat rate lodging amount.

(1) TAD duration over 31 days: day 1 through day 180 will be reimbursed at the reduced locality rate of 75 percent of lodging and per diem.

(2) TAD duration over 181 days: all days will be reimbursed at the reduced locality rate of 55 percent of lodging and per diem.

e. An actual expense allowance allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. All actual expense requests must be approved prior to the travelers incurring travel expenses. The traveler and approving official must include justifying comments as to why the expense is over the locality rate. Traveler will be limited to locality rate if there is not an approved actual expense allowance.

7. Per Diem. Per diem rates are based on the TAD location, not the lodging facility location.

a. Approving official will determine what per diem rate is appropriate for travel based off of meals provided and military chow hall availability. If TAD to a U.S. Military installation, use of government mess is directed.

(1) Full rate. Used when no meals are provided and no chow hall is available.

(2) Proportional Rate. Applies when one or two meals are provided by the government at no cost. Can also be directed by the approving official when two meals are available at the military chow hall.

(3) Government Meal Rate. Applies when a military chow hall is available for every meal at cost.

(4) No Per Diem. Applies when all meals are provided by the government at no cost to the traveler.

(5) Special Rate. Special rate should never be utilized to circumvent any of the proper functions available in DTS. Special rate is required for flat rate per diem.

b. Not all provided meals must be claimed. In order to be a "provided" meal, it must have been an extra cost borne by the government. Examples of non-deductible meals are:

(1) Inclusive meals provided at no cost to the government are not deducted from per diem unless it was a contracted rate through the government which resulted in a higher cost than the normal hotel price.

(2) Meals provided by a transportation carrier, i.e., in-flight meals.

(3) Any complimentary meals offered by individuals or non-government organizations.

8. Incidentals. Expenditures defined in reference (e) as "incidental expenses" are reimbursed at a defined rate, as part of the per diem allowance. Incidental expenses are a separate category of reimbursement from "miscellaneous reimbursable expenses." The following list of standard incidental expenses applies to all travelers:

- a. Fees and tips paid to hotel employees, porters, baggage carriers, and flight attendants for all official domestic and foreign travel.
- b. Laundry, dry cleaning, and pressing of clothing only while outside CONUS.
- c. Tax and service charges, other than vendor surcharges for using a credit card, for any of the expenses listed in this paragraph.
- d. Expenses related to lodging that are listed in the room account.
- e. Transportation tips for courtesy transportation (for example, an airport shuttle).

9. Receipts. Receipts are required to be uploaded into DTS as supporting documentation for all transportation expenses (airfare and rental cars) and for all lodging regardless of cost. In addition, any single expense exceeding 75 dollars also requires a receipt. A receipt must show the vendor's name and address, when specific services rendered, when articles were purchased and the unit price. Approving officials may request additional receipts as necessary.

a. Itemized receipts are required for lodging, rental vehicles and transportation. This includes all the above information, but also includes:

- (1) Inclusive dates.
- (2) Itemized breakdown of costs included in total billing, i.e., room service, phone calls, room cost, taxes, etc.
- (3) Zero balance due or positive proof of payment.
- (4) Transportation receipts must include travel dates, all locations and final charge.

b. Receipts must match what was charged to the GTCC statement. The GTCC statement will not be used as receipt.

c. Statement in Lieu of Receipt. When a receipt is not available due to being lost or destroyed, the traveler may submit a statement in lieu of receipt. All efforts to locate the receipt must be exhausted. The approving official will validate that the receipt cannot be obtained and can deny the statement for any reason. A statement in lieu cannot be used for airfare, rental car, or lodging expenses except for extreme circumstances where the facility does not have modern technology to produce a receipt. When a receipt provided by the vendor includes some, but not all the required information, a statement in lieu may be submitted to include the missing information.

d. All receipts in a foreign language require a completed statement in lieu of receipt to be considered valid.

e. Conversion Rates. Travelers are required to provide conversion rates for any expense incurred in a foreign currency. The conversion rate will be for the date that the expense was paid for. The following methods are authorized to provide conversion rates in the order they should be utilized.

- (1) GTCC statement is the best way to provide the conversion rate as it will show the exact amount incurred for the expense in U.S. dollars.

(2) The only authorized for foreign currency conversion is NIPR: www.oanda.com. Use the date the transaction was made for the date of conversion.

10. Constructed Travel Worksheet. A constructed travel worksheet is required when a traveler elects to use a transportation mode other than the directed/authorized transportation mode and for alternate travel locations. In most cases, the authorized transportation mode is commercial airfare. A travel worksheet is not required when travel is less than 400 miles (800 miles round trip).

11. Document Processing Timeline DTS. Timelines for authorization submission are established to ensure approved arrangements are made prior to the mission being executed. Voucher submission requirements ensure payment is generated to pay the traveler and GTCC balance before account is delinquent.

a. Travelers will submit authorizations 10 days prior to the start date of travel to allow ample time for document routing and CTO ticketing.

b. The approving official has two business days to take action on authorizations and vouchers awaiting approval.

c. Travelers have five business days to submit a voucher upon completion of travel.

12. Mandatory Order Statements. Every set of orders will have mandatory statements in the remarks to direct required provisions for official travel. Statements will be indicated in the "Other Authorizations" portion of DTS. All authorizations must include, "Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communication, or other appropriate means.

13. Specific Authorization Statements

a. Actual Expense for Lodging. Select "Other" "Actual Expense for Lodging authorized for <TAD location>." Approving official must approve and include name of who authorized actual expense for lodging and justify why the lodging was necessary and over the amount of lodging allowed. The approving official must include contact information along with justification.

b. Outside CONUS Incidental Expense. Select "Other" "On base incidental rate is directed while TAD to <TAD location>."

c. Variation of Itinerary. Select "Variations Authorized" "Variation in itinerary is authorized."

d. Excess Baggage. Travelers will make every attempt to avoid charges for excess baggage. Authorizations for excess baggage will be scrutinized, reviewed and approved judiciously and in advance of travel. If excess baggage is authorized, select "Excess Baggage" "Excess Baggage for commercial air not to exceed ___ piece(s) or ___ pounds is authorized." The authorization/voucher must contain specific justification for excess baggage. It should be placed in "Other Authorizations" and must be approved by the approving official.

e. Rental Car. Select "Other" or "Non-Compact Rental Car" "Rental car is authorized: <Mid-size/ Intermediate, Full size, Van/ Truck>." Annotate under "Other Authorizations" and include justification from traveler and approving official as to why the non-compact car was necessary for mission accomplishment.

f. Conferences. Select "Other" "Conference/registration fee" is authorized. If a conference was attended while TAD, the traveler must include a statement stating whether or not a conference fee was incurred and if meals were provided as a part of the fee. If provided, the per diem entitlements should be properly annotated and the deduction of the meal(s) provided.

g. Personnel Tempo (PersTempo). Select "Other" and then the appropriate "PersTempo Code" listed.

14. Paying for Other Traveler's Expenses. Travelers are responsible for their own travel expenses and reimbursement of those expenses. Lodging may only be claimed for the traveler that incurred the expense; travelers may not claim someone else's lodging (or any other expenses) on their voucher. When the lodging receipt shows two or more occupants, the traveler is required to state whether or not the room was shared with another official government traveler or a family member. If the room was shared with another official government traveler, the traveler must state whether or not the other traveler will claim lodging on their voucher. If the room was shared with a family member, the traveler may only be reimbursed the single room rate. If the receipt shows the bill was split and/or an additional charge was incurred for another occupant, then only the applicable lodging rate can be claimed by an individual traveler. The approving official can only reimburse what can be determined based off of what the lodging receipt shows and the clarification provided by the traveler.

15. DTS Degraded Functionality Procedures. The following are procedures used when DTS functionality is degraded to the point it is unusable for a long period of time. The LDTA will be notified when emergency procedures should be implemented after carefully monitoring system status with Manpower and Reserve Affairs.

a. A manual DD Form 1610 shall be prepared by the traveler using a line of accounting provided by the comptroller. The DD Form 1610 will be approved by the same authorizing official in the routing list in DTS. The official travel bookings will still be made through the servicing CTO, i.e., air fare, rental car and hotel booking, if required.

b. Approved DD Form 1610 and GTCC information will be forwarded to the CTO for ticketing of reservations.

c. As soon as system status is functional, the authorization will be entered into DTS and routed for approval in order to process the voucher.

16. Online Resources

a. DTS Website. Used to process official travel, located at NIPR:
<http://www.defensetravel.osd.mil/dts/site/index.jsp>

b. Defense Travel Management Office Website. Has resources for travel to include regulations and policies as well as rates lookup, located at NIPR: <http://www.defensetravel.dod.mil/>

c. Travel Explorer (TRAX)/Passport. All DTS users will register an account with TRAX located at NIPR: <https://www.defensetravel.dod.mil/Passport/>. The site offers training in the form of Marine Net-style classes, distance learning with instructors and demos. The knowledge center offers a useful search engine to find answers to specific inquiries.

(1) All travelers will complete "DTS (Basic) - About DTS." Annual training certificate is required prior to being joined in DTS organization.

(2) All GTCC holders will complete "Programs and Policies - Travel Card Program (Travel Card 101)." Annual training certificate is required prior to being joined in GTCC hierarchy.

(3) All LDTAs, Organizational Defense Travel Administrators (ODTA), finance defense travel administrators, reviewing official, approving official, non-defense travel system entry agents, and debt management monitors will complete mandatory training per references (d) and (j).

17. DTS Helpdesk

a. Tier I. Section reviewing officials/approving officials are the Tier I support for DTS. Any required assistance with DTS will be routed through the section reviewing officials/approving officials before contacting the Tier II help desk.

b. Tier II. The ODTA/LDTA will assist section reviewing officials/approving official in their absence and in cases that the section approving official/reviewing officials cannot solve. LDTA/ODTAs will conduct training and manage profile maintenance as well as run required reports to ensure DTS operates efficiently.

c. Tier III. The Travel Assistance Center (TAC) has 24/7 support. During normal business hours only the helpdesk or LDTA/ODTAs should contact the TAC. A trouble ticket can also be submitted on the TRAX webpage for DTS travel related assistance.

d. CTO Assistance. Carlson Wagonlit Travel is the local servicing CTO and can be reached by E-Mail: stuttgartcwt@satotravel.com, Comm: 99-07-11-656-9240, DSN: (314) 430-2106/2107 and/or Emergency Line Comm: (866) 422-9428.

Chapter 3

Government Travel Charge Card Program

1. Purpose. The purpose of this chapter is to provide MARFOREUR/AF policy regarding the GTCC administration and responsibility. The GTCC program was implemented to provide a more efficient means of paying for official travel related expenses for government personnel.
2. Applicability. The information contained in this Order is applicable to all MARFOREUR/AF personnel and all rotational units under the administrative and/or operational control of MARFOREUR/AF.
3. Policy. The GTCC will be used for all official travel related costs. Reference (1) refers to the issuance of GTCC for reserve component personnel.
4. Responsibility. The G-8 APC maintains oversight and management of the GTCC program. Each section is responsible for maintaining and managing their respective GTCC program with guidance from the G-8.

a. APC Responsibility

- (1) Manage the entire command GTCC program.
- (2) Maintain appointment letters on file for all GTCC APCs.
- (3) Train newly appointed GTCC APCs individually or arrange training for groups.
- (4) Send out GTCC program updates, policy, and procedure changes, and newsletters as they are required.
- (5) Provide monthly list of command wide delinquent accounts to comptroller and supervisors of delinquent account holders.
- (6) Pull and reconcile required monthly reports.
- (7) Approve requests for increases to credit card and cash advance limits. APC has authority to increase credit limits up to 15,000 dollars and cash advance limits can be raised to 4,000 dollars with justification. Headquarters Marine Corps can raise credit limits to 25,000 dollars.
- (8) Responsible for the check in and check out process and maintain the GTCC travel card 101 training certificate and GTCC statement of understanding required for the cardholder's account to be transferred into MARFOREUR/AF hierarchy.
- (9) Serve as liaison between MARFOREUR/AF and Headquarters Marine Corps Hierarchy Level 2 APC.

b. AC/S Responsibility

- (1) Appoint in writing a primary and an alternate coordinator to manage the GTCC program within section. It is recommended that the GTCC coordinator and the approving official are the same people in order to accurately split disburse the voucher payment to cover the GTCC amount due.

(2) Coordinate appropriate disciplinary action, consistent with DoD regulations, for cardholder delinquency, card misuse and abuse, or fraudulent activity.

c. Section APC Responsibility

(1) Manage section GTCC program by reviewing monthly reports, distributed by the command APC, for discrepancies and irregularities.

(2) Notify the AC/S of cardholder delinquency, card misuse and abuse, or fraudulent activity.

(3) Send E-Mail notifications to card holders who are delinquent on payment.

(4) Activate GTCCs only for periods of travel. Cards will be activated 10 days prior to travel and remain on until five days after return.

(5) Review the required monthly GTCC reports for the section and report any irregularities to the command APC.

(6) Ensure that the amount owed to GTCC is being split disbursed on travel voucher.

(7) Elevate problems to the command APC.

d. GTCC Cardholder Responsibility

(1) Check in and out with APC.

(2) Read, sign, and have supervisor sign GTCC statement of understanding provided by the APC.

(3) Complete the "Programs and Policies- Travel Card 101" training at www.defensetravel.DOD.mil/passport. This is an annual training requirement.

(4) Provide statement of understanding and Travel Card 101 training certificate to APC.

(5) Upon departure from MAFOREUR/AF and arrival at new duty station, immediately check in with new organization's GTCC APC.

(6) Pay GTCC balance before account becomes delinquent at 60 days past due or account will be suspended.

(7) Use card for all travel related expenses while in a TAD status.

(8) Complete TAD travel voucher within five working days upon return.

(9) Work with section APC to clear up a delinquent account.

(10) Maintain access to the online Citibank account access page where statements are obtained and payments can be processed.

(11) Report a lost or stolen card to the Citibank lost and stolen department. The number to call is located on the back of the card, comm: +1 (800) 200-7056.

(12) Update Citibank account information to include the mailing address.

(13) Verify receipt of card when a new one is issued. Also, update DTS profile to reflect card's new expiration date.

(14) Take appropriate action when an invalid charge is made to card account by filing a dispute with Citibank.