

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

Master the Federal Travel Regulations (FTR) for temporary duty (TDY) travel, including allowances, reimbursements, and compliance for non-DoD agencies.

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-nonddefense-agencies-ftr-tdy-only>



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Course Outline

Module 1: Introduction to FTR

- Understand the purpose, structure, and legal authority of the Federal Travel Regulation (FTR).
- Learn how to navigate and apply FTR provisions for temporary duty (TDY) travel.
- Identify agency responsibilities for compliance with FTR policies.

Module 2: TDY Travel Orders

- Understand the requirements for authorizing and issuing TDY travel orders.
- Identify the information and approvals needed for valid orders.
- Apply rules for amendments and cancellations of TDY orders.

Module 3: Government Travel Charge Card and TDY Advances

- Understand policies for the mandatory use of the Government Travel Charge Card (GTCC).
- Learn procedures for obtaining and managing travel advances.
- Recognize responsibilities for card use, repayment, and accountability.

Module 4: TDY Per Diem Rules

- Calculate per diem allowances for lodging, meals, and incidental expenses (M&IE).
- Understand reductions, partial days, and special rate situations.
- Apply rules for foreign and CONUS per diem rates.

Module 5: Transportation by Airplane

- Apply FTR requirements for air travel reservations and ticketing.
- Understand mandatory use of contract city-pair fares and exceptions.
- Review policies for upgrades, class of service, and baggage fees.

Module 6: Transportation by Other Modes

- Understand rules for travel by train, bus, ship, and POV (Privately Owned Vehicle).

- Apply reimbursement policies for mileage, parking, and tolls.
- Review requirements for rental vehicles and non-air transportation contracts.

Module 7: Miscellaneous Expenses

- Identify allowable incidental and miscellaneous TDY expenses.
- Apply documentation requirements for reimbursement claims.
- Distinguish between reimbursable and non-reimbursable costs.

Module 8: Deductible Meals and Staying in Government Lodging

- Understand rules for reducing M&IE when meals are provided.
- Apply requirements for using government-provided lodging.
- Identify exceptions and special conditions for lodging policies.

Module 9: TDY Options and Exceptions

- Review available TDY travel options such as local travel or extended TDY.
- Apply rules for travel deviations and alternate travel arrangements.
- Understand circumstances where exceptions to standard policy may be approved.

Module 10: Conferences, Time, and Leave Limits on TDY

- Understand policies for attending conferences and training events under TDY.
- Apply rules for time limits and integrating leave into TDY travel.
- Recognize restrictions on combining personal and official travel.

Module 11: Actual Expense Allowance (AEA)

- Understand when AEA may be authorized and applicable limits.
- Apply procedures for requesting and justifying AEA.
- Document and claim allowable expenses under AEA provisions.

Module 12: Emergency Travel While TDY

- Identify rules for authorizing and funding emergency travel during TDY.
- Understand procedures for illness, injury, or family emergencies.
- Apply FTR policies for returning to duty or resuming TDY after emergencies.