COURSE SYLLABUS

Travel Regulations for Defense Agencies, JTR Course (TDY and PCS)

Master the Joint Travel Regulations (JTR) for both temporary duty (TDY) and permanent change of station (PCS) travel in the Department of Defense.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/travel-regulations-for-defense-agencies-jtr-tdy-and-pcs



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Course Outline

Module 1: Introduction to Joint Travel Regulations (JTR)

- Overview of the JTR and its role in governing defense agency travel policies.
- Define common terms and entitlements in PCS and TDY travel.
- Understand the legal authority and structure of the JTR within DoD regulations.

Module 2: Service Agreements (PCS)

- Purpose and legal requirements of PCS service agreements.
- Standard provisions, conditions, and service obligations.
- Exceptions, waivers, and consequences for non-compliance.

Module 3: Permanent Change of Station and PCS Orders

- Authorization process and issuance of PCS orders.
- Required documentation and elements of valid PCS orders.
- Connection between PCS orders and travel entitlements.

Module 4: PCS Per Diem and Travel Rules

- Per diem rates and eligibility for PCS travel.
- Computation of travel days and applicable limitations.
- Special provisions for dependents and concurrent travel.

Module 5: House-Hunting Trips (HHT)

- Eligibility requirements and authorization procedures for HHT.
- Reimbursable expenses and time limitations.
- Rules for dependent participation in HHT.

Module 6: Allowance for Temporary Quarters Subsistence Expenses (TQSE)

- Differences between Actual Expense Method (AEM) and Lump Sum Method (LSM).

- Eligibility, allowable expenses, and duration limits.
- Authorization and payment procedures.

Module 7: Allowances for Foreign OCONUS PCS

- Additional allowances and benefits for OCONUS PCS assignments.
- Foreign transfer and separate maintenance allowances.
- Rules for shipment of goods and dependents to foreign stations.

Module 8: Household Goods Movement

- Authorized shipment methods and weight allowances.
- Procedures for arranging and documenting shipments.
- Storage-in-transit policies and limitations.

Module 9: Household Goods Storage

- Differences between temporary and non-temporary storage.
- Authorization requirements and cost limitations.
- Duration allowances and exceptions.

Module 10: Mobile Home Allowances

- Eligibility for mobile home transportation allowances.
- Reimbursement rates and cost restrictions.
- Special rules for OCONUS moves.

Module 11: POV Transportation

- Rules for shipping privately owned vehicles during PCS.
- Eligibility and authorized shipment points.
- Reimbursement procedures and limitations.

Module 12: Residence Transactions

- Reimbursement for selling and purchasing residences during PCS.
- Allowable closing costs and restrictions.
- Required documentation for reimbursement claims.

Module 13: Miscellaneous Expense Allowances

- Allowable miscellaneous PCS expenses.
- Flat rate allowances and required documentation.
- Exclusions and limits for reimbursement.

Module 14: Relocation Income Tax Allowance

- Purpose and calculation of relocation income tax allowances.
- Applicable tax rates and eligible expenses.
- Payment and reporting procedures.

Module 15: Temporary Change of Station (TCS)

- Definition and distinction from PCS.
- Eligibility criteria and allowable expenses.
- Rules for return travel and allowances upon completion.

Module 16: TDY Travel Orders

- Purpose, content, and issuance of TDY orders.

- Required authorizations and documentation.
- Modifications and amendments to TDY orders.

Module 17: Government Travel Charge Card and TDY Advances

- Use and management of the Government Travel Charge Card (GTCC).
- Procedures for requesting and receiving TDY travel advances.
- Compliance and repayment requirements.

Module 18: TDY Per Diem Rules

- Per diem eligibility and rate structures for TDY travel.
- Travel day computations and partial per diem rules.
- Special allowances for long-term TDY assignments.

Module 19: Transportation by Airplane

- Booking requirements and authorized carriers.
- Use of City Pair Program and cost considerations.
- Upgrades, baggage allowances, and exceptions.

Module 20: Transportation by Other Modes

- Policies for rail, bus, rental car, and POV use during TDY.
- Reimbursement procedures for each mode.
- Restrictions and documentation requirements.

Module 21: Reimbursable Expenses

- List of allowable incidental and travel-related expenses.
- Documentation and justification standards.
- Limitations and common disallowed costs.

Module 22: Deductible Meals and Staying in Government Lodging

- Rules for meal deductions when provided by the government.
- Policies on mandatory use of government lodging.
- Exceptions and waivers for lodging requirements.

Module 23: TDY Options and Exceptions

- Special TDY arrangements such as local travel and training TDY.
- Alternative travel options and reduced reimbursement scenarios.
- Policy exceptions and approval requirements.

Module 24: Conferences, Time and Leave Limits on TDY

- Travel policies for conferences and training events.
- Time and leave limitations during TDY assignments.
- Documentation and approval of extended stays.

Module 25: Actual Expense Allowance (AEA)

- Eligibility and approval process for AEA.
- Documentation of expenses exceeding per diem limits.
- Calculation and payment of actual expenses.

Module 26: Emergency Travel While TDY

- Procedures for authorizing and funding emergency travel.

- Eligibility criteria and allowable expenses.
- Coordination with agency travel and finance offices.