

Transportation at the Temporary Duty (TDY) Location

- Reimbursement for local travel at the TDY location is the standard mileage rate times the miles driven when privately owned vehicle use **is authorized in the orders** for mileage in and around the TDY site .
- Reimbursement for local travel in and around the TDY location is limited to one round trip per day from the lodging location to the place of duty, trips to eat, and trips between duty locations.
- Travelers must itemize the number of miles driven each trip.
- Enter the dates, places traveled to and from, and the number of miles for each trip in the Remarks Section of the Travel Voucher.
- Attach a separate sheet of paper to the Travel Voucher with the mileage information if there is not enough room to include the information in the Remarks Section.
- Itemized mileage is required even when the orders authorize a specific number of miles each day.
- Mileage is paid only for the actual number of miles traveled.

Receipts

- Credit card receipts **can't** be used as the primary receipt for lodging, rental car, or commercial transportation, e.g., airline, train, or bus.
- Receipts are required for all reimbursable expenses of \$75 or more.
- Daily **itemized paid** receipts are required for lodging, regardless of the amount.
- Rental car receipts are required when the expense is \$75 or more.
- The final bill from the car rental agency is required that shows proof of payment and itemized expenses.
- Rental car pre-calculation receipts aren't valid.

Government Mess

- Government mess or proportional meal rate **can't be directed** when adequate government **quarters** or government **mess** aren't available on the U.S. installation where the member is assigned TDY.
- The order approving official may direct government mess or the proportional meal rate for military members when adequate government quarters and government mess are available by including a statement on the DD Form 1610, Travel Order.
- The locality Meals and Incidental Expenses (M&IE) rate will be paid when orders do not direct government mess or the proportional meal rate, with the exception of those to Schoolhouse Training (formal courses of instruction).
- Travel Orders to Schoolhouse Training must allow the Schoolhouse Commander to determine the appropriate meal rate.
- Meal rate Information and its source must be part of the Travel Order when information about the course is available that provides the appropriate meal rate.
- Meal rate information must be provided to the member upon arrival at the school if that information isn't available prior to issuing the Travel Order .

TDY While Enroute to a Permanent Change of Station (PCS)

- Travel settlements for TDY while enroute PCS are **settled at the gaining** permanent duty station (PDS).
- Soldiers should be provided two different Travel Orders prior to departing the old PDS — a PCS Travel Order and a TDY Travel Order.
- The TDY Travel Order should be issued to indicate it is TDY, PCS enroute.
- Partial payments for a long-term TDY may be submitted every 30 days and paid by the servicing OPLOC of the losing PDS.
- The TDY settlement travel voucher will be processed at the gaining PDS along with the PCS settlement voucher during Military Pay in-processing.

Travel Orders The complete accounting classification, including the Document Reference Number (**DRN**) and Account Processing Code (**APC**), is required on the DD Form 1610, Travel Order. We can't process travel payments without this information.

**Army Travel
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