COURSE SYLLABUS

Travel Regulations for Non-Defense Agencies, FTR Course (TDY and PCS)

Learn federal travel rules governing both temporary duty (TDY) and permanent change of station (PCS) for civilian travel under FTR Chapters 300–304.

> 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-nondefense-agencies-ftr-tdy-and-pcs



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Course Outline

Module 1: Introduction to FTR

- Overview of the Federal Travel Regulation (FTR) and its application to non-defense agencies.
- Define key travel terms and entitlements under FTR.
- Explain the legal framework and authority of FTR policies.

Module 2: Service Agreements (PCS)

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

Module 3: Permanent Change of Station and PCS Orders

- Authorization and issuance process for PCS orders.
- Required documentation for PCS travel authorization.
- How PCS orders determine entitlements and allowances.

Module 4: PCS Per Diem and Travel Rules

- Per diem eligibility for PCS travel.
- Computation of allowable travel days and mileage.
- Special rules for dependent travel and transportation.

Module 5: House-Hunting Trips (HHT)

- Eligibility requirements and authorization process.
- Reimbursable expenses and duration limits.
- Rules for dependent participation.

Module 6: Temporary Quarters Subsistence Expenses (TQSE)

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

- Eligibility and allowable expenses for TQSE.
- Authorization and payment process.

Module 7: Allowances for Foreign OCONUS PCS

- Additional allowances for overseas assignments.
- Foreign transfer and separate maintenance allowances.
- Rules for transporting goods and dependents internationally.

Module 8: Household Goods Movement

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

Module 9: Household Goods Storage

- Differences between temporary and long-term storage.
- Authorization and reimbursement rules.
- Duration limits and cost restrictions.

Module 10: Mobile Home Allowances

- Eligibility for mobile home transportation reimbursement.
- Rates and cost limitations.
- Special considerations for OCONUS moves.

Module 11: POV Transportation

- Rules for shipping privately owned vehicles during PCS.
- Authorized shipment points and eligibility requirements.
- Reimbursement process and restrictions.

Module 12: Residence Transactions

- Reimbursement for selling and purchasing residences.
- Allowable closing costs and exclusions.
- Required documentation for claims.

Module 13: Miscellaneous Expense Allowances

- Types of allowable miscellaneous PCS expenses.
- Flat rate allowances and documentation needs.
- Exclusions and reimbursement limits.

Module 14: Relocation Income Tax Allowance

- Purpose and calculation of relocation tax allowances.
- Applicable tax rates and qualifying expenses.
- Procedures for payment and reporting.

Module 15: Temporary Change of Station (TCS)

- Definition and distinction from PCS.
- Eligibility requirements and allowable expenses.
- Return travel and allowances after TCS completion.

Module 16: TDY Travel Orders

- Purpose and required content of TDY orders.

- Authorization and documentation requirements.
- Procedures for modifying or amending orders.

Module 17: Government Travel Charge Card and TDY Advances

- Proper use of the Government Travel Charge Card (GTCC).
- Procedures for requesting TDY travel advances.
- Compliance rules and repayment obligations.

Module 18: TDY Per Diem Rules

- Eligibility and rate structures for TDY per diem.
- Computation of per diem for travel days and partial days.
- Special rules for extended TDY assignments.

Module 19: Transportation by Airplane

- Booking requirements and authorized carriers.
- City Pair Program and cost considerations.
- Policies on upgrades, baggage, and exceptions.

Module 20: Transportation by Other Modes

- Policies for rail, bus, rental car, and POV use during TDY.
- Reimbursement process for alternative modes.
- Restrictions and documentation requirements.

Module 21: Miscellaneous Expenses (TDY)

- List of reimbursable incidental and travel expenses.
- Documentation and justification standards.
- Common disallowed expenses.

Module 22: Deductible Meals and Staying in Government Lodging

- Rules for deducting meals provided by the government.
- Mandatory use of government lodging policies.
- Waivers and exceptions to lodging requirements.

Module 23: TDY Options and Exceptions

- Special TDY arrangements such as local travel and training assignments.
- Reduced reimbursement scenarios and alternate travel options.
- Approval requirements for exceptions.

Module 24: Conferences, Time, and Leave Limits on TDY

- Policies for travel to conferences and training events.
- Leave and time limitations for TDY assignments.
- Approvals for extended TDY stays.

Module 25: Actual Expense Allowance (AEA)

- Eligibility and approval process for AEA.
- Documentation for expenses exceeding per diem.
- Calculation and reimbursement process.

Module 26: Emergency Travel While TDY

- Procedures for authorizing emergency travel.

- Allowable expenses and eligibility requirements.
- Coordination with agency travel and finance offices.