COURSE SYLLABUS

Travel Regulations for Defense Agencies, JTR Course (TDY Only)

Master the Joint Travel Regulations (JTR) for temporary duty (TDY) travel, including allowances, reimbursements, and compliance for Department of Defense personnel.

> 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-only



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Course Outline

Module 1: Introduction to JTR

- Define the purpose and authority of the JTR.
- Describe and utilize the JTR paragraph numbering system.
- Obtain and utilize the monthly JTR changes published in the JTR, page 2.
- Define Approving Officer's responsibilities.
- Define application of the JTR.
- Identify justifiable TDY and PCS travel assignments.
- Explain and utilize a TMC to arrange official travel.

Module 2: TDY Travel Orders

- Define travel orders as used for the reimbursement of per diem, transportation, and reimbursable expenses.
- Describe the four purposes for travel orders.
- Define the four types of orders.
- List the relevant information needed for all travel orders.
- Explain travel order amendments.
- Define blanket travel orders.
- Review DD Form 1610.
- Define invitational travel orders.

Module 3: Government Travel Charge Card and TDY Advances

- Define the policy for use of the GTCC by all federal government employees.
- Define the different types of GTCCs.
- List the types of expenses and circumstances when a contractor-issued travel card is used.
- List exemptions from the mandatory use of travel charge cards.
- Describe the regulations for travel advances and the expenses that are covered.

- Explain the four situations that allow travel advances for non-cash transaction expenses.

Module 4: TDY Per Diem Rules

- Explain and utilize the per diem rules for TDY travel.
- Describe the TDY rules and exceptions for CONUS and OCONUS travel.
- Evaluate travelers' claims for allowances and entitlements based on a wide variety of TDY travel circumstances.
- Calculate TDY travel entitlements for 24 hours or less.
- Calculate TDY travel entitlements for more than 24 hours.

Module 5: Transportation by Airplane

- Describe and explain the different modes of transportation.
- Identify and describe the three required categories for using airlines.
- Identify who may authorize/approve "other than economy/coach" accommodations.
- Describe coach-class service, and identify the requirements when business-class or first-class service is authorized.
- Describe U.S. Flag Air Carriers (flag air carrier or ship service), and identify the requirements when use of foreign air carrier or ship service can be authorized.
- Describe GSA city-pair airfares, and identify the requirements when non-city-pair airfares can be authorized.

Module 6: Transportation by Other Modes

- Describe and explain the different modes of transportation.
- Describe and explain the regulations governing the use of government conveyance on TDY.
- Describe and explain the regulations for special conveyances.
- Describe and explain the regulations for using a privately owned conveyance.
- Compute a traveler's privately owned conveyance mileage reimbursement.
- Calculate cost considerations for using a traveler's privately owned conveyance in lieu of a common carrier.

Module 7: Reimbursable Expenses

- Compute per diem allowances and reimbursable travel expenses for CONUS TDY travel.
- Compute per diem allowances and reimbursable travel expenses for OCONUS TDY travel.
- Compute per diem allowances and reimbursable travel expenses for mixed TDY CONUS/OCONUS travel.
- Compute reimbursable expenses allowances.

Module 8: Deductible Meals and Staying in Government Lodging

- Describe sources for deductible meals.
- Compute per diem allowances after subtracting deductible meals.
- Compute the incidental expenses when lodging is government quality.
- Compute the M&IE rate using the proportional meal rate.

Module 9: TDY Options and Exceptions

- Compute per diem allowances and reimbursable expenses when voluntary returns to PDS/residence occur on non-workdays.
- Compute per diem allowances and reimbursable returns to PDS/residence on a daily basis.
- Describe and explain how to use the International Date Line to interpret per diem allowances.
- Apply appropriate travel regulations when a TDY trip is canceled, curtailed, or interrupted.

Module 10: Conferences, Time and Leave Limits on TDY

- Describe reimbursable expenses for attendance at government sponsored and non-government sponsored conferences.
- Describe and explain the time limits for TDY periods.
- Describe and explain the effect of leave on per diem for Uniformed Members and for Civilian Employees.

Module 11: Actual Expense Allowance

- Define and explain an actual expense allowance.
- Compute the actual expense allowance for a TDY trip.
- Describe the TDY assignments that warrant an actual expense allowance.

Module 12: Emergency Travel While TDY

- Describe the official definition and conditions for emergency travel.
- Define family as used for emergency travel situations.
- List the allowable expenses payable to employees and their families as a result of emergency travel.
- Describe conditions when expenses for emergency travel are not allowable.