



DEPARTMENT OF THE ARMY
HEADQUARTERS, 46TH ENGINEER BATTALION
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AFZX-HC-EN

29 April 2016

MEMORANDUM FOR RECORD

SUBJECT: Command Policy Memorandum # 13 - Temporary Duty (TDY), Defense Travel System (DTS), and Government Travel Charge Card (GTCC)

1. Reference:

- a. Defense Travel System Regulations: Authorized by DoDI 5154.31, Volume 3 (October 2015).
- b. Joint Federal Travel Regulations.
- c. DoD Financial Management Regulation
- d. <http://www.defensetravel.dod.mil/site/reference.cfm>

2. The intent of this policy is to present my expectation that every Soldier assigned to the 46th Engineer Battalion understands their duties and responsibilities when traveling on Temporary Duty (TDY) Assignments, use of the Government Travel Charge Card (GTCC) and summarize key points in regulation.

3. Department of Defense policy is that the Government Travel Charge (Credit) Card (GTCC) will be used by all DoD personnel to pay for all costs related to official government travel. The GTCC is to serve as the primary payment method for official travel expenses incurred by DoD personnel while on TDY or PCS (Permanent change of Station). Soldiers must complete the Travel Card 101 training (current within 3 years) and Statement of Understanding before travel.

4. Soldiers going TDY need to complete the following DTS training to enable them to understand the DTS process as well as their entitlements while on TDY. All of the following training is located at:

- a. DTS (Basic) – About DTS
- b. DTS (Basic) – DTS Travel Documents (DTS 101)
- c. Programs & Policies – Travel Policies

5. When traveling on TDY all Soldiers must have their travel authorized prior to departure. This is done utilizing the Defense Travel System (DTS). All travel authorizations regardless of reason need to be started at least two (2) weeks prior to start of travel to allow enough time for the routing and approval of the travel. A case by case exception will be made for Soldiers not able to start the DTS Authorization process 2 weeks prior to start of their TDY. All Soldiers driving to TDY location that is over 400 miles one-way or 800 mile round trip must complete and submit a Constructed Travel Worksheet (CTW), located in DTS, showing that it is cost effective to drive. If more cost effective to fly to the location and the Soldier still chooses to drive, then the Soldier will only be authorized the cheaper amount.

AFZH-HC-EN

SUBJECT: Command Policy Memorandum # 13 - Temporary Duty (TDY) and DTS

6. All TDY regardless of destination or duration must have an approved 46th Engineer Battalion Request and Authorization for TDY Travel sheet signed by the Battalion Commander or designated official. All medical TDY must be signed by the battalion physician assistant (PA) or designated official prior to start of TDY, case by case exceptions will be made. This sheet will be uploaded as supporting documentation when creating the Travel Authorization referenced in number three (3) above. Additional supporting documents such as Appointment slip or ATRRS School reservation must be attached for supporting documentation as well. The traveler shall request scheduled partial payments for any official travel greater than 45 days with split-disbursement to the GTCC to avoid account delinquency.

7. Soldiers on PCS orders with TDY en-route will need to have a copy of their ATRRS reservation from S3-schools and a copy of their orders to start the manual 1610. The Battalion S4 ODTA's will assist on filling the manual 1610s and routing through the proper channels to ensure it is processed before the Soldiers departs. Soldiers needing manual 1610s need to start the process as early as possible but no later than 7 working days prior to their departures.

8. It is the individual Soldiers responsibility to ensure all travel authorizations are complete and approved before travel and that an approved DD1610 (Request and Authorization for TDY Travel of DOD Personnel) is printed and on hand before TDY travel begins. The DD1610 has all authorized expenses listed for what the Soldier can expect to receive.

9. Upon completion of TDY travel and return to the unit, the Soldier must complete and submit (sign) their travel voucher from their authorization no later than five (5) business days. This requires Soldiers upload all receipts over \$75 and lodging receipts, along with any other receipts the Soldier deems necessary to ensure all expenses are covered. Soldiers are required to use split disbursement if their GTCC was utilized. Any unsubmitted authorizations or vouchers that remain after 30 days from the date of completion of travel will be deleted from DTS, unless specific cause and reasoning is present and being worked. Per DoD 7000.14-R Vol 7B Ch 30, Soldiers have six (6) years to make a claim for expenses incurred due to TDY travel from date such claim first accrued. A claim can be resubmitted if was not previously paid to service member regardless if previously in DTS or not.

10. Government travel charge cards must be paid within 30 days after completion of travel regardless of the status of the Soldiers travel reimbursement. Failure to pay the GTCC within 30 days will result in counseling for failure to pay debts on time. Failure to then pay the GTCC off within 60 days after travel will result in a follow up counseling, which will include the initiation of a FLAG and notification to the Soldier that at day 75 interest will start incurring on the GTCC. The Soldier may have additional administrative or UCMJ action against the Soldier as deemed appropriate by the Chain of Command. Failure to pay the GTCC after 90 days will result in the initiation of a BAR to reenlist and any other administrative and UCMJ action deemed appropriate by the Chain of Command. After 120 days of failure to pay the GTCC, Soldiers will be counseled stating the failure to pay the GTCC is now affecting their credit score and administrative or UCMJ action will be initiated by Chain of Command as deemed appropriate. The use of the GTCC is limited per the Joint Travel Regulation and any misuse may result in administrative or UCMJ action.

AFZH-HC-EN

SUBJECT: Command Policy Memorandum # 13 - Temporary Duty (TDY) and DTS

11. During initial Soldier in processing into the Battalion, all Soldiers regardless of rank or time in the military must in process the Battalion S4 which requires the Soldier to be pulled under the 46th Engineer Battalion hierarchy in DTS. The individual Soldier is responsible for ensuring that all bank account information for Electronic Funds Transfer is correct as well as having the correct card number and expiration date for the GTCC in DTS. This can only be done by the individual Soldier.

12. Soldiers out-processing the Battalion must clear the Battalion S4 at which time the Soldiers DTS account will be released for the gaining unit to pick up or put in the appropriate status for those soldiers that will no longer be in the service upon clearing of installation regardless of reason (ETS, Retire, Med Board, Chapter etc.)

13. Each company will maintain two (2) Organization Defense Travel Administrators (ODTA's) that will assist Soldiers completing their travel authorizations and vouchers. These Soldiers will be the company subject matter experts for DTS and complete all training required of ODTAs.

14. Violations of this policy may result in adverse actions or may result in punishment under various provisions of the UCMJ.

15. Point of contact for this policy is the Battalion S4 at 337-531-4646.

"STEEL SPIKE"

Encl
46th Engineer Battalion Request
and Authorization for TDY Travel
Work sheet



WILLIAM B. MOEN
LTC, EN
Commanding