



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

APAJ-RM

04 September 2019

COMMAND POLICY MEMORANDUM 19-08

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 Department of Defense (DoD) Civilian Employees, 1 February 2019.

b. DoD 7000.14-R, Financial Management Regulation, Volume 9, Travel Policy and Procedures, June 2017.

c. Department of Defense Government Travel Card Regulations, Authorized by DODI Number 5154.31, Volume 4, April 2018.

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, 1 June 2011.

e. Policy Memorandum, Headquarters, United States Army Pacific (HQ USARPAC), Subject: Delegation of Authority to Authorize and Approve Actual Expense Allowance (AEA), 23 January 2019.

f. USARPAC Regulation 37-2, Change No. 1, HQ USARPAC, TDY Travel Policies, 17 October 2014.

g. USARPAC Regulation 37-2, HQ USARPAC TDY Travel Policies, 18 November 2013.

2. Purpose. This memorandum provides internal supplemental guidance unique to USARJ on TDY requirements and processes. This document does not contain all applicable guidance relative to TDY travel and should not be considered a substitute for the JTR or USARPAC Regulation 37-2. This policy highlights procedures for designating DTS approving officials, approval policy for USARJ HQ leadership, AEA approval and other processes unique to this command.

3. Applicability and Issuance. This policy applies to all U.S. personnel in all subordinate commands, assigned units, organizations, staff elements, and other activities assigned or attached to USARJ.

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4. Policy.

a. Use of Government Travel Card (GTC). All USARJ Civilian and Military Personnel must be issued and use the GTC for official TDY travel expenses (airfare, rail, lodging, rental car). New USARJ personnel must initiate a Citibank application and submit all supporting documentation (Statement of Understanding, GTC 101 Training Certificate) to the G-8 within one month of in-processing. The Centrally Billed Account (CBA) will only be used on a case-by-case basis and must be approved by the traveler's supervisor on the CBA Exception Approval Form (Encl 1). For more information on the USARJ Travel Charge Card please see USARJ Regulation 37-81 Government Travel Charge Card.

b. Travel Approving Authority. All USARJ HQ staff directorates and subordinate units with more than 3 assigned military/civilian personnel must have a primary and alternate DTS Approving Official (AO) to approve TDY requests for their organizations. The Staff Director/Deputy Director or Unit Commander/Executive Officer should serve as the primary AO. The USARJ SGS will serve as the AO for Staff Directors, Unit Commanders, and staffs/units with 3 or less assigned personnel. When the primary and alternate approving officials are both unavailable, USARJ SGS will serve as the contingency approving authority. 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 G-8. Except for specific occasions (emergency, contingency, or end of year requirements), all travel authorizations should be in DTS no later than (NLT) 10 days prior to travel start date.

c. Approval Process for USARJ HQ Leadership. All USARJ HQ Staff Directors, Deputies (military and Civilian), and all senior NCOs must obtain Chief of Staff (CoS) approval for any TDY prior to travel. Travelers should complete the USARJ Travel Request Form (Encl 2), provide detailed justification and obtain CoS approval NLT 10 business days prior to the departure date. Travelers will upload an approved copy of the USARJ Travel Request Form as a substantiating record within their DTS authorization. Military or Civilian travelers that have an unsubmitted voucher or are delinquent in payments to the GTC must have CoS approval to travel.

d. Process for Special Circumstance Travel Requirements (Student Travel, Emergency Leave, Renewal Agreement Travel (RAT), Etc.). Refer to Encl 3 for Business Process Maps.

(1) Dependent Student Travel: Full-time college students, under age 23, may be eligible for one round trip during a 12-month period between the overseas area of the sponsors 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 Oct to 30 Sep). 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 but not limited to: 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 must be approved in advance before reimbursement is authorized. Portions of round trips not taken in each 12-month period cannot be carried

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forward to a subsequent period. The following items are required to process Student Travel orders:

(a) Application for Travel Orders: Civilian Employees will complete CHRA-FER Form 1: Request for Travel Orders and Memorandum of Understanding to confirm eligibility. Military Personnel will submit Personnel Action DA Form 4187. Civilians 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 New College Student statement of understanding form is required. For full-time, returning students, a full-time student entitlement letter and enrollment letter are required (the letter needs to indicate "full-time"). A school acceptance letter is not acceptable documentation for returning students.

(c) SF1190 (Civilian Employees): Required to suspend Post Allowance for the dependent student.

(d) PCS Orders and Soldier's Record Brief (SRB) (Military Personnel).

(2) Emergency Leave (Military Personnel): In the event of a personal emergency situation, service members and their eligible dependents are entitled to transportation between authorized locations. Refer to the Joint Travel Regulations (JTR) Chapter 4, Section 0402 for definitions of personal emergencies, eligible dependents and authorized locations. Service members should coordinate with the Headquarters Company S-1 upon notification of the emergency. The following documents are required to process the Emergency Leave travel request and must be uploaded as substantiating records on the sponsor's DTS Authorization:

(a) Red Cross Message.

(b) DA Form 31 – Approved Request and Authority for Leave.

(3) Emergency Visitation Travel (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 (Emergency Visitation Travel (EVT)). Civilian employees will notify USARJ G-1 upon notification of the emergency and coordinate with CPAC to determine eligibility of entitlements. The reasons for Emergency Visitation Travel are divided into the following five categories:

(a) Medical Emergency.

(b) Eldercare.

(c) Death of an Immediate Family Member.

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(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 EML to travel space available on DoD aircraft from Yokota Air Base. EML travel is authorized only once per 6-month period. Service member must accompany any dependents, and a USPACOM Form 505 must be filled out and signed by the unit commander.

(5) Renewal Agreement Travel (RAT) (Civilian employees only): A Civilian employee and their accompanying dependents may be eligible to receive travel and transportation allowances for returning 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 service 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. Alternate locations are available for RAT travel IAW guidance contained in the JTR. The following documents are required to process the RAT request:

(a) CHRA-FER 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 – Approved Request for Leave.

(d) SF1190: Required to suspend Post Allowance if the duration of the RAT is greater than 30 days.

(e) Approved Overseas Tour Extension (OTEX)

(6) Medical Travel: Travel for medical reasons is covered in depth 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 also differ for military personnel, Civilian employees and dependents. Personnel should work directly with MEDDAC-J to determine appropriate procedures based upon the nature of the medical requirement. Military members or Civilians 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.

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e. Actual Expense Allowance (AEA). Travelers must submit AEA requests for lodging exceeding the locality per diem rate on the USARJ AEA Decision Memorandum (Encl 4). AEA requests must be submitted NLT 10 business days prior to the travel date and approval should be stated in the travel order when authorized in advance of travel. AEA requests submitted after travel has been completed require a letter of lateness and explanation along with a constructed cost estimate. AEA approval authorities and procedures are outlined below:

(1) AEA requests up to 150% will be submitted to the USARJ G-8 for review and approval. Traveler will submit the AEA Decision Memorandum along with a constructed cost estimate and all hotel receipts if necessary. The constructed cost estimate should be based on day to day hotel charges, NOT an average hotel rate. If approved, traveler will upload copy of the signed memorandum to their DTS Authorization and adjust their lodging per diem rate accordingly.

(2) AEA requests greater than 150% up to 300% must be submitted to USARJ CG for approval. Travelers will submit AEA Decision Memorandum to USARJ G-8 to determine if funds are available for the request and send concurrence/non-concurrence. If funds are available, traveler will then coordinate the request for USARJ CG approval through the USARJ SGS.

(3) AEA requests for conferences up to 149% must be submitted to USARJ CG for approval. Same process as outlined in (2).

(4) 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.

f. Rental Car Insurance. Optional insurance coverage provided by the rental car company at an additional cost in CONUS locations is not authorized. Rental cars should always be booked through the DTS reservation module. The Travel Management Center (TMC) will ensure that the rental vehicle is under a government rate contract which includes liability insurance coverage. Mandatory rental car insurance coverage required in foreign countries is an authorized expense.

g. Commercial and Military Air Transportation. Travelers will schedule commercial travel as early as possible to take advantage of the best airfare/rate available. TMC must be used whenever possible to procure airline tickets. All travelers, military, Civilian, and Host Nation, are required to file a Memorandum for Record for privately procured airfare. 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 (CBA) in the DTS authorization so that funding is authorized in advance of travel. Military Air transportation is not free of charge and often times may not be cost effective for the Army. Travelers can refer to the following site to obtain one-way passenger fares between the various Aerial Port Of Embarkation/Aerial Port of Debarcation (<https://www.ustranscom.mil/dbw/rates.cfm>). Additionally, Restricted Airfares are allowed only if they are offered to the general public and if trip cancellation would not impose significant costs. See JTR Chapter 2 for more guidance on restricted airfares.

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h. 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 Mission Support 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 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 personnel expense may do so at check in.

i. Lodging. All DoD travelers must use the Integrated Lodging Program Pilot (ILPP) facilities if available. See JTR Chapter 2, Section 020303.

j. Lodging Tax Exemption. When traveling to CONUS locations, the traveler needs 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>).

k. Value Added Tax (VAT). When lodging is located 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.

l. 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 on a daily basis.

(3) Please see Encl 5 for what is considered local area travel for USARJ.

m. Invitational Travel Orders (ITO): The CoS approves all requests for ITOs on visitors to this command. Submit ITO requests with a decision paper outlining the requirement for the ITO (see Enclosure 6 for sample ITO) through the Assistant Chief of Staff (ACoS), G-8 before submission to the CoS. All ITO requests 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.

n. Organizational Defense Travel Administrators (ODTA): All USARJ HQ staff directorates and subordinate units with more than 3 assigned Civilian/military personnel must designate

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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 staffs/units with 3 or less assigned personnel. All travel issues within the organization should first be raised to the ODTA. If they are not able to resolve the issue at their level, they will raise it to the Lead Defense Travel Administrator (LDTA) in the G-8. DTS ODTAs have an annual requirement to complete the COL course. ODTAs will complete the COL refresher training annually and submit certificate of completion to the G-8.

5. Point of contact for this memorandum is the Managerial Accounting, Audit Analysis Division (MAAA) Division, G-8 at 262-8075.

6 Encls

1. CBA Exception Form
2. HQ USARJ Travel Request Form
3. Special Circumstance Travel Process Maps
4. AEA Decision Memorandum
5. Local Area Map
6. Invitational Travel Order Format

VIET X. LUONG  
MG, USA  
Commanding

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MEMORANDUM FOR RECORD

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

ATTENTION: Reviewer and Approver

1. Rank / Grade and Name  
Request use of the CBA.

2. All Personnel are required to obtain a GTCC in accordance with GTCCR, April 2018, authorized by DoDI 5154.31, Vol 4. It is the Traveler's responsibility to contact their local unit travel charge card Agency Program Coordinator (APC) to register/apply.

3. Please **cross or check** current status of Traveler. (Exemptions from Mandatory Use of GTCC is accordance with GTCC Regulation)

- a.  Traveler is **NOT a card holder** and/or has 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. A Temporary exemption applies while awaiting delivery of the new travelcard.
- d.  Traveler is **NOT a GTCC cardholder** who is a new appointee/recruit.

*Signature of GTCC APC*

*Signature of Supervisor/CMDR*

*Traveler's Current Unit*

# USARJ TRAVEL REQUEST

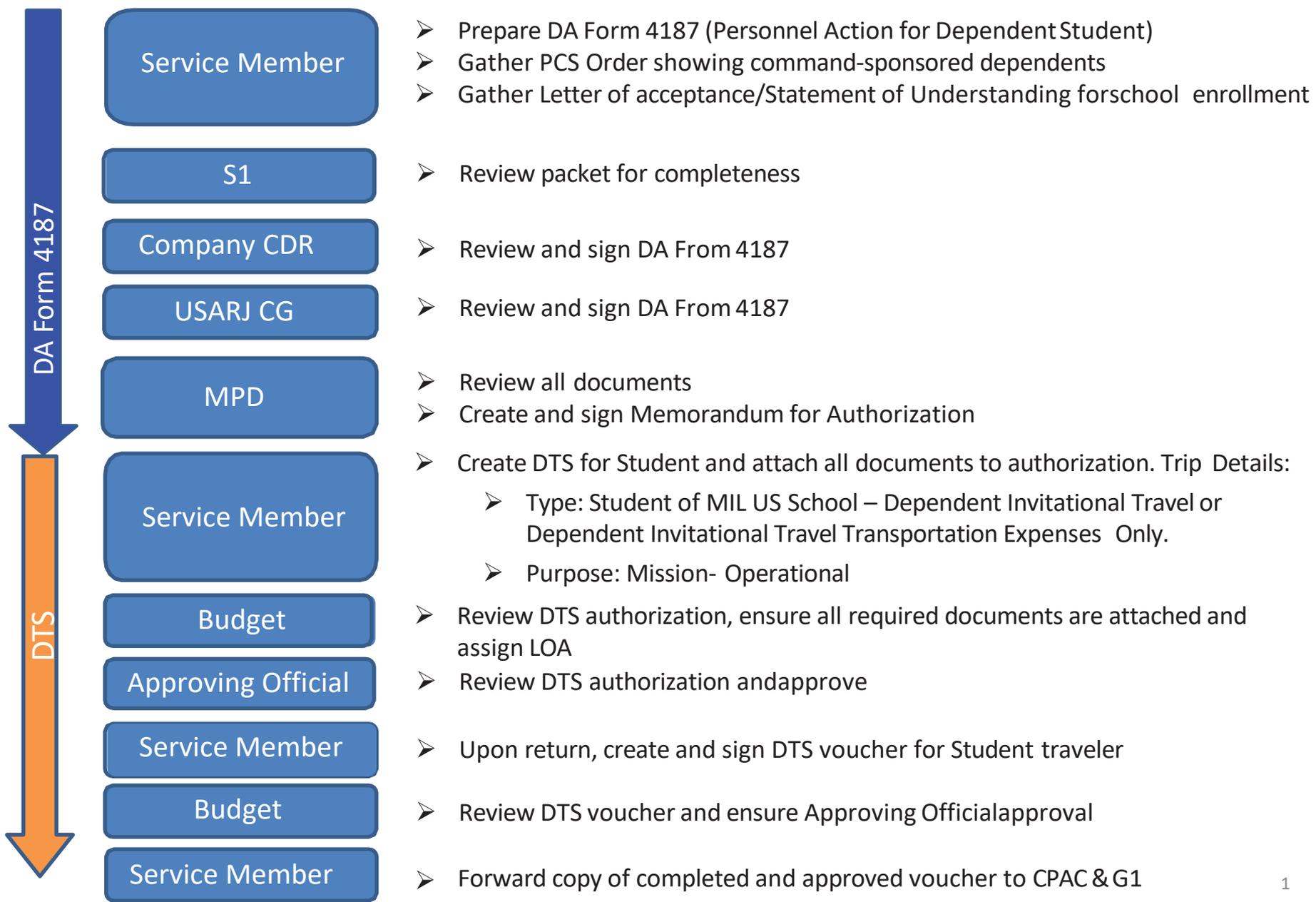
1. Date of Request:		
2. Requesting Activity:		
3. POC & Contact Info:		
4. Travel Location:		
5. Travel Dates:		
6. Description: (5Ws)		
Who: _____		
What: _____		
When: _____		
Where: _____		
Why: _____		
_____		
_____		
_____		
_____		
_____		
Remarks: Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communication, or other appropriate means.		
7. Travelers:		
Rank	Name	Organization
8. Total Cost Estimate of Trip:	(Travel: \$ / Per Diem: \$) Air \$ _____ / PerDiem \$ _____ / Lodge \$ _____ / Car \$ _____	
	<b>Total:</b>	\$ 0.00
9. TDY is mission essential and being conducted in a cost effective manner.	Yes <input type="checkbox"/> / No <input type="checkbox"/> / Not Sure <input type="checkbox"/>	
10. Funds Certification	<u>Kris M. Nezu</u> Assistant Chief of Staff, G8 Funds Available <input type="checkbox"/> / Funds not Available <input type="checkbox"/>	
11. Approval Authority	<u>John M. Spizer</u> USARJ Chief of Staff Approved <input type="checkbox"/> / Disapproved <input type="checkbox"/>	

**Save As PDF**

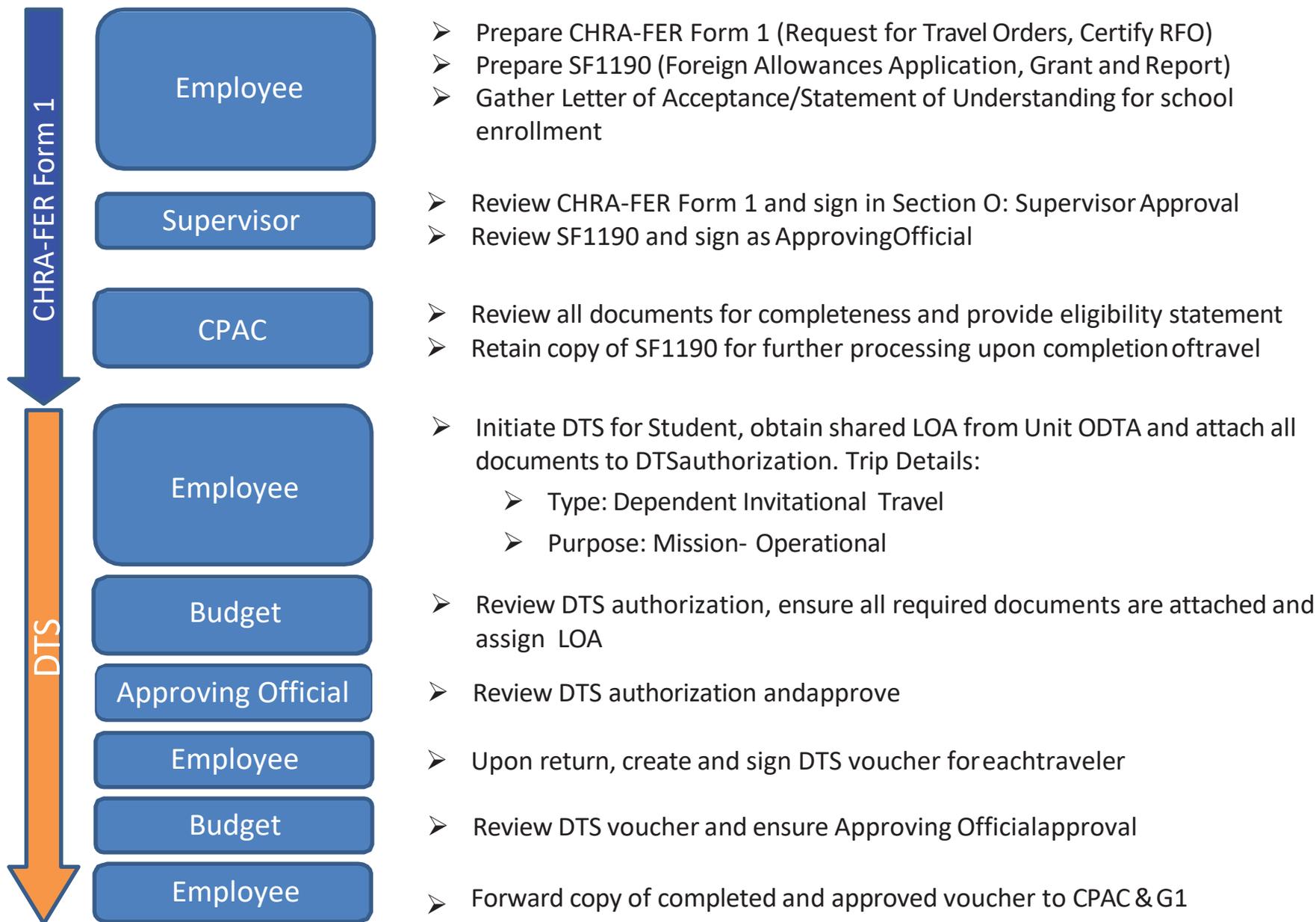
**Print**

**Reset Form**

# Entitlement Travel Process for EDUC - DTS (Mil)

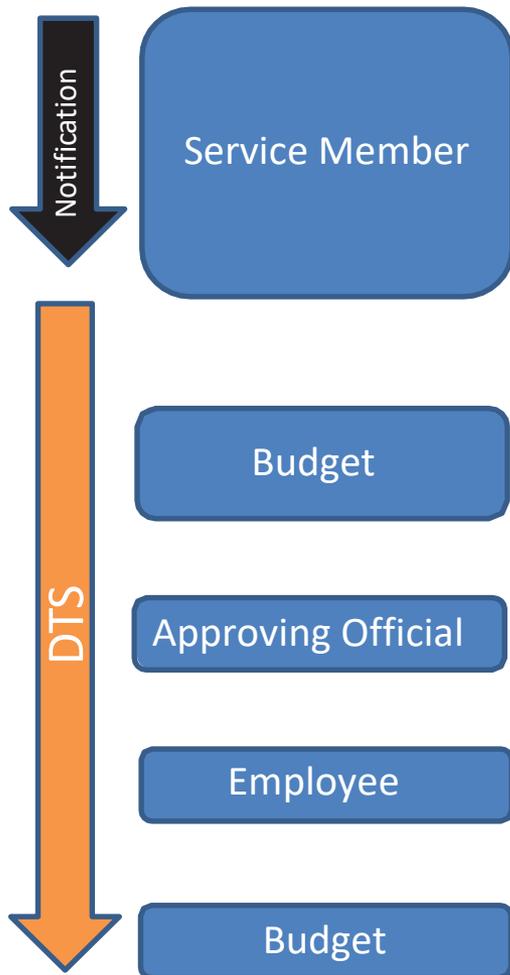


# Entitlement Travel Process for EDUC - **DTS (Civ)**



# Entitlement Travel Process – DTS

## Emergency Leave (Mil)



- Receive notification from Red Cross with Red Cross Message Number
- Forward notification to Budget for advance notice, if possible
- Gather approved DA Form 31
- Initiate DTS and indicate Red Cross Message number. Trip Details:
  - Type: Government Funded Leave
  - Purpose: Emergency- Personal
- For emergencies on weekends/holidays HHC must review
- Upload Red Cross notification and approved DA Form 31

- Review DTS authorization, ensure all required documents are attached and assign LOA

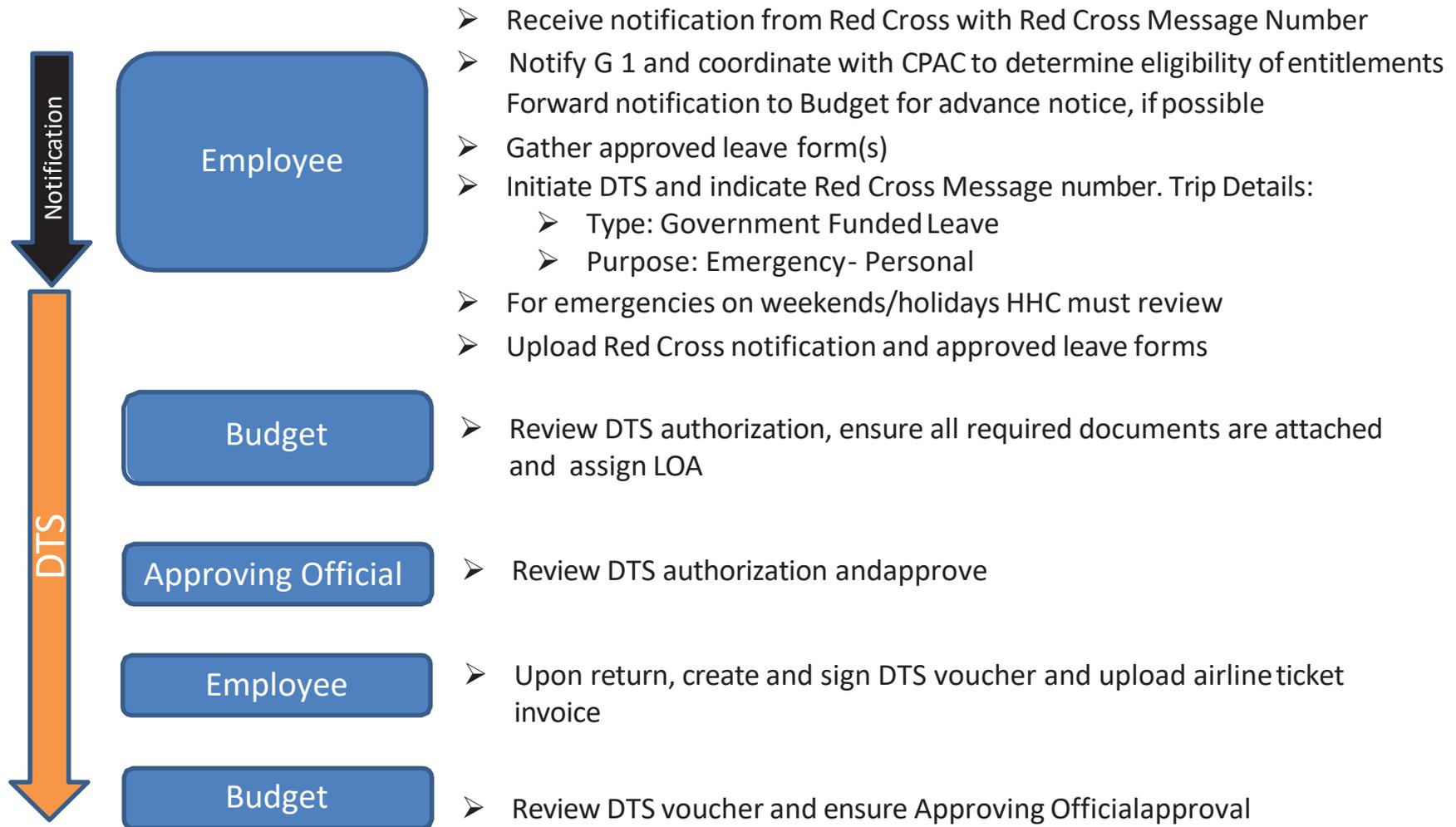
- Review DTS authorization and approve

- Upon return, create and sign DTS voucher and upload airline ticket invoice

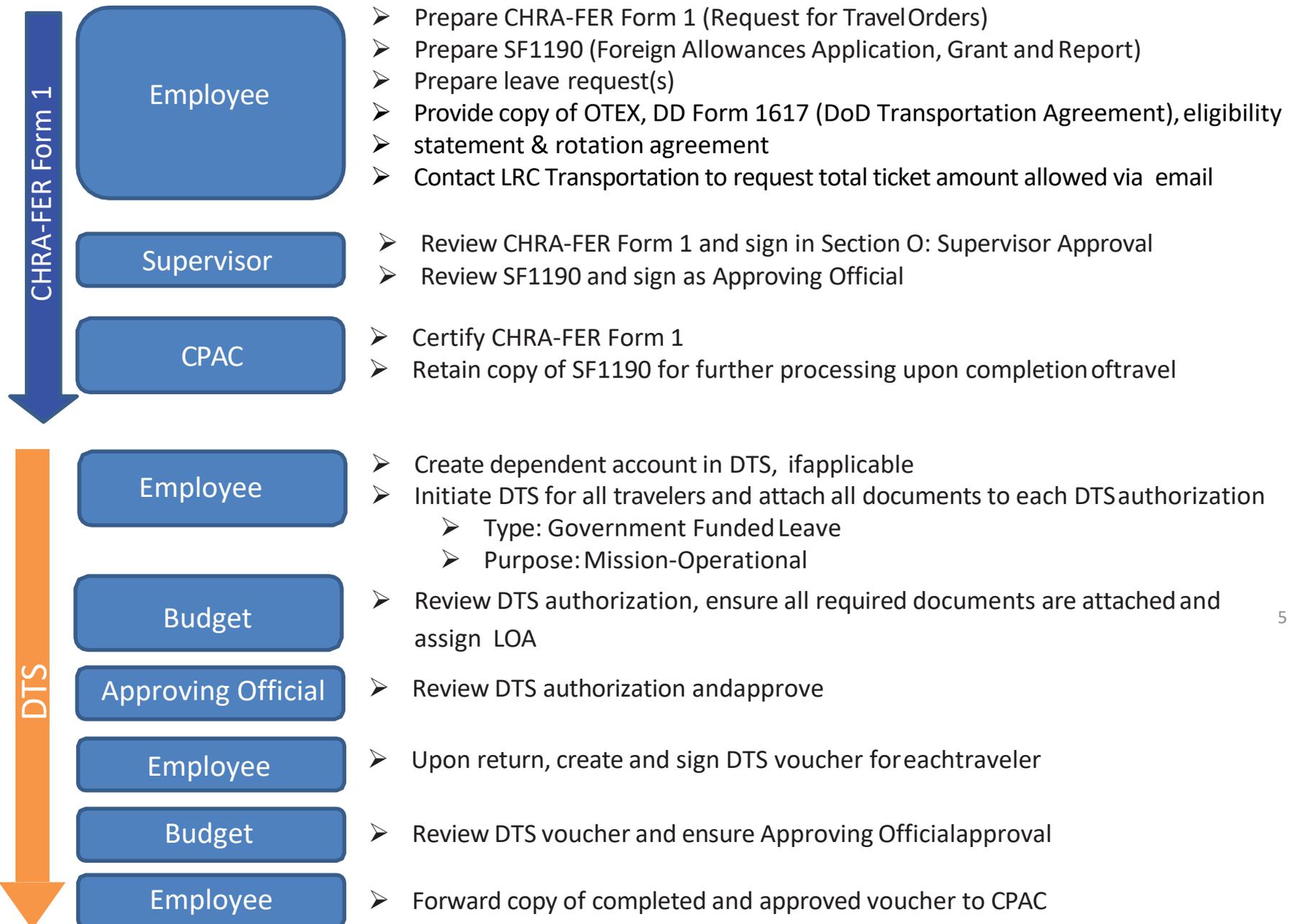
- Review DTS voucher and ensure Approving Official approval

# Entitlement Travel Process – DTS

## Emergency Visitation Travel (Civ)



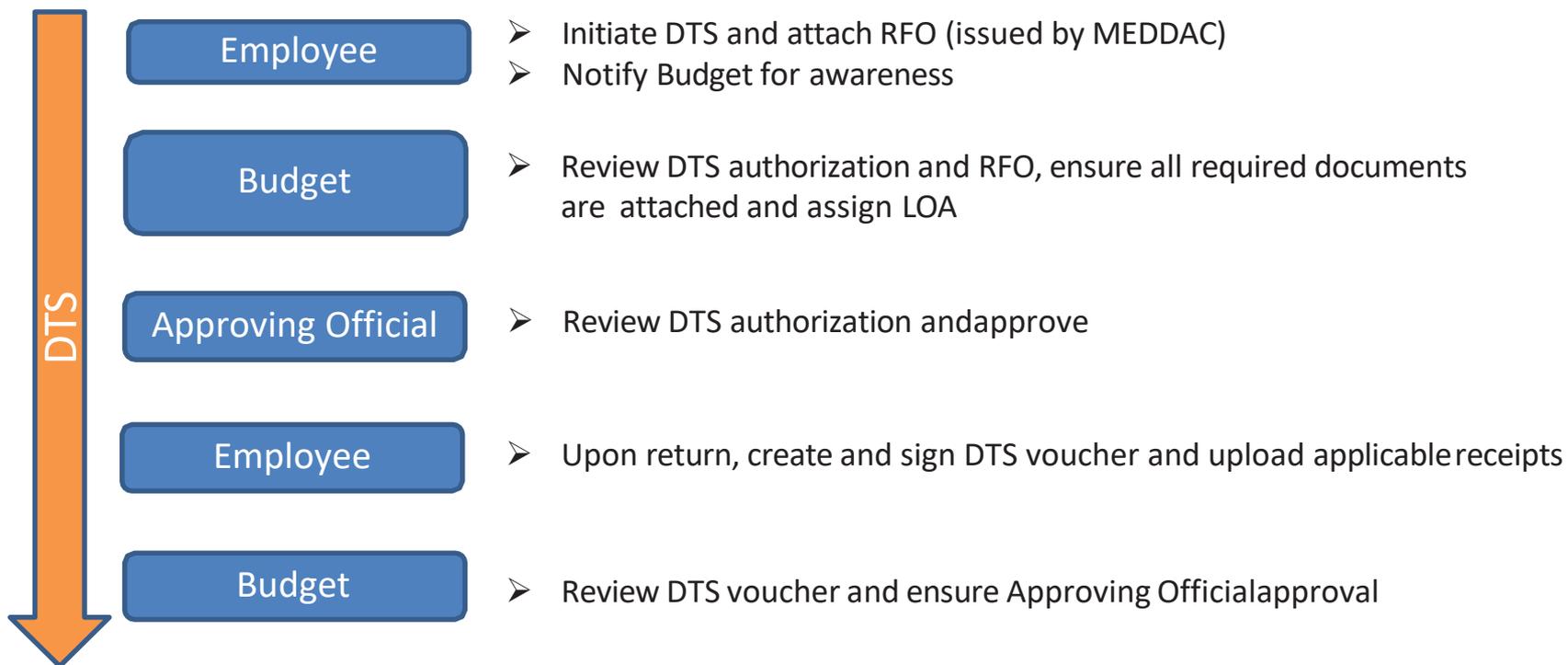
# Entitlement Travel Process for RAT - DTS (Civ)



# Entitlement Travel Process for Medical – DTS (Civ)

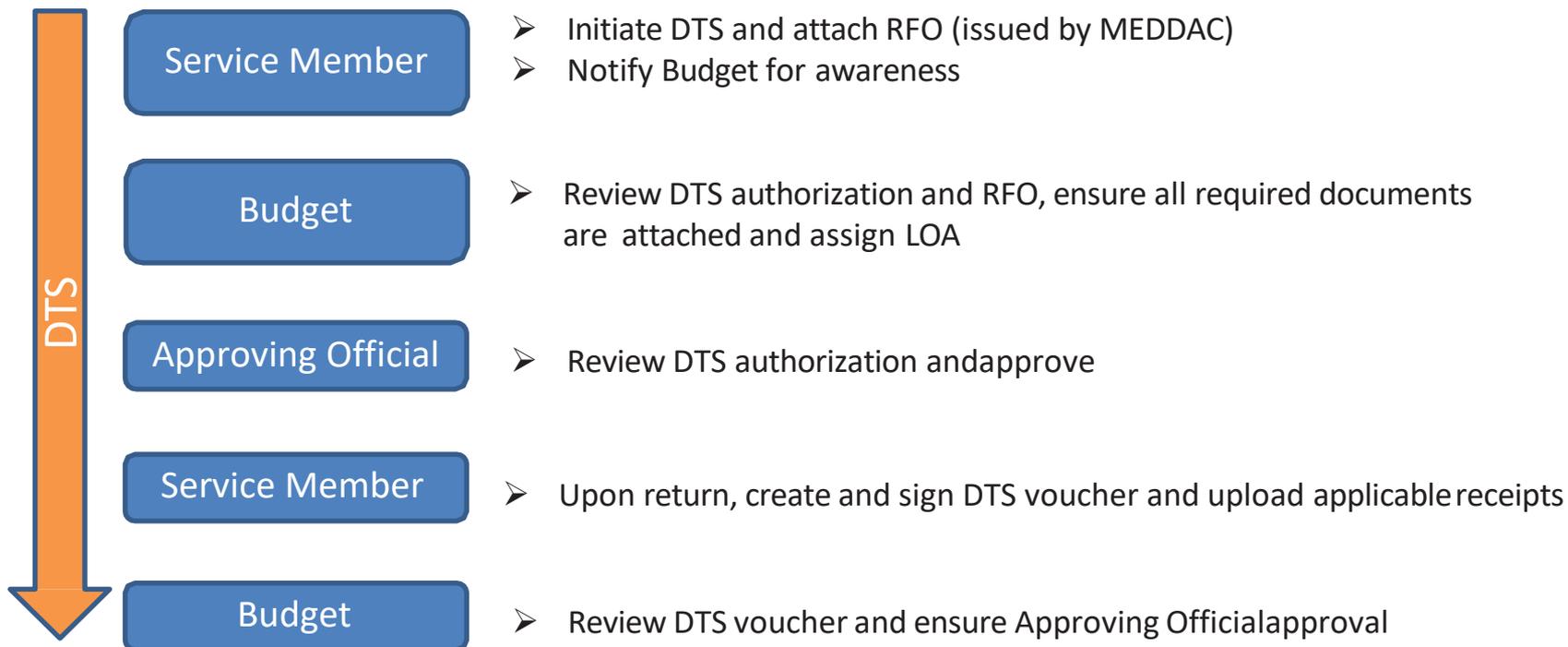
## IN PATIENT / OUT PATIENT

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



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Date

MEMORANDUM FOR USARJ CG (if request greater than 150%) or USARJ G8 (if request is 150% or less)

SUBJECT: Request for Actual Expense Allowance (AEA)

1. FOR DECISION.

2. REQUEST. Actual Expense Allowance for lodging for the following individual: Rank/Name

3. RECOMMENDATION. USARJ CG/USARJ G8 approves the AEA for lodging outlined in 4.a. below, which is within the 300% / 150% delegated approval authority.

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ SEE ME \_\_\_\_\_ DATE \_\_\_\_\_

4. BACKGROUND AND DISCUSSION

a. TDY Details (Example table populated below). If lodging rates fluctuate during the TDY period, create a separate line to document the exact cost and AEA percentage for each day. The highest AEA percentage on any given day will determine the appropriate approval level. In the example below, CG USARJ would need to approve the request as the AEA percentage on 3/20/19 was 215%.

TDY Location	Date(s)	AEA Daily Lodging Rate (A)	JTR Daily Lodging Rate (B)	Daily Amount Exceeding Per Diem C=(A-B)	AEA Percentage Calculation (A/B) * 100	Total AEA Amount Requested C * # Days
Washington, DC	3/18/19 – 3/19/19	\$201.15	\$149.00	\$52.15	135%	\$104.30 (\$52.15 * 2)
Washington, DC	3/20/19	\$320.35	\$149.00	\$171.35	215%	\$171.35 (\$171.35 * 1)

(1) Purpose: Purpose of TDY

(2) Hotel: Hotel Details (Hotel Name, Address, Phone Number)

Insert Office Symbol (i.e. APAJ-RM)

Subject: Request for Actual Expense Allowance (AEA)

(3) Justification: Provide detailed justification on why 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 JFTR/JTR amount. If no lodging is available at the per diem rate and an AEA is required, approval must be obtained prior to TDY start date.

-When making your reservation and calculating the total cost to ensure you are within the published lodging rate, it is important to understand the following information with respect to lodging service charges and lodging taxes.

b. 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.

c. **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.

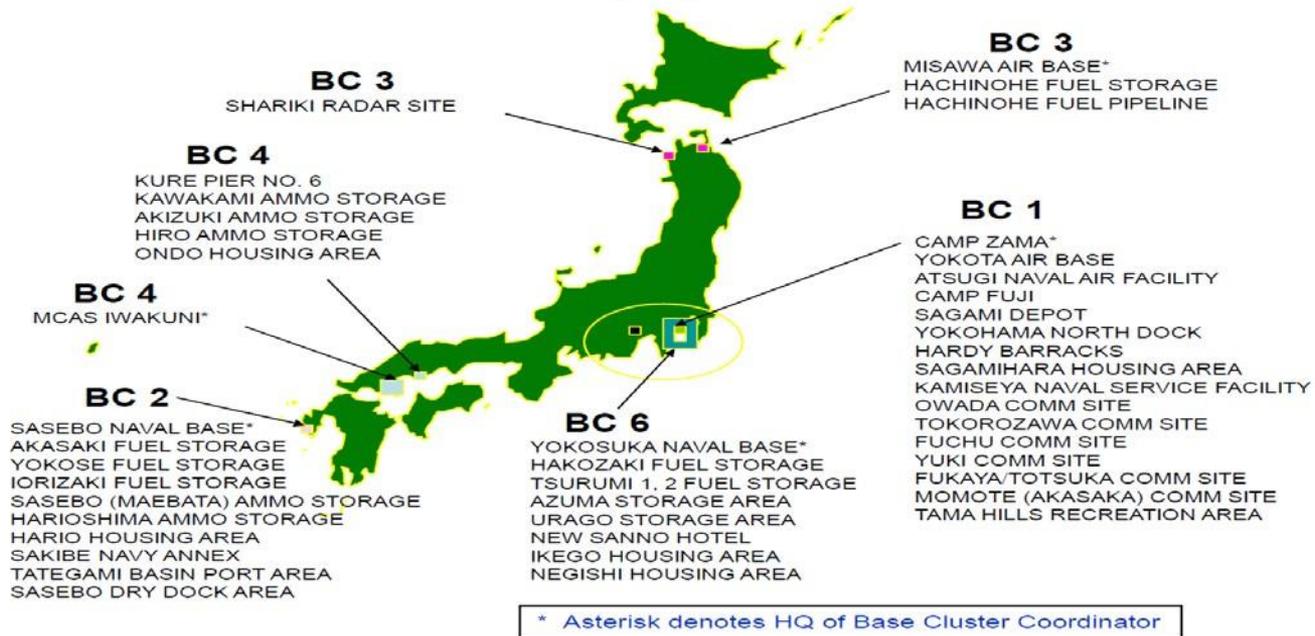
d. The traveler will attach a copy of this decision memo to the DTS voucher as a substantiating record.

5. Point of contact is Name at (XXX) XXX-XXXX.

Encl  
TAB A – Lodging Receipts

STAFF DIRECTOR/DEPUTY/COMMANDER  
RANK  
TITLE/ACTIVITY

# Mainland Geographic Base Clusters



Same day travel inside clusters is limited to transportation reimbursement only and is considered local travel. Overnight travel inside clusters is considered TDY and qualifies for full per diem. In the map above BC1 and BC 6 are considered the same geographic area and are considered one cluster.

Travel outside boxed areas is considered TDY and qualifies for full per diem.



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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

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Individuals Concerned