

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 in Live Online and onsite training is 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.