



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

07 AUG 2024

APAJ-PRA (25-30mm)

COMMAND POLICY MEMORANDUM 24-08

FOR SEE DISTRIBUTION

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

1. References.

- a. Joint Travel Regulations (JTR), Uniformed Service Members and DOD Civilian Employees
- b. Department of Defense 7000.14-R, Financial Management Regulation, Volume 9, Travel Policy and Procedures
- c. Department of Defense Government Travel Card regulations, Authorized by DODI 5154.31, Volumes 3 and 4
- d. Policy Memorandum, Assistant Secretary of the Army, Financial Management and Comptroller (ASA FM&C), Subject: Army Travel Charge Card Program, Individually Billed Account (IBA) Use for Official Travel Related Expenses
- e. Policy Memorandum, Headquarters, United States Army Pacific (HQ USARPAC), Subject: Delegation of Authority to Authorize and Approve Actual Expense Allowance (AEA)
- f. USARPAC Regulation 37-2, Change No. 1, HQ USARPAC, TDY Travel Policies
- g. USARPAC Regulation 37-2, HQ USARPAC TDY Travel Policies
- h. DoD, Defense Travel Management Office, Government Travel Charge Card Regulations
- i. Policy Memorandum, USARJ Individual Antiterrorism Plan Standard Operating Procedures
- j. Army Regulation 690-752, Disciplinary and Adverse Actions

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

k. Policy Memorandum, Office of the Under Secretary of Defense, Subject: Government Charge Card Disciplinary Guide for Civilian Employees

2. Records Management. All records created as a result of this policy will be managed in accordance with AR 25-400-2, Army Records Management Program, and the USARPAC Records Management Program Policy Memorandum #23-01.

3. Purpose. This memorandum provides internal supplemental guidance specifically for USARJ on TDY requirements and procedures. This document does not contain all applicable guidance related to TDY travel and should not substitute provisions outlined in the JTR or USARPAC Regulation 37-2. This policy highlights procedures for designating Defense Travel System (DTS) approving officials, approval policy for USARJ HQ leadership, Actual Expense Allowance approval, and other processes unique to this command.

4. Applicability and Issuance. This policy applies to U.S. Service Members and Department of the Army Civilians and their eligible dependents in subordinate commands, units, organizations, staff elements, and other activities assigned or attached to Headquarters, USARJ.

5. Form Acceptance. The following requirements apply to all U.S. Service Members and Department of the Army Civilians and their eligible dependents for submitting forms, enclosures, memos, plans, and receipts.

a. Style of Signatures. All signatures will be electronic digital signatures. Ink signatures will not be accepted. Back dated signatures will not be accepted. Ink signatures from lodging facilities on certificate of non-availability statements are permitted.

b. Signatures for Approval. At a minimum, a traveler's supervisor will sign for approval, unless additional signatures are required. Any travel documents with only the traveler's signature will not be accepted.

c. Authorizations.

(1) Verbal approval is not permitted. All approvals must be in writing.

(2) USARJ G-8 personnel are not permitted to sign off, approve, or advance authorizations and vouchers with missing and/or incomplete requirements.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(3) Travelers are recommended to have authorizations and required documents at USARJ G-8 level 15 in DTS at least fifteen (15) business days before the travel start date to account for potential system and/or reservation issues. All authorizations with the required forms, enclosures, memos, and plans will be at USARJ G-8 level 15 in DTS no later than close of business on the 10th business day before the travel start date. Emergency leave and medical travel are exempt from the ten (10) business days before the travel start date requirement. The travel start date will be day 0 when calculating the tenth business day before the travel start date.

(4) Authorizations received by USARJ G-8 level 15 in DTS within ten (10) business days of travel start date will require a Letter of Lateness for Travel. Please see Enclosure 1 for the Letter of Lateness for Travel form. Letter of Lateness for Travel will be completed in full and digitally signed by the traveler, traveler's supervisor, and the O-5-equivalent or above. Traveler's supervisor and O-5-equivalent or above need to be within the chain of command. USARJ G-8 personnel are not permitted to sign off, approve, or advance authorizations with a missing or incomplete Letter of Lateness for Travel.

(5) Travelers are responsible for their own authorizations and vouchers from beginning to end. The traveler is responsible for obtaining the authorization with all required documents to USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date. Even if DTS, a Transportation Management Company (TMC), or external entity causes a delay, the traveler is still responsible for obtaining authorization with all required documents to USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date.

d. Receipts. The traveler will provide legible receipts that include, at minimum:

- (1) Name of traveler;
- (2) Itemized list of expenses;
- (3) Dates;
- (4) Address of business; and
- (5) Each day listed, if there is a lodging receipt.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

6. Policy.

a. DTS. All U.S. personnel must use DTS to process authorizations and vouchers for TDY travel, local travel, emergency travel, medical travel, dependent student travel, renewal agreement travel, and leave in conjunction with official travel.

b. Use of the Government Travel Charge Card (GTCC). All USARJ Civilian and Military personnel must be issued and use a GTCC for official TDY travel expenses (airfare, rail, lodging, and rental vehicle).

(1) New USARJ personnel must initiate a Citibank application and submit all supporting documentation (Statement of Understanding, Travel Card Program - Travel Card 101 - Certificate) to USARJ G-8 Agency Program Coordinator (APC) at usarmy.zama.usarpac.list.g8-system-acces-support@army.mil within one month of in-processing and renew the training every three (3) years. All U.S. personnel will upload copies of the digitally signed Statement of Understanding and Travel Card Program (Travel Card 101) Certificate to their Citi Manager online account at <https://home.cards.citidirect.com/>.

(2) The Centrally Billed Account (CBA) will only be used on a case-by-case basis and must be approved with digital signatures by the traveler's supervisor and the USARJ G-8 APC on the CBA Exception Approval Form. Please see Enclosure 2 for the CBA Exception Approval form. Please send the CBA exception form to usarmy.zama.usarpac.list.g8-system-acces-support@army.mil at least ten (10) business days before the travel start date.

c. Area of Responsibility (AOR) Training. All U.S. personnel are required to complete training before traveling, depending on the AOR. The Individual Antiterrorism Plan (IATP) web site (<https://iatp.pacom.mil>) contains the links on the Pre-Travel Instructions tab to access and complete the training. All U.S. personnel will update their account on the IATP web site within one month of arriving to their permanent duty station. All U.S. personnel will adhere and follow Policy Memorandum, USARJ Individual Antiterrorism Plan Standard Operating Procedures (dated 20 September 2023). All U.S. personnel will retain a copy of their certificates for a period of three (3) years. Retention of records supports audits. Travelers may upload the certificates to the DTS authorization.

(1) Level 1 Antiterrorism Awareness training will be completed every twelve (12) months.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(2) SERE 100.2 Level A Code of Conduct training will be completed every two (2) years.

(3) Isolated Personnel Report (ISOPREP) will be reviewed three (3) months before travel start date.

(4) Travel to the Republic of Korea (ROK) requires USFK theater specific training within twelve (12) months of travel.

d. Individual Travel Request (ITR). Travelers will submit an ITR to unit leadership for approval, prior to executing TDY travel, local travel, dependent student travel, renewal agreement travel, and leave in conjunction with official travel. Please see Enclosure 3 for the ITR form. USARJ exercises, emergency leave, medical TDY, and select centrally managed events (i.e., USARJ CG Off-Site) with a pre-approved manning document will not require an ITR. An ITR will record leadership acknowledgment of each TDY prior to the start of travel, while confirming that each traveler understands their entitlements and responsibilities as a traveler.

(1) An ITR will be digitally signed by the traveler and Primary Staff Director/Deputy Director or Subordinate Unit Commander/Executive Officer at a minimum. Email address of the first line supervisor and Primary Staff Director/Deputy Director or Subordinate Unit Commander/Executive Officer is required on the form.

(2) USARJ G-8 APC digital signature is required if the ITR includes a CBA and/or AEA request.

(3) An Authorizing/Approving Official (AO) digital signature is required if the ITR includes restricted airfare. Additional signatures may be required as instructed on the ITR.

(4) An ITR will be filled out completely. Full address to include street name, street number, city, ward, state, province, prefecture, postal code, and country is required for each part of the trip. The traveler will provide the full address of the official event they are attending.

(5) The traveler will upload the digitally signed ITR to the DTS authorization and have it at USARJ G-8 level 15 in DTS at least ten (10) business days prior to the travel start date. USARJ G-8 personnel are **not** permitted to sign off, approve, or advance authorizations with a missing or incomplete ITR.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

e. The traveler will use the Government Meal Rate (GMR) if on TDY status at a U.S. installation where a government dining facility provides three meals a day. (JTR Chapter 2, Section 020304, table 2-17).

f. Travel Approving Authority. All USARJ HQ staff directorates and subordinate units must have a primary and alternate DTS AO to approve TDY authorizations and vouchers for their organizations. The USARJ SGS will serve as the AO for staff directors, unit commanders, and staff/units with three (3) or less assigned personnel. When the primary and alternate AOs are unavailable, USARJ SGS will serve as the contingency approving authority.

(1) DTS AOs have an annual requirement to complete the Certifying Officer's Legislation (COL) course. AOs will complete the COL refresher training annually and submit certificate of completion to the USARJ G-8 APC at usarmy.zama.usarpac.list.g8-system-acces-support@army.mil.

(2) It is the AO's role and responsibility to ensure all expenses claimed by the traveler are valid before action takes place. AOs will **not** approve expenses that are inflated, inaccurate, or higher than normal for similar services in the locality (JTR Chapter 1, Section 010201).

g. Non-DTS Entry Agents (NDEA). NDEAs will complete the following refresher training annually. Send all certificates of completion to the USARJ G-8 APC at usarmy.zama.usarpac.list.g8-system-acces-support@army.mil.

- (1) DTS (Basics) – Non-DTS Entry Agent (NDEA);
- (2) DTS (Special Topics) – Cancellation Procedures;
- (3) DTS (Special Topics) – OCONUS Travel;
- (4) Programs & Policies – City Pair Program;
- (5) Programs & Policies – Joint Travel Regulations Overview; and
- (6) Programs & Policies – TDY Travel Policies 101.

h. Submitting Vouchers. **Submission of all travel vouchers and claims must be within five (5) business days of the traveler's return to place of duty.**

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(1) Military and Civilian travelers who have an unsubmitted voucher or are delinquent in payments to the GTCC must have O-5/O-6 or equivalent approval to travel.

(2) Approval to Travel With Unsubmitted Vouchers/Delinquent Payments will be digitally signed by the traveler, traveler's supervisor, and the O-5-equivalent or above, uploaded to the DTS authorization, and sent to USARJ G-8 level 15 in DTS at least ten (10) business days prior to the travel start date. DTS authorizations without a proper approval will **not** be actioned. USARJ G-8 personnel are **not** permitted to sign off, approve, or advance authorizations with a missing or incomplete Approval to Travel With Unsubmitted Vouchers/Delinquent Payments. Please see Enclosure 4 for the Approval to Travel With Unsubmitted Vouchers/Delinquent Payments form.

(3) The unit/directorate's budget may be reduced if the traveler cannot submit the voucher and/or becomes delinquent with their GTCC account. Travelers with delinquent accounts will need to complete all DTS training again before traveling. Travelers with unsubmitted vouchers over thirty (30) days will need to complete all DTS training again before traveling. Personnel with overdue vouchers and/or delinquent GTCCs may be subject to administrative action.

i. Conduct. All USARJ personnel in the travel process will conduct themselves in a professional and respectful manner.

(1) USARJ G-8 personnel will respond to a travel request if all travel requirements are in order. All TDY travel (planned, urgent, medical, or emergency) needs required documentation and the DTS authorization to be completed in full before the authorization can be actioned. All USARJ personnel are required to comply with this policy and plan for their travel in the most effective and efficient manner.

(2) A traveler must exercise the same care and regard for incurring Government paid expenses as would a prudent person traveling at personal expense. We are all entrusted with the stewardship of government resources. This trust requires that we maintain a high standard when executing the USARJ travel program to ensure expenses are legal, valid, appropriate, ethical, and fiscally responsible.

(3) Excess costs, circuitous routes, delays, or luxury accommodations that are unnecessary or unjustified are the traveler's financial responsibility.

(4) DTS is only for official travel. Travel that is not official will not be in DTS. If there is any conflict between a travel order and the JTR, the JTR prevails. Traveling without an approved authorization may result in the traveler being responsible for all travel costs (JTR Chapter 1, Section 010206).

j. Process for Special Circumstance Travel Requirements (Dependent Student Travel (DST), Emergency Leave, Emergency Visitation Travel (EVT), Environmental Morale Leave (EML), Renewal Agreement Travel (RAT), and Medical Travel). Please see Enclosure 5 for the Business Process Maps. The traveler will upload a copy of the digitally signed leave slip to the DTS authorization and have the authorization at USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date. USARJ G-8 personnel are **not** permitted to sign off, approve, or advance authorizations with a missing or incomplete leave slip.

Table 4-2. Reimbursable Expenses for Government-Funded Leave Travel		
1	Authorized (when not part of the ticket cost)	<ul style="list-style-type: none"> a. Travel Management Company fees. b. Charges for first checked bag up to carrier's standard checked baggage allowance. c. Arrival or departure taxes or fees. d. Currency conversion fees for allowable transportation costs. e. Ground transportation between interim airports.
2	Not Authorized	<ul style="list-style-type: none"> a. Per diem or meal tickets. b. Excess accompanied baggage. c. Unaccompanied baggage. d. Transportation from PDS, home, or destination to the airport and return, except FEML. e. Terminal parking fees.

(1) Dependent Student Travel (DST). Full-time college students, under the age of 23, may be eligible for one round trip during a 12-month period between the overseas area of the sponsor's assignment to their college location. For military personnel, their eligible dependents are authorized one round trip each fiscal year (12-month period running from 1 October to 30 September). For civilian employees, their eligible dependents are authorized one round trip during a 12-month period and may be taken at any time during the 12-month window. Transportation expenses only are authorized. Transportation expenses include POV mileage, tolls, train fare, commercial fare for bus, and airfare. Mileage or reimbursement cannot be paid for using any government provided transportation to and from airport terminal. Similarly, a rental car may be authorized with justification and must be approved in advance by the assigned AO to receive reimbursement. Portions of round trips not taken in each 12-month period cannot be carried forward to a subsequent period. The following items are required to process Student Travel orders:

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(a) Application for Travel Orders: Civilian employees will complete CHRA-Far East Form 1: Request for Travel Orders and Memorandum of Understanding to confirm eligibility. Military personnel will be approved in Integrated Personnel and Pay System Army (IPPS-A). Civilian employees and military personnel should work with the Civilian Personnel Advisory Center (CPAC) and the Military Personnel Division (MPD), respectively, on the proper preparation of these forms.

(b) School Letter: For first year students, an acceptance letter with a New College Student statement of understanding form is required and will be uploaded to the DTS authorization and at USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date. For full-time returning students, a full-time student entitlement letter and enrollment letter are required (the letter needs to indicate "full-time") and will be uploaded to the DTS authorization and at USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date. A school acceptance letter is not acceptable documentation for returning students. USARJ G-8 personnel are **not** permitted to sign off, approve, or advance authorizations with a missing or incomplete school letter.

(c) SF1190 (Civilian Employees): Required to suspend Post Allowance for the dependent student. Submit to CPAC at <https://service.chra.army.mil/chra>

(d) PCS Orders and Soldier's Talent Profile (STP) (Military Personnel)

(2) Emergency Leave (Military Personnel). In the event of a personal emergency, service members and their eligible dependents are entitled to transportation between authorized locations. Refer to JTR Chapter 4, Section 0402 for definitions of personal emergencies, eligible dependents, and authorized locations. For emergency leave in CONUS locations, transportation is authorized to the international airport in CONUS closest to the location from which the service member or dependent departed and to which air transportation is available along a normally traveled international route. For service members stationed in Japan, the closest international airport in CONUS is Seattle, Washington. Service Members may be authorized transportation to an international airport closer to the service member or dependent's destination. However, reimbursement will be limited to the cost of travel to Seattle, Washington. Travelers may **not** use the contracted City Pair for transportation to an alternate leave location. Service members should coordinate with the Headquarters Company S1 upon notification of the emergency. In conjunction with IPPS-A, one of the following three documents are required to process the emergency leave travel request and must be uploaded as substantiating records on the sponsor's DTS Authorization:

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(a) Red Cross Message

(b) Casualty Assistance Officer memo (if applicable)

(c) Memorandum for Record verifying the emergency IAW AR 600-8-10, Paragraph 4-5. The signatory will be at minimum, a company commander, or a staff directorate deputy director.

(3) Emergency Visitation Travel (EVT) (Civilian Personnel). A Civilian employee or dependent residing with the civilian employee at a foreign OCONUS permanent duty station (PDS) may be authorized transportation allowances in specific emergency circumstances as outlined in the JTR Chapter 4, Section 0403. The civilian employee must be a U.S. citizen and have a Service Agreement that provides for return travel to the civilian employee's actual residence. Civilian employees will notify USARJ G-1 upon notification of the emergency and coordinate with CPAC to determine eligibility of entitlements. Either the civilian employee or the civilian employee's spouse or domestic partner may be eligible for EVT, but not both. EVT is authorized for the interment of a civilian employee's spouse or domestic partner; child (including a stepchild or adopted child) or individual who is or was under legal guardianship of the civilian employee, spouse, or domestic partner; parent of the civilian employee, spouse, or domestic partner, or a brother, stepbrother, sister, or stepsister of the civilian employee, spouse, or domestic partner. The reasons for EVT are divided into the following five categories:

(a) Medical Emergency

(b) Eldercare

(c) Death of an Immediate Family Member

(d) Death of a Civilian Employee or Dependent

(e) Unusual Personal Hardship

(4) Environmental Morale Leave (EML). Department of the Army civilians, service members and their eligible dependents are authorized unfunded Environmental and Morale Leave to travel space available on a DoD aircraft from Yokota Air Base. EML travel is authorized only once per 6-month period. The service member must accompany any dependents and a USPACOM Form 505 must be filled out and signed by the unit commander.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(5) Renewal Agreement Travel (RAT) (Civilian Employees Only). A Civilian employee and accompanying dependents may be eligible to receive travel and transportation allowances to return home between OCONUS tours of duty. To be eligible for RAT, the employee must have: (1) satisfactorily completed the prescribed tour of duty and (2) entered into a new written transportation agreement for another tour of duty at an OCONUS PDS. If these conditions are met, the employee and accompanying dependents are authorized transportation from the OCONUS PDS to the employee's actual residence at the time of assignment to the OCONUS PDS. A civilian employee or dependent is authorized to perform RAT to a destination other than the civilian employee's actual residence, if the RAT destination is in the same country as the actual residence. If the civilian employee or dependent travels to a more expensive alternate destination, City Pair Program airfares are **not** authorized for any transportation related to the alternate destination. The civilian employee is financially responsible for all excess costs. Travel Comp Time will **not** be granted when on RAT (JTR Chapter 5, Part H). The following documents are required to process the RAT request:

(a) CHRA-FE Form 1 Request for Travel Orders and Memorandum of Understanding: Employees should work directly with CPAC to complete these documents and determine eligible travel window.

(b) DD Form 1617 Transportation Agreement: Used to verify the employee's actual residence at the time.

(c) OPM Form 71 Request for Leave or Approved Absence: Approved requests will be uploaded into DTS from ATAAPS.

(d) SF1190 Foreign Allowances Applications, Grant and Report: Required to suspend Post Allowance upon departure from the overseas duty location. Required to restart Post Allowance upon arrival back at the overseas duty location (DSSR 220 Post Allowance). Submit to CHRA at: <https://service.chra.army.mil/chra>.

(e) Approved Overseas Tour Extension (OTEX) HQAJ Form 3836 and Management Initiated Overseas Tour Extension (MIOTE) Memorandum of Understanding (MOU).

(6) Medical Travel. Travel for medical reasons is covered in JTR Chapter 3, Part D. All Medical Travel Authorizations are reviewed by the MEDDAC-J Chief Medical Officer and signed/ordered by the MEDDAC-J Surgeon. Documentation, process, and funding source varies according to the medical requirement and differ for military personnel, civilian employees, and dependents. Personnel should work directly with

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

MEDDAC-J to determine appropriate procedures based upon the nature of the medical requirement. Military members or civilian employees who accompany a pregnant spouse during their participation in the Stork Nesting Program at either Yokosuka Naval Base or Yokota Air Force Base must be designated in writing from the attending physician. Allowances are limited to those specified in JTR Chapter 2.

k. Leave in Conjunction with Official Travel. Travelers may elect to take personal leave in conjunction with official travel. Leave may be taken on the front or back end of the official travel requirement.

(1) The traveler will upload a copy of the digitally signed leave slip to the DTS authorization and have the authorization at USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date. DTS authorizations with leave in conjunction with official travel without approved leave slips attached to the DTS authorization will **not** be actioned. USARJ G-8 personnel are **not** permitted to sign off, approve, or advance authorizations with a missing or incomplete leave slip.

(2) The traveler will work with the Travel Management Company (TMC) to secure transportation between the PDS and official travel location.

(3) Do **not** enter personal leave destinations or itineraries in DTS. The traveler should only enter travel to and from the PDS and official travel location.

(4) Using a rental vehicle during leave in conjunction with travel is **not** authorized. The rental vehicle will be returned prior to taking leave.

(5) Traveler is only entitled reimbursement for the cost of round-trip transportation between the PDS and the official travel location. The traveler may **not** use the contracted City Pair for transportation to/from a leave location (JTR Chapter 2, Section 020206, Chapter 3, Section 033301).

l. Actual Expense Allowance (AEA). Travelers must submit AEA requests for lodging exceeding the locality per diem rate on the USARJ AEA Decision Memorandum. Please see Enclosure 6 for the AEA form.

(1) AEA requests must be submitted to USARJ G-8 at usarmy.zama.usarpac.list.g8-system-acces-support@army.mil. Upload a copy of the digitally signed AEA request to the DTS authorization and have the authorization at USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date. Approval should be stated in the travel order when authorized in advance of travel.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(2) All AEA requests will be in the United States Dollar (USD) currency and need to be digitally signed by the traveler, traveler's supervisor, and AO.

(3) AEA requests submitted within ten (10) business days of the travel date or after travel has been completed require a Letter of Lateness for Travel, constructed cost estimate, credit card statement, all receipts, and a corrective action plan going forward. Letter of Lateness for Travel will be completed in full and will be digitally signed by the traveler, traveler's supervisor, and the O-5-equivalent or above. Traveler's supervisor and O-5-equivalent or above need to be within the chain of command.

(4) Do not wait until after the trip to submit the AEA request if you have the requirements of needing an AEA before the travel start date.

(5) Submit Letter of Lateness for Travel to USARJ G-8 at usarmy.zama.usarpac.list.g8-system-acces-support@army.mil and upload a copy of the digitally signed Letter of Lateness for Travel to the DTS authorization. Traveling without an approved AEA may result in the traveler being responsible for travel costs above the local per diem rate (JTR Chapter 2, Section 020307).

(6) USARJ G-8 personnel are **not** permitted to sign off, approve, or advance authorizations with a missing or incomplete approved AEA request.

(7) AEA requests received five (5) business days after the traveler has returned to their permanent duty station will **not** be actioned and the traveler will be responsible for the travel costs above the local per diem rate. AEA approval authorities and procedures are outlined below:

(a) Any AEA requests up to 149% will be submitted to the USARJ G-8 for review and approval. The traveler will submit the AEA Decision Memorandum along with a constructed cost estimate. The constructed cost estimate should be based on day-to-day hotel charges, **not** an average hotel rate. If approved, the traveler will upload a copy of the signed memorandum to their DTS Authorization and adjust their lodging rate accordingly.

(b) For AEA requests greater than 149% up to 300%, the Decision Memo must be submitted THRU USARJ G-8, FOR USARPAC G-8 approval as outlined in Enclosure 4. Travelers will submit AEA Decision Memorandum to USARJ G-8 to determine if funds are available for the request and send concurrence / non concurrence. AEA requests shall only be approved on an individual trip basis.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(c) AEA requests associated with a conference must be approved in advance by the respective conference approval authority. For USARJ conferences, the USARJ CG may approve AEA requests up to 149%. This authority is not delegated further.

(d) AEA requests shall only be approved on an individual trip basis. Blanket authorizations are prohibited both for travel to a specific area or for a standing travel order.

m. Rental Vehicle Insurance. Optional insurance coverage provided by the rental vehicle company at an additional cost in CONUS locations is **not** authorized. Rental vehicles should always be booked through the DTS reservation module. The TMC/CTO will ensure that the rental vehicle is under a government rate contract which includes liability insurance coverage. Mandatory rental vehicle insurance coverage required in foreign countries is an authorized expense.

n. Commercial and Air Military Command (AMC) Transportation (Patriot Express-AMC Flight-MilAir). Travelers will schedule commercial travel as early as possible to take advantage of the best airfare rate available.

(1) Transportation Management Companies (TMC), also referred to as Commercial Travel Office (CTO) in DTS, must be used to procure airline tickets. In the event of Emergency Travel, e.g., medical travel, all travelers, including military, civilian, and host nation employees, are required to procure airline tickets through a GSA-contracted U.S. carrier.

(2) If travel will be executed via Military Air (e.g., Air Mobility Command), this must be annotated on the travel authorization with the applicable cost estimate. The estimated cost should be manually entered as Other Transportation – Commercial Air in the DTS authorization so that funding is authorized in advance of travel.

(3) Military air transportation is not free of charge and often may not be cost effective for the Army. Travelers can refer to the following site to obtain one-way passenger fares between the various APOE/APODs:
<https://www.ustranscom.mil/dbw/rates.cfm>.

o. Travel in Premium Class. Seating upgrades to above economy/coach class. USARJ will follow USARPAC guidance (reference f) concerning seat upgrade requests as the authority to approve upgrades has not been delegated down to Major Subordinate Commands. Any requests for seat upgrades to any class above economy or coach class that will cause an increase in the government cost for ticketing must be

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

approved prior to commencement of travel by the USARPAC CG. Requests for voucher reimbursements after the fact will **not** be considered. Civilians and service members who have mileage accruals or wish to pay for the upgrades at their own personal expense may do so at check in.

p. Lodging. All DOD travelers must use the Integrated Lodging Program (ILP) facilities, if available (JTR Chapter 2, Section 020303).

(1) Certificate of non-availability needs to be received and uploaded to the DTS authorization and at USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date. A certificate of non-availability that is back dated will **not** be accepted.

(2) Traveling without a certificate of non-availability may result in the traveler being responsible for any travel costs above what the government quarters would have charged.

(3) Promise to provide certificate of non-availability is **not** accepted.

(4) USARJ G-8 personnel are **not** permitted to sign off, approve, or advance authorizations with a missing or incomplete certificate of non-availability.

(5) A memo digitally signed by the traveler's supervisor and AO must be at USARJ G-8 level 15 in DTS at least ten (10) business days prior to the travel start date describing why using Government quarters would adversely affect mission performance.

q. Lodging Tax Exemption. When traveling to CONUS locations, you need to determine if the state is a tax-exempt location. Certain states and U.S. territories (e.g., Puerto Rico) exempt federal travelers from paying lodging tax. However, this exemption is **not** automatically assessed across the board, as hotels have the option to participate or not. It is important that the traveler inquire about the state tax exemption when making reservations with hotels in tax-exempt locations. The following link provides a full list of states and territories that exempt federal travelers from lodging tax and the steps to follow to obtain the exemption: <https://smartpay.gsa.gov/content/state-tax-information>.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

r. Value Added Tax (VAT). When lodging is in a foreign area, VAT is considered a tax and is included in the lodging rate. However, if a VAT relief certificate is used to prevent paying the VAT, the cost of the certificate is reimbursable under miscellaneous expense. Travelers should always check with the hotel to see if the VAT can be waived for DoD members on official government duty.

s. Local Area Travel. The local area in which transportation expenses may be authorized/approved are:

(1) Within the duty station limits (permanent or temporary) and the metropolitan area around that station ordinarily served by local common carriers.

(2) Separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours daily.

(3) Please see Enclosure 7 for what is considered local area travel for USARJ.

t. Invitational Travel Orders (ITO). The CoS approves all requests for ITOs on visitors to USARJ. Submit ITO requests with a decision paper outlining the requirement for the ITO (see Enclosure 8 for sample ITO) through the Office of the Assistant Chief of Staff, G-8, before submission to the CoS. All ITO will be funded using the requesting office's funds. ITO requests will be typed on USARJ letterhead. Orders will be authenticated by the G-8 after CoS approval.

u. Organizational Defense Travel Administrators (ODTA). All USARJ HQ staff directorates and subordinate units with more than three (3) assigned civilian/military personnel must designate an ODTA to serve as the primary POC for travel-related issues in their organization. The USARJ G-8 will serve as the ODTA for staff directors, unit commanders, and staff/units with three (3) or less assigned personnel. All travel issues within the organization should be raised to the ODTA. If not able to resolve the issue at their level, they will contact the Lead Defense Travel Administrator (LDTA) in USARJ G-8 for assistance. DTS ODTAs have an annual refresher requirement to complete the COL course and submit certificate of completion to USARJ G-8 at usarmy.zama.usarpac.list.g8-system-access-support@army.mil.

v. Separation of Duties. An individual may not authorize flights, lodging, per diem, rental vehicles, or anything travel related for themselves.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

(1) All travelers, regardless of their position or rank, must receive an Individual Travel Request Form from their supervisor or chain of command with all digital signatures required and upload to the DTS authorization and have that authorization at USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date authorizing the travel.

(2) All travelers must receive and upload into the DTS authorization a memo from their supervisor with all digital signatures required before the travel start date authorizing the traveler to adjust their own travel orders, direct themselves to stay at commercial lodging, or make any changes on the DTS authorization. DTS authorizations without a proper approval attached before the travel start date will **not** be actioned.

(3) All AO approvals must be in writing. Verbal approvals are not permitted.

w. Travel Management Companies (TMC). TMCs are **not** authorized to approve travel. One example of a TMC is CWTSATOTRAVEL. Travel that is booked by a TMC does not guarantee that the travel is an authorized travel booking. Traveling with a travel booking made by a TMC regardless of approved or disapproved authorization may result in the traveler being responsible for all travel costs, if the travel does not follow the JTR and travel policies set out by USARPAC and USARJ.

(1) The traveler may be responsible for all travel costs above what is authorized in the JTR and local travel policy if the TMC made a booking in error.

(2) It is the traveler's responsibility to ensure the travel booking has been properly ticketed within 72 hours of the travel start date. The traveler will contact the TMC after submitting the DTS authorization if the authorization is at 'CTO submit' in DTS to resolve any issues to ensure the authorization is at USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date.

(3) Consult your AO, supervisor, ODTA, FDTA, and APC for questions related to travel booking. Email usarmy.zama.usarpac.list.g8-system-acces-support@army.mil for point of contact information.

(4) Please remember booked travel does not always equal authorized travel.

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

x. Filling out DTS. Use of "N/A", "I don't know", or omissions in any field when filling out the DTS authorization or voucher is **not** permitted, unless directed to in the instructions.

(1) USARJ G-8 personnel will return any DTS authorization or voucher they find with errors, misinformation, omissions, missing attachments in DTS, or questionable information.

(2) Time is of the essence for USARJ G-8 staff to assist travelers. A response to any USARJ G-8 query should be provided within one (1) business day, as failure to timely respond may result in the traveler being responsible for all travel costs.

(3) Any misuse of travel, benign or malicious, found by USARJ G-8 personnel may result in the traveler, AO, or person(s) involved to lose their travel privileges.

y. Approval to Travel With Incomplete Authorization. Traveler will need to submit Approval to Travel With Incomplete Authorization if they have any reason why the authorization cannot be completed in full in DTS. Please see Enclosure 9 for the Approval to Travel With Incomplete Authorization form. Approval to Travel With Incomplete Authorization will have digital signatures from the traveler, traveler's supervisor, and the O-5 or above or equivalent presented to USARJ G-8 level 15 in DTS at least ten (10) business days before the travel start date.

7. Point of contact for this memorandum is the Managerial Accounting Office (MAO) Division, G-8 at 262-8075 or by email at usarmy.zama.usarpac.list.g8-system-access-support@army.mil.

9 Encls

1. Letter of Lateness for Travel
2. CBA Exception Form
3. Individual Travel Request Form
4. Approval to Travel With Unsubmitted Vouchers/Delinquent Payments
5. Special Circumstance Travel Process Maps
6. AEA Decision Memorandum
7. Local Area Map
(CONT)


DAVID B. WOMACK
MG, USA
Commanding

APAJ-PRA (25-30mm)

SUBJECT: United States Army Japan (USARJ) Travel and Temporary Duty (TDY) Policy

Encls: (CONT)

8. Invitational Travel Order Format

9. Approval to Travel With Incomplete Authorization

DISTRIBUTION:

A

B

Special

LETTER OF LATENESS FOR TRAVEL

NAME (LAST, FIRST, MI)		RANK/GRADE	DATE REQUESTED	TRAVEL START DATE
OFFICE PHONE		UNIT/DIRECTORATE	DATE DIRECTED TO MAKE TRAVEL ARRANGEMENTS	
WORK EMAIL ADDRESS			DATE TRAVEL ARRANGEMENTS WERE MADE	
Was traveler aware authorizations and Actual Expense Allowance (AEA) requests need to be at USARJ G8 level 15 in DTS 10 business days before the travel start date? Yes: No:				
Why wasn't the authorization or AEA request at USARJ G8 level 15 in DTS 10 business days before the travel start date?				
QUESTIONS BELOW ARE FOR AEA ONLY				
Was traveler aware of USARPAC policy memo 23-42? Yes: No:				
Did the traveler have the details that a travel cost might be over per diem before the travel start date? Yes: No:				
Why didn't the AO catch the need for an AEA request?				
What is the corrective action plan going forward?				
The Unit/Directorate's budget may be reduced if the traveler can't submit the voucher or becomes delinquent with their Government Travel Charge Card (GTCC) account.				
TITLE	Email		SIGNATURE	DATE
TRAVELER				
SUPERVISOR				
O-5/O-6/Equivalent				



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

MEMORANDUM FOR RECORD

SUBJECT: USING CENTRALLY BILLED ACCOUNT (CBA) VICE MANDATORY USE OF THE GOVERNMENT TRAVEL CHARGE CARD (GTCC) FOR TDY

ATTENTION: REVIEWER AND APPROVER

1. FOR DECISION.
2. REQUEST. Central Billed Account (CBA) for the following individual (Rank/Grade and Name):
3. Traveler's Current Unit:
4. All personnel are required to obtain a GTCC in accordance with GTCCR, March 2016 authorized by DODI5154.31, Vol 4. It is the Traveler's responsibility to contact their local unit travel charge card Agency Program Coordinator (APC) to register.
5. Please check status of Traveler. (Exemptions from Mandatory Use of GTCC in accordance with GTCCR)
 - a. Traveler is NOT a cardholder and have an application pending for GTCC.
 - b. Traveler is a GTCC cardholder, but travel card has been canceled or suspended by the travel card vendor or the cardholder's agency/organization.
 - c. Traveler is a GTCC cardholder, but travel card is lost, stolen, or damaged. The cardholder must contact the travel card vendor immediately for a replacement card. The travel card vendor will expedite the delivery to a specified location at no additional cost. A temporary exemption applies while awaiting delivery of the new travel card.
 - d. Traveler is NOT a GTCC cardholder who is new appointees/recruits.
6. Point of contact is

USARJ G-8 APC		
Approved	Disapproved	Date

REQUEST FOR TEMPORARY DUTY TRAVEL (TDY) ORDERS INDIVIDUAL TRAVEL REQUEST FORM	DATE OF REQUEST
--	-----------------

Traveler Information				
NAME (LAST, FIRST, MIDDLE INITIAL)		DTS TRAINING COMPLETE YES: NO:		DTS AUTHORIZATION
UNIT / DIVISION / OFFICE	RANK / GRADE	GOV'T. EMAIL ADDRESS		GTCC/IBA ACCOUNT Yes: No:
WORK PHONE	UNSUBMITTED VOUCHERS Yes: No:	DELIQUENT IN GTCC PAYMENTS Yes: No:	GTCC PROFILE UPDATED Yes: No:	DTS PROFILE UPDATED Yes: No:

Purpose of Travel Please Provide Adequate Justification
Mandatory Travel Justification: The objective of this travel cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate methods.

Travel Schedule, Authorized Leave Information				
DEPARTURE DATE:		RETURN DATE:		NUMBER OF DAYS:
CONF / MTG / TNG START DATE:		CONF / MTG / TNG END DATE:		
LEAVE / NON-DUTY START DATE:		LEAVE / NON-DUTY END DATE:		

Itinerary				
DEPARTURE DATE (YYYYMMDD)	ARRIVAL DATE (YYYYMMDD)	LOCATION (STREET ADDRESS, CITY, ZIP CODE)	LEAVE STATUS	MODE OF TRAVEL

Authorized Entitlement				
Commercial Lodging (and Government Lodging, when available in DTS) must be arranged in DTS.				
TDY on Military Installation:	Yes:	No:	If yes, name Installation:	
Gov't Quarters Available:	Yes:	No:	Gov't Quarters Reservation:	
Certificate of Non-Availability:	Yes:	No:	Lodging Confirmation #:	
Gov't Mess Available:	Yes:	No:	Meal Rate Authorized:	
Rental car shall be arranged in DTS through CTO/SATO.				
Rental Car Authorized:	Yes:	No:	Transportation to/from Domestic Airport: (IAW Command Guidance)	Yes: No:

Please review and initial the list of most common USARJ travel mistakes:

Traveler's Initials	
	- As a traveler, I will execute my orders in strict accordance with the Joint Travel Regulations (JTR), the regulations pertaining to the Government Travel Charge Card (GTCC), and USARJ travel policy. I understand that Failure to comply with these guidelines may lead to potential financial repercussions and the suspension of my travel privileges.
	- I must use DTS to purchase airline tickets. Failing to do so might lead to not receiving full reimbursement. I will not purchase tickets at the airport counter or directly from airlines. I understand that by not using DTS, I assume the risk of not receiving full reimbursement.
	- I will book rental vehicles in DTS or request CTO assistance. Only if the CTO confirms non-availability, am I authorized to book directly with a rental car agency.
	- I will use the Integrated Lodging Program (ILP) facility if available.
	- I will avoid using third-party websites like Booking.com or hotels.com to book hotels or rental vehicles. I will make reservations using the DTS reservation module first then seek assistance from the CTO, or FedRooms.com. If the CTO is unable to book, I will contact the hotel directly for reservation. I will ensure that the lodging rate is within the maximum allowed lodging rate.
	- I understand the reasons to avoid third-party booking websites are they may fail to provide itemized receipts, require pre-pay, charge excess fees, and have different terms than the commercial lodging facility.
	- If TDY location is a Military installation, I understand that Statement/certificate of non-availability (SNA/CNA) number is required prior to staying at off-post hotels.
	- I will ensure that the Actual Expense Allowance (AEA) memo (if required due to exceeding allowed per diem) is approved and provided to USARJ G8 level 15 in DTS 10 business days before travel, NOT after. Additionally, I will attach sufficient research to the AEA request.
	- I understand that for schools, I need to upload a school letter or ATRRS course catalog stating lodging and meal conditions and update the per diem entitlements accordingly.
	- I acknowledge that lost tickets will be reported to the TMC. Regarding unused tickets, including portions of a ticket, coupons, exchange orders, refund slips, airfare adjustment notices, and similar items, I understand that I will turn them into the TMC.
	- I understand that I will not include non-reimbursable travel expenses such as baggage check-in fees (curbside), communication services such as phone calls, prepaid phone calls, and cell phones, ATM fees, medical fees, traveler membership fees, and insurance (Government is self-insured).
	- I will only use my GTCC for expenses that I personally incur and not for expenses of other personnel.
	- I understand that it is mandatory to use the GTCC for official travel expenses, so it's important that I confirm that my GTCC is usable before travel. It is my responsibility to ensure sufficient availability on my GTCC prior to travel.
	- I understand that I should always select payments in JPY and avoid selecting USD to receive a favorable rate. Additionally, I acknowledge that reimbursement for foreign currency fees is authorized.
	- I understand that if I take leave in conjunction with TDY, I will return to my original TDY location before returning to my home station. Personal Leave in conjunction tickets will not be booked in DTS and must be self-procured. (Military are required to upload an approved DA31/IPPS-A form in DTS). JTR 033301 Leave or Personal Travel Combined with Official Travel.
	- I understand that using a rental vehicle during leave in conjunction with travel is not authorized. The rental vehicle will be returned prior to taking leave.
	- I understand no per diem, mileage allowance, rental vehicle charges, or other official travel expenses will be reimbursed while taking leave in conjunction with official travel.
	- Commercial Meal Rate (CMR) is only authorized for Military in locations that (1) Do not have a DFAC (2) Mission requirements conflict with messing hours – memo required from CDR (3) Off-base lodging is utilized (CNA required).
	- I understand authorizations need to be signed and all supporting documentation provided to USARJ G8 level 15 in DTS 10 business days before the travel start date.

Traveler's Signature

Unsubmitted Vouchers/Delinquent GTCC Payments		
Military and Civilian travelers that have an unsubmitted voucher or delinquent in payments to the GTCC must have Chief of Staff/Deputy Commander approval to travel.		
CBA and AEA		
Centrally Billed Account (CBA) and Actual Expense Allowance (AEA) requests will require memos signed in advance before the authorization can be approved. AEA requests under 149% use the USARJ memo while AEA requests within 150%-300% use the USARPAC memo.		
Are you requesting to use the CBA? Yes:	No:	Are you requesting an AEA? Yes: No:
If yes, please fill out CBA memo.		If yes, please fill out AEA memo.
Cross Organization Traveler		
Please enter the contact information of the home unit if the traveler is a cross-org. Leave blank if not a cross-org.		
Home Unit Budget/FDTA	Home Unit Authorizing Official (AO)	Home Unit Agency Program Coordinator (APC)
NAME (LAST, FIRST, MI)	NAME (LAST, FIRST, MI)	NAME (LAST, FIRST, MI)
UNIT/DIRECTORATE	UNIT/DIRECTORATE	UNIT/DIRECTORATE
RANK/GRADE	RANK/GRADE	RANK/GRADE
OFFICE PHONE	OFFICE PHONE	OFFICE PHONE
WORK EMAIL ADDRESS	WORK EMAIL ADDRESS	WORK EMAIL ADDRESS
Letter of Lateness		
Authorizations and AEA requests received by USARJ G-8 level 15 in DTS within ten (10) business days of travel start date will require a Letter of Lateness.		
Are you submitting an authorization and/or AEA request within 10 business days of the travel start date? Yes: No:		
If yes, please fill out a Letter of Lateness.		
Restricted Airfare		
Restricted airfare requires approval in DTS at the AO level within the allotted advanced purchase time limit. Restricted airfare that is selected, but not approved by the AO in DTS in time will require the traveler to start a new DTS authorization. Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline.		
Are you selecting a restricted airfare in DTS?	Yes:	No:
Will the AO be able to approve the authorization that has restricted airfare in DTS within the allotted time frame?	Yes:	No: Not selecting restricted airfare:

Approval			
TITLE	EMAIL	SIGNATURE	DATE
First Line Supervisor			
Directors and Deputy Directors (or Equivalent)			
USARJ G8 APC*			
AO**			
Chief of Staff / Deputy Commander ***			

*: USARJ G8 APC Signature is only required if there is a CBA or AEA request with the authorization. APC signature on this form doesn't satisfy the requirement to have the USARJ G8 Director's signature on the AEA memo.

**: AO Signature is only required if a restricted airfare is being selected.

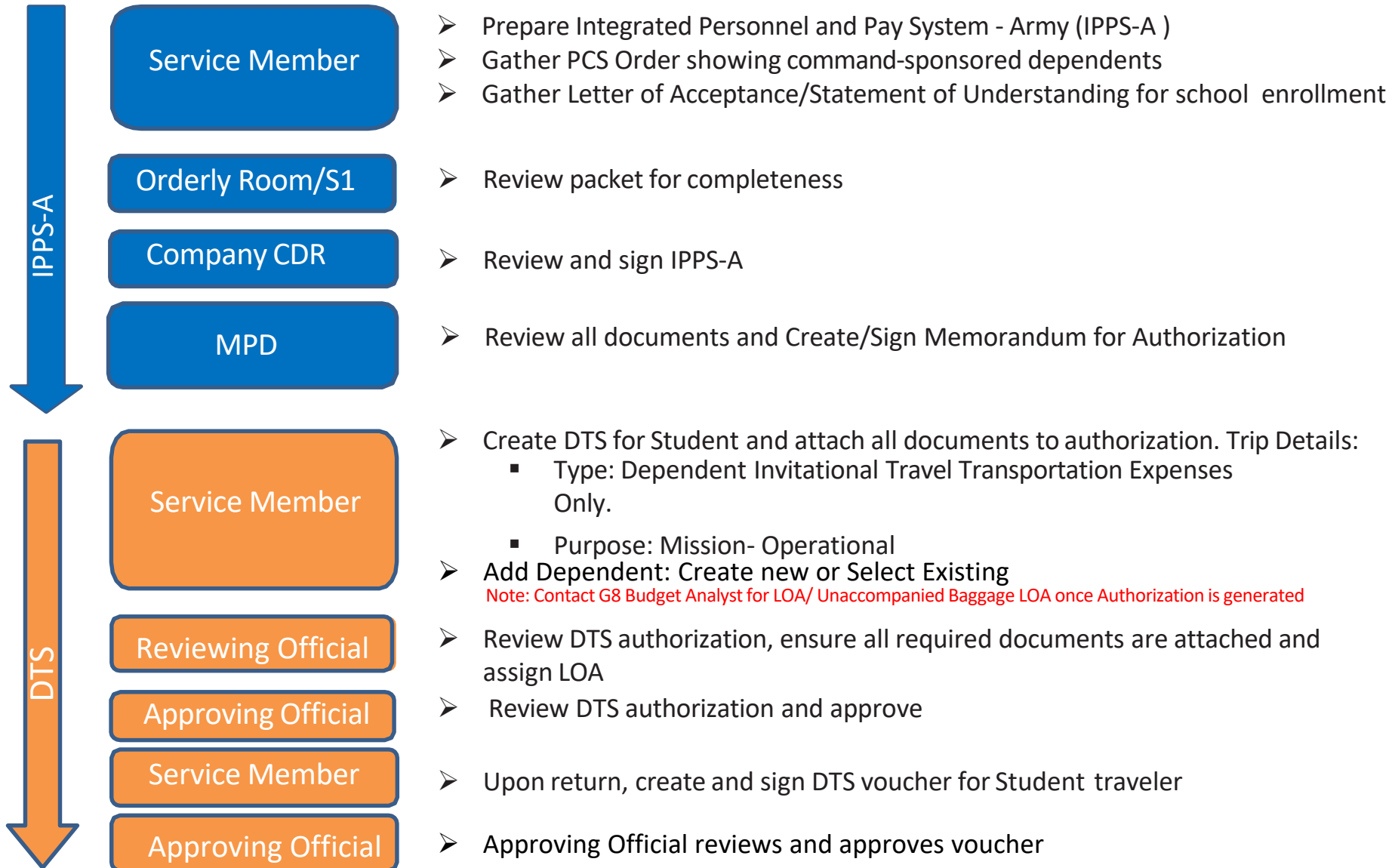
***: Chief of Staff or Deputy Commander Signature is only required for Direct Reporting Unit Commanders, Directors, and Special Staff Leadership.

APPROVAL TO TRAVEL WITH UNSUBMITTED VOUCHERS/DELINQUENT PAYMENTS

NAME (LAST, FIRST, MI)		DATE REQUESTED	
UNIT/DIRECTORATE		RANK/GRADE	
OFFICE PHONE		WORK EMAIL ADDRESS	
DTS AUTHORIZATION		DAYS SINCE END OF TRIP	
REASON VOUCHER(S) CAN'T BE SUBMITTED OR FOR DELINQUENCY IN PAYMENTS TO GTCC			
The Unit/Directorate's budget may be reduced if the traveler can't submit the voucher or becomes delinquent with their Government Travel Charge Card (GTCC) account.			
	EMAIL	SIGNATURE	DATE
TRAVELER			
SUPERVISOR			
O-5/Equivalent or above			

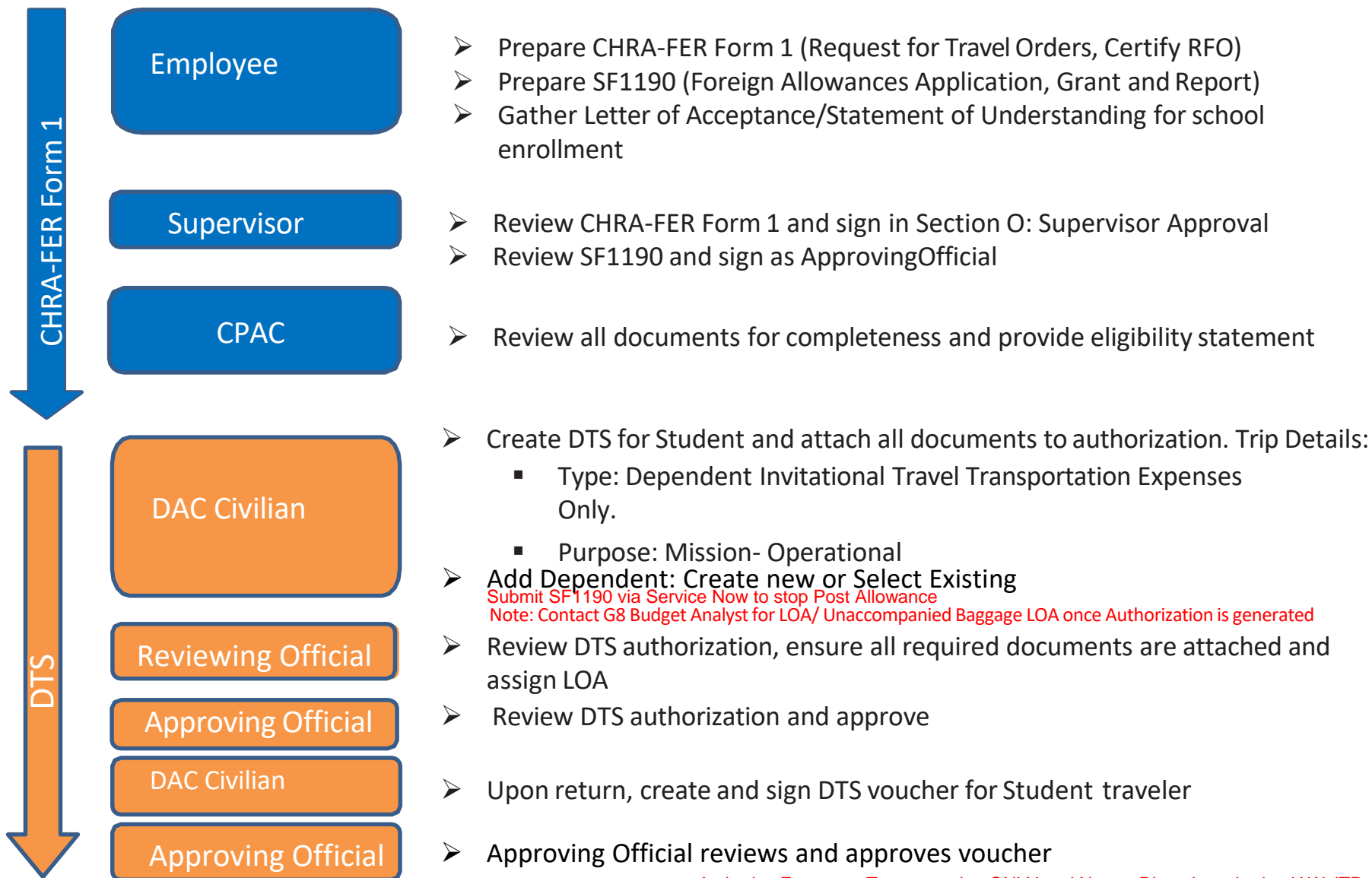
Entitlement Travel Process for Student Travel- **DTS (Mil)**

Authorizations: Transportation and Unaccompanied Baggage up to 350 lbs. Not Authorized: Per Diem



Entitlement Travel Process for Student Travel- **DTS (CIV)**

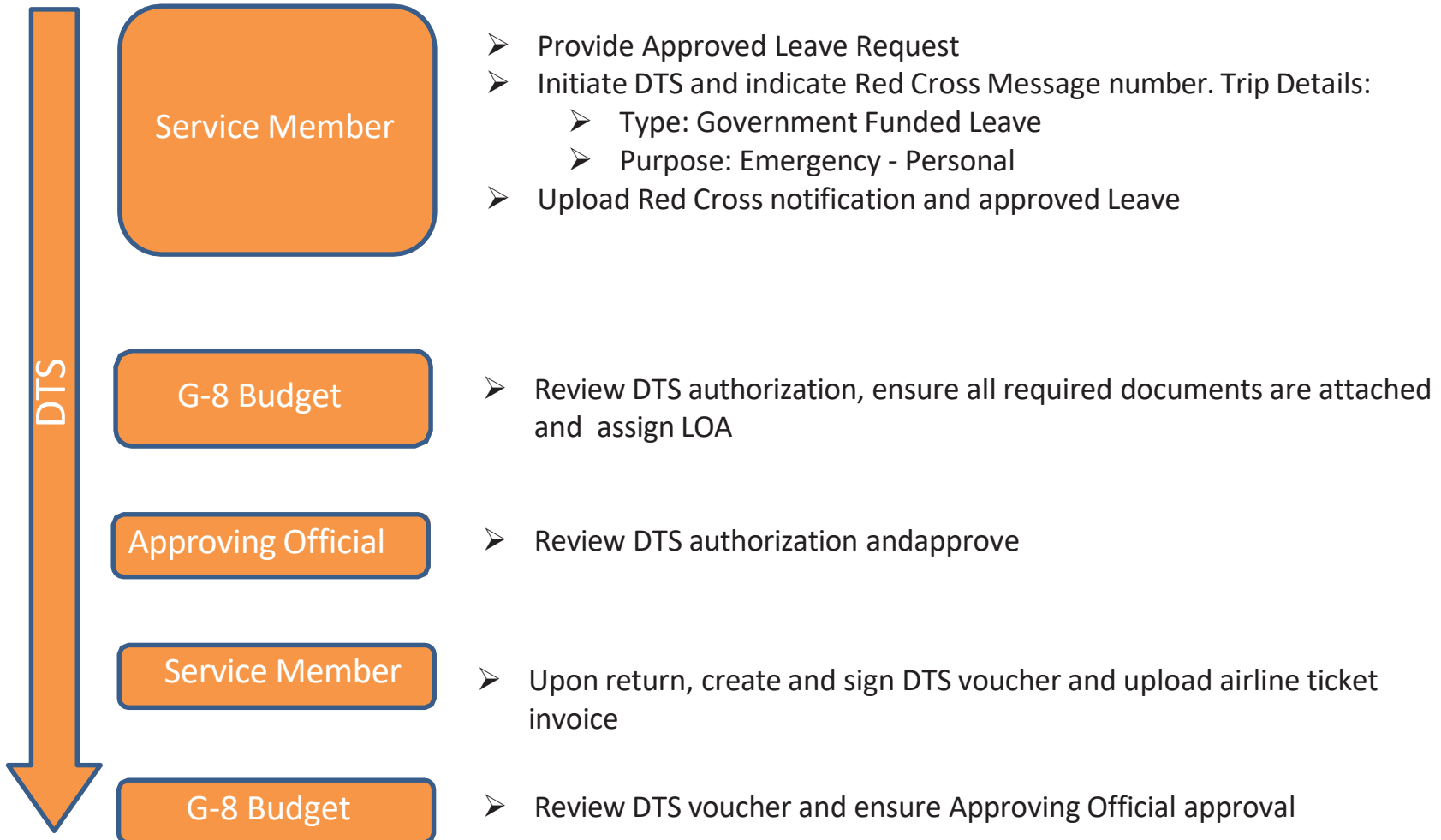
Authorizations: Transportation and Unaccompanied Baggage up to 350 lbs. Not Authorized: Per Diem



Authorize Expense: Transportation ONLY and No per Diem is authorize IAW JTR

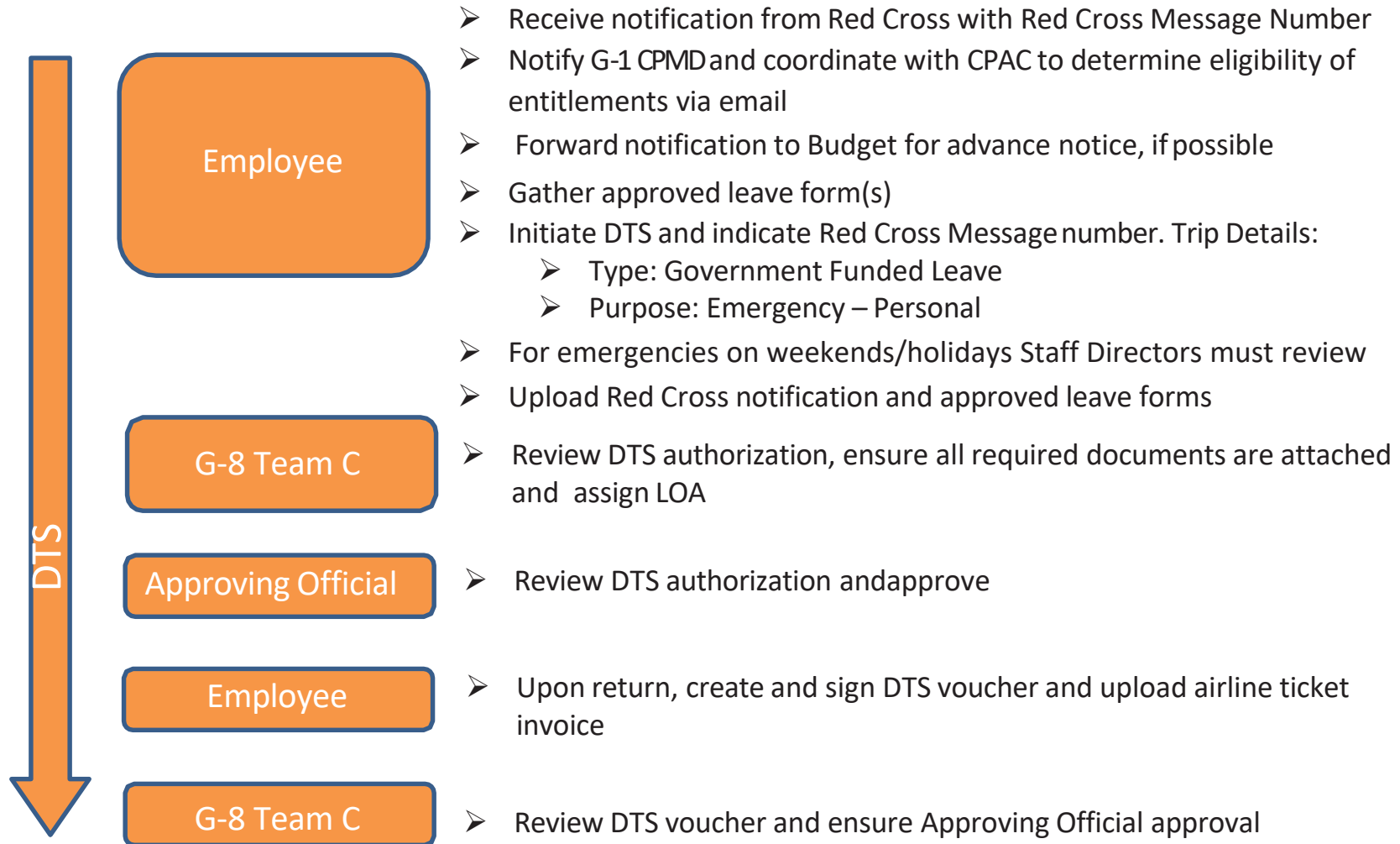
Entitlement Travel Process – DTS

Emergency Leave (Mil)

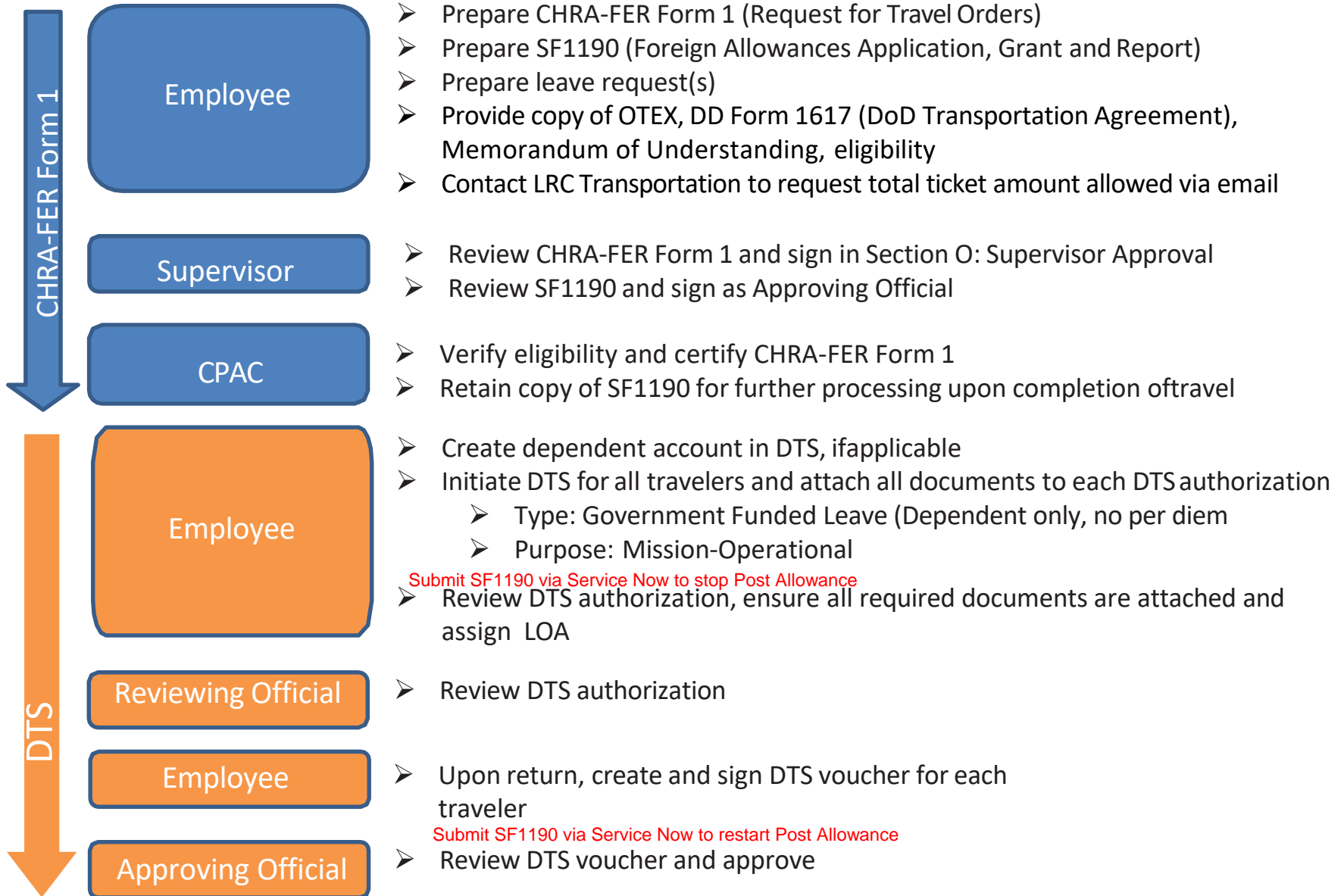


Entitlement Travel Process – DTS

Emergency Visitation Travel (EVT) (Civ)



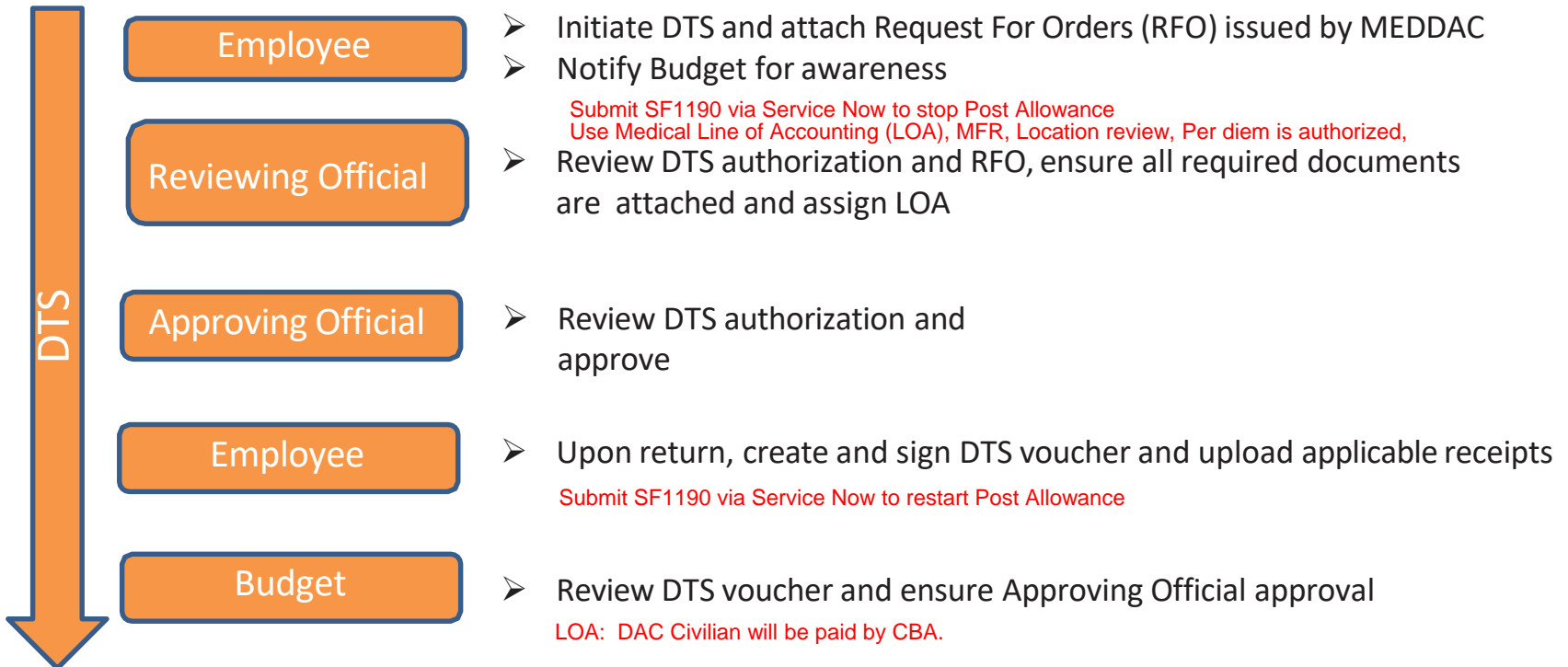
Entitlement Travel Process for RAT - DTS (Civ)



Entitlement Travel Process for Medical – DTS (Civ)

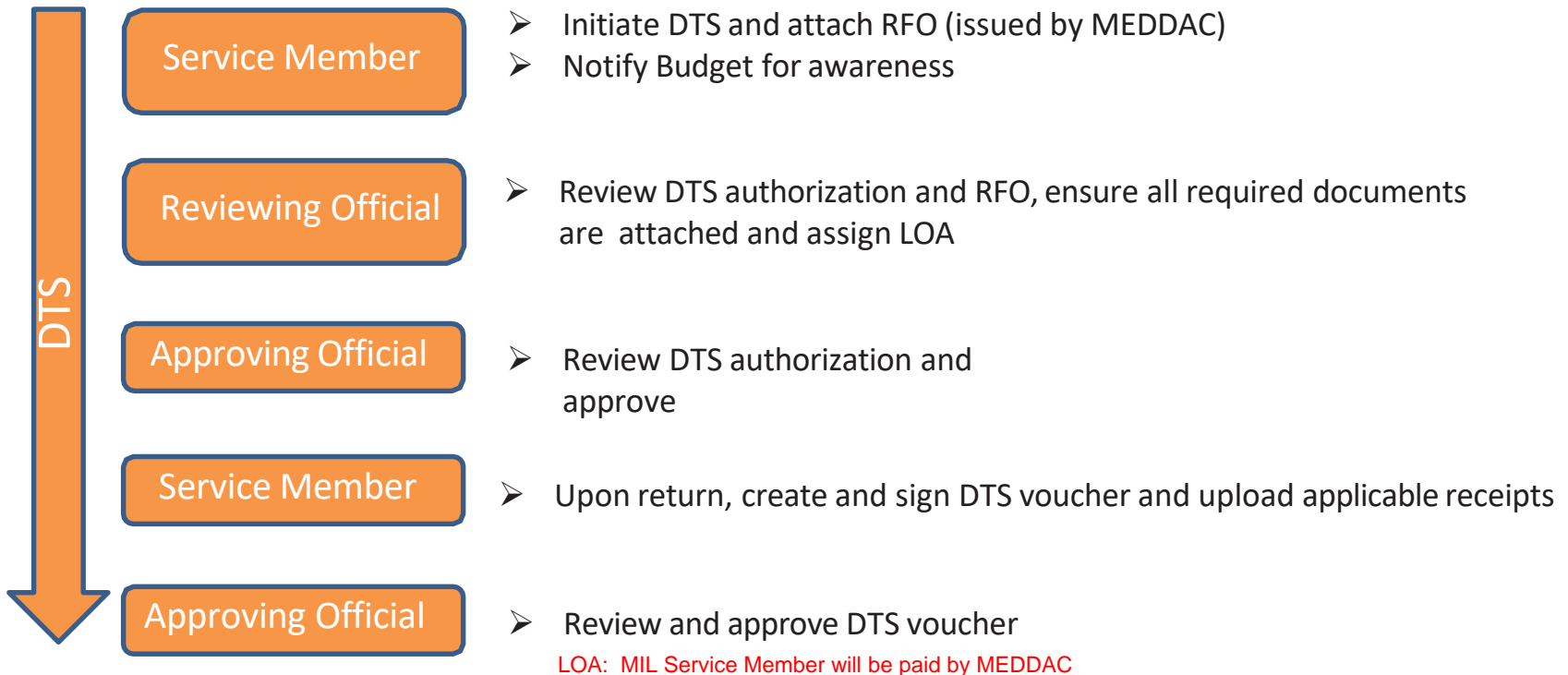
IN PATIENT / OUT PATIENT

Employee, Family Member and Non Medical Attendant



Entitlement Travel Process for Medical – DTS (Mil)

Out Patient and Non Medical Attendant



MEDDAC (Comply with MEDDAC procedure)

IN PATIENT – Service Member, Family Member and Non Medical Attendant



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

MEMORANDUM FOR USARJ G-8

SUBJECT: Request for Actual Expense Allowance (AEA)

1. FOR DECISION.
2. REQUEST. Actual Expense Allowance for lodging for the following individual:
3. RECOMMENDATION. USARJ G-8 approves the AEA request for lodging outlined below, which is within the 149% delegated approval authority. Signature of USARJ G8 Director only.

APPROVED DISAPPROVED DATE

4. JUSTIFICATION.

5. BACKGROUND AND DISCUSSION.

TDY Location	Date	AEA Daily Lodging Rate (A)	DTS Daily Lodging Rate (B)	Daily Amount Exceeding Lodging C=(A-B)	AEA Percentage Calculation (A/B)*100	Number of Days (D)	Total AEA Requested (C*D)
Grand Total:							

SUBJECT: Request for Actual Expense Allowance (AEA)

6. Point of contact is

Encl(s)

SUBJECT: Request for Actual Expense Allowance (AEA)

Instructions for AEA requests at or below 149%

Enter Office Symbol and date at the top of the memo.

Part 1: No action needed.

Part 2: Enter Rank Last Name, First Name.

Part 3: Only the Director of G-8 may approve, disapprove, and date.

Part 4: Describe mission. Provide a detailed justification on why an AEA is required. Document actions taken to find lodging within the allowable government per diem rate for the locality. It is the traveler's responsibility, before check-in, to ensure lodging is within the published lodging rate. CTO booked rates in excess of the published lodging rate does not justify exceeding the DTMO rates. If no lodging is available at the per diem rate and an AEA is required, approval must be obtained 10 days before the travel start date. A Letter of Lateness is required when AEA requests are submitted within 10 business days of the travel start date and AEA requests submitted after the travel start date.

Part 5: Fill in location, dates, rates, and days. AEA and DTS rates will be in the U.S. Dollar. List full address and phone number of hotel. If lodging rates fluctuate during the TDY period, create a separate line to document the exact cost and AEA percentage for each day. Do not include OCONUS room service charges as part of your lodging rate, it is reimbursable as a miscellaneous non mileage expense and is not subject to the lodging rate ceiling. OCONUS lodging taxes should be included as part of your lodging rate reimbursement expense, is subject to the lodging rate limitation and will be paid as part of your lodging rate, not separately reimbursable. Lodging taxes for domestic travel (CONUS) and non-foreign OCONUS areas (Alaska, Hawaii, Puerto Rico, and the Northern Mariana Islands) are a non-mileage expense that should not be included in your lodging rate reimbursement request. It should be listed separately as a reimbursable non mileage expense.

Part 6: Enter Rank Last Name, First Name. Include email address and phone number.

The traveler, traveler's supervisor, and AO will need to digitally sign the AEA request.

Enclosures: Provide lodging quotes and documentation of actions to find lodging within the allowable government per diem rate.

Provide a copy of the full credit card statement showing the lodging charge if submitting an AEA request after the lodging facility has charged the credit card and the lodging receipt.

Submit AEA requests and all supporting documentation to:

usarmy.zama.usarpac.list.g8-system-acces-support@army.mil.



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96338-5005

MEMORANDUM THRU USARJ G-8

FOR USARPAC G-8

SUBJECT: Request for Actual Expense Allowance (AEA)

1. FOR DECISION.
2. REQUEST. Actual Expense Allowance for lodging for the following individual:
3. RECOMMENDATION. USARPAC G-8 approves the AEA request for lodging outlined below, which is within the 300% delegated approval authority. USARPAC G-8 Signature only.

APPROVED

DISAPPROVED

DATE

4. JUSTIFICATION.

5. BACKGROUND AND DISCUSSION.

TDY Location	Date	AEA Daily Lodging Rate (A)	DTS Daily Lodging Rate (B)	Daily Amount Exceeding Lodging C=(A-B)	AEA Percentage Calculation (A/B)*100	Number of Days (D)	Total AEA Requested (C*D)
						Grand Total:	

SUBJECT: Request for Actual Expense Allowance (AEA)

6. Point of contact is

Encl(s)

SUBJECT: Request for Actual Expense Allowance (AEA)

Instructions for AEA requests within 150%-300%

Enter Office Symbol and date at the top of the memo.

Part 1: No action needed.

Part 2: Enter Rank Last Name, First Name.

Part 3: Only the Director of G-8 may approve, disapprove, and date.

Part 4: Describe mission. Provide a detailed justification on why an AEA is required. Document actions taken to find lodging within the allowable government per diem rate for the locality. It is the traveler's responsibility, before check-in, to ensure lodging is within the published lodging rate. CTO booked rates in excess of the published lodging rate does not justify exceeding the DTMO rates. If no lodging is available at the per diem rate and an AEA is required, approval must be obtained 10 days before the travel start date. A Letter of Lateness is required when AEA requests are submitted within 10 business days of the travel start date and AEA requests submitted after the travel start date.

Part 5: Fill in location, dates, rates, and days. AEA and DTS rates will be in the U.S. Dollar. List full address and phone number of hotel. If lodging rates fluctuate during the TDY period, create a separate line to document the exact cost and AEA percentage for each day. Do not include OCONUS room service charges as part of your lodging rate, it is reimbursable as a miscellaneous non mileage expense and is not subject to the lodging rate ceiling. OCONUS lodging taxes should be included as part of your lodging rate reimbursement expense, is subject to the lodging rate limitation and will be paid as part of your lodging rate, not separately reimbursable. Lodging taxes for domestic travel (CONUS) and non-foreign OCONUS areas (Alaska, Hawaii, Puerto Rico, and the Northern Mariana Islands) are a non-mileage expense that should not be included in your lodging rate reimbursement request. It should be listed separately as a reimbursable non mileage expense.

Part 6: Enter Rank Last Name, First Name. Include email address and phone number.

The traveler, traveler's supervisor, and AO will need to digitally sign the AEA request.

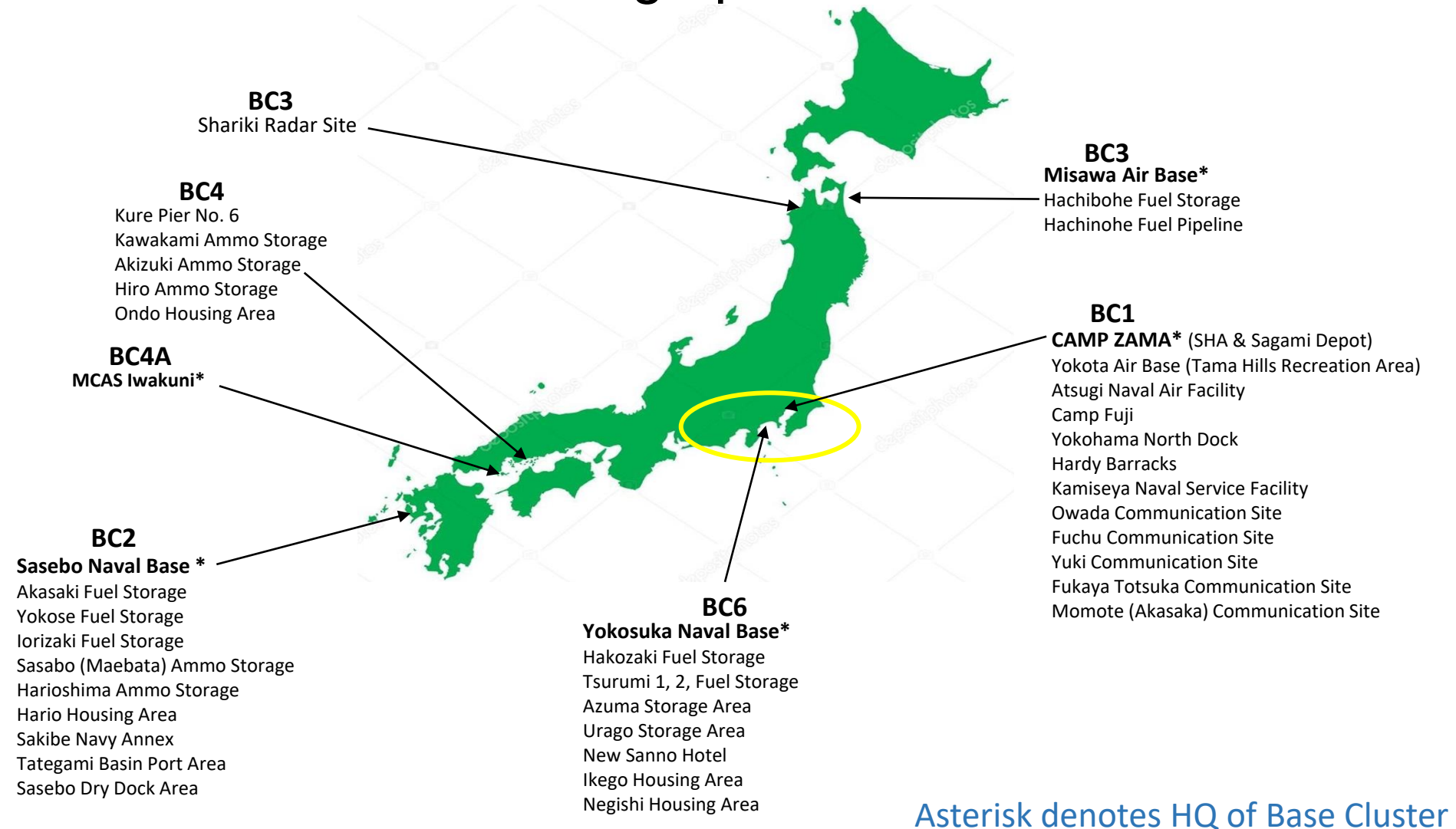
Enclosures: Provide lodging quotes and documentation of actions to find lodging within the allowable government per diem rate.

Provide a copy of the full credit card statement showing the lodging charge if submitting an AEA request after the lodging facility has charged the credit card and the lodging receipt.

Submit AEA requests and all supporting documentation to:

usarmy.zama.usarpac.list.g8-system-acces-support@army.mil.

Mainland Geographic Base Clusters



Same day travel inside Base clusters is limited to transportation reimbursement only and is considered local travel. In the map above, BC 1 and BC 6 are considered the same geographic area and are considered one cluster. **Per diem will not be authorized.**

Travel outside BC1 and BC6 areas is considered TDY and **qualifies for per diem.**



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

Office Symbol

Date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: INVITATIONAL TRAVEL ORDER (ITO)

1. The following named individual is invited to proceed on (dd mmm yyyy) from (point of origin) to (destination) for the purpose of (name of event or function) for (duration of visit) and return to point of origin.

NAME

Directorate or Position Title

2. Traveler (is/is not) authorized government transportation by military vehicle.
3. Per Diem for duration of (name of event or function) (is/is not) authorized.
4. Travel is authorized and in the best interest of the DoD and is chargeable to:
(*cite funds from the requesting Directorate or Command*).
5. Address any inquiries regarding this travel order to the Commander (APAJ-CG), U.S. Army Japan, Unit 45005, APO AP 96343-5005.
6. The point of contact is (name) at DSN 262-xxxx or (email).

STAFF DIRECTOR/DEPUTY/COMMANDER
RANK
TITLE/ACTIVITY

DISTRIBUTION:
Individual Concerned

APPROVAL TO TRAVEL WITH INCOMPLETE AUTHORIZATION

NAME (LAST, FIRST, MI)	DATE REQUESTED	TRAVEL START DATE	
UNIT/DIRECTORATE	RANK/GRADE	OFFICE PHONE	
DTS AUTHORIZATION	WORK EMAIL ADDRESS		
WHY DOESN'T THE TRAVELER HAVE A FLIGHT TO THE DESTINATION?			
WHY DOESN'T THE TRAVELER HAVE A FLIGHT BACK TO THE PERMANENT DUTY STATION?			
WHY DOESN'T THE TRAVELER HAVE LODGING?			
WHY ISN'T A RENTAL VEHICLE LISTED IF THE TRAVELER INTENDS TO USE A RENTAL VEHICLE?			
WHY DOES THE TRAVELER HAVE MISSING DOCUMENTATION REQUIRED FOR TRAVEL?			
WHY CAN'T THE TRAVELER LOCATE THEIR GOVERNMENT TRAVEL CHARGE CARD?			
EXPLAIN ANY CIRCUMSTANCES NOT MENTIONED IN THE ABOVE QUESTIONS WHY THE AUTHORIZATION CAN'T BE COMPLETED.			
The Unit/Directorate's budget may be reduced if the traveler can't submit the voucher or becomes delinquent with their Government Travel Charge Card (GTCC) account.			
	Email	SIGNATURE	DATE
TRAVELER			
SUPERVISOR			
O-5/Equivalent or above			