



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

AEAGA-C

4 January 2005

CPD Policy Memorandum US-TRN-1-1

SUBJECT: Travel and Per Diem Guidance for Senior Service Colleges

1. REFERENCE: Joint Travel Regulations (JTR), Volume 2.

2. PURPOSE: Travel and per diem for the Senior Service Colleges is centrally funded through the Army Civilian Training and Education Development System (ACTEDS) and is governed by the JTR. This guidance assists Senior Service College students in preparing and submitting travel orders and settlement vouchers. The Senior Service Colleges include Army War College (AWC) resident and Army War College – Distance Education (AWC-DE), Industrial College of the Armed Forces (ICAF), and National War College (NWC).

3. PROCEDURE:

a. The student's local organization must prepare a Request and Authorization for TDY Travel of DoD Personnel, DD Form 1610 in accordance with the provisions of the JTR, Volume 2 and the instructions below. Defense Travel System (DTS) cannot be used at this time to prepare travel orders for the SSCs.

(1) Complete the estimated costs in block 14. Students receive the full per diem rate while traveling to the training location at the beginning of the assignment and returning to the residence after training completion. The per diem rate following the arrival date at the training location through the day prior to the departure day is 55% of the maximum per diem rate for the training location. Specific per diem rates can be found at <http://www.dtic.mil/perdiem/pdrates.html>. ACTEDS funding does not cover shipment of a privately owned vehicle, a rental car, nor local travel expenses in and around the training site.

(2) Place the following remark in block 16: *“Traveler must file voucher within five (5) days of completing TDY. Travel Voucher claim will be completed and faxed with paid receipts to Travel Division, DFAS Indianapolis, IN. Fax claims to fax number (317) 510-6213 or 4143. A copy of paid settlement voucher will be provided to Office, Deputy Chief of Staff, G-1, Assistant G-1 for Civilian Personnel Policy, ATTN: Resource Management Office, Room 476, Hoffman I Building, 2461 Eisenhower Avenue, Alexandria, VA 22331-0300. Traveler does have a Government Travel Credit Card. ACTEDS does not authorize: Rental cars/Limousine; excess baggage; in and around mileage at TDY site.”*

(3) Route the travel orders through the local organization's chain of command for signatures in blocks 17 and 18.

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(4) Fax DD Form 1610 to the Office, Deputy Chief of Staff, G1, Resource Management Office at (703) 325-0911 for completion of authorization blocks 19 – 22. The Resource Management Office will provide the funding citation and approve the travel orders. The orders will then be faxed back to the organization.

b. The student must submit a Travel Voucher, DD Form 1351-2, every 30 days while in temporary duty (TDY) status in accordance with the instructions.

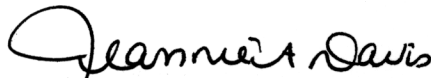
(1) Route the travel voucher to the supervisor for signature in block 20c.

(2) Submit the travel voucher to the finance office at the TDY location.

(3) Fax or mail a copy of the paid settlement voucher to the Office, Deputy Chief of Staff, G-1, Assistant G-1 for Civilian Personnel Policy, ATTN: Resource Management Office, Room 476, Hoffman I building, 2461 Eisenhower Avenue, Alexandria, Virginia 22331-0300 or (703) 325-0911.

4. This procedure is effective immediately.

5. POC is Ms. Gail Crawford, Workforce Effectiveness Branch, DSN 375-2538.



JEANNIE A. DAVIS

Assistant Deputy Chief of Staff, G1
(Civilian Personnel)