



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 442D SIGNAL BATTALION  
FORT GORDON GEORGIA 30905

COMMAND POLICY LETTER

ATZH-LCB

3 June 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commander's Policy Memorandum #13 – Temporary Duty (TDY) Guidelines and Procedures

1. PURPOSE: This memorandum establishes policy for personnel traveling on temporary duty orders to include the proper usage of the government-issued travel credit card (i.e., Citibank Government Travel Card). The policy applies to all Soldiers and civilians assigned or attached to the 442d Signal Battalion.

2. The government-issued travel card is designed to support official government travel. When issued a card, cardholders assume the responsibility to use the card only for official government travel and to make payments in a timely manner. In order to ensure that they receive travel settlement payments in time, all TDY settlement claims will be submitted within five working days of the end of the TDY. Cardholders traveling over thirty days will submit interim settlement claims as necessary to ensure that they can make their government travel card payments as they are due. Cardholders who do not meet their financial obligations are subject to UCMJ or other administrative actions as determined by the commander.

a. The battalion provides over watch of the government travel program to ensure compliance with these cardholder responsibilities as follows:

i. The Battalion AOPC will maintain a roster (Name, Unit, Date of Issue) of all personnel who possess or have been issued a Government Travel Card within the 442d Signal Battalion. Every Soldier assigned to the Battalion will be issued a Government Travel Card.

ii. Each company commander will maintain a roster of cardholders within their organization. Units will update the Battalion AOPC on a monthly basis (not later than the 15th of each month).

iii. The Battalion AOPC will notify the Company Commander of any account delinquent over thirty days. The Company Commander will counsel the cardholder in writing on the delinquency and order the cardholder to make payment.

3. The following TDY procedures and guidelines are provided:

a. The Approving Authority for all government travel in the Battalion is the Battalion Executive Officer (XO). It is the responsibility of all traveler(s) to obtain approval for any government related travel prior to the start date of travel. All travelers will email the completed TDY Request Form (Enclosure 1) to the Procurement Manager and the Defense Travel System (DTS) Coordinator. Information must address the travel cost, projected travel itinerary and the funding source. If travel is funded by the 442d Signal Battalion, a purchase request must be submitted. If travel is funded by sources other than the 442d Signal Battalion, you must provide

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Point of Contact (POC) information for the paying organization and a purchase request must be submitted. If applicable, traveler(s) must also provide copies of a signed/approved Standard Form 182, Certification for Reimbursement.

- b. All TDY travel requests must be fully approved four weeks prior to the start of travel.
- c. All approved TDY must be entered by the traveler(s) into the DTS.
- d. No vehicle upgrades from compact car are allowed. The exception is if there are two or more travelers going to the same destination.
- e. Official TDY travelers from the 442d Signal Battalion are authorized to do automatic teller machine cash advance withdrawals of only \$200 for each week of TDY, not to exceed \$500 for the duration of the TDY. Any amount above these limits must be approved Battalion XO by calling (706) 791-2516.
- f. All travelers must first check at the Military Lodging Facility at the TDY installation/base before making lodging arrangements with other facilities. If lodging is not available, the traveler will obtain a statement of non-availability to submit with the lodging receipt when completing the travel voucher.
- g. Normally in and around mileage is not authorized if using 442d Signal Battalion funding. Other funding may provide for in and around mileage and the traveler should obtain permission from the funding source. If 442d Signal Battalion funding is the source, personnel are authorized to request consideration by the Battalion XO for in and around mileage at the TDY location not to exceed 10 miles per day IAW joint travel regulations.
- h. When claiming in/around mileage, the traveler will submit an in/around mileage log and Google® map showing mileage from off post hotel to training site. In/around mileage can only be claimed by Soldiers having to reside off post due to unavailability at Military Lodging Facility.
- i. The request for this authorization should be made with the initial request to perform the TDY. The reason for in and around mileage must be fully justified by the traveler. A short paragraph with the justification is sufficient. The Battalion XO will consider each request individually.
- j. Supervisors will review the request for TDY travel and provide their recommendation for three areas: first, the travel itself; second, in and around mileage and third other expenses associated with the travel (i.e. internet access).
- k. Supervisor's approval is required on all internet access requests. Traveler will annotate in the remarks section of the TDY travel form that he/she has supervisor's approval. If the remarks section does not contain supervisor approval then internet access charges will be charged to the traveler. (Travelers must make an effort to use a hotel that offers free internet

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service. If there is a cost of the internet service, the service must be for official government use with a government issued device not a personal device).

l. Travelers that use their POV are financially responsible for all incidents/accidents that occur along the TDY route. The 442d Signal Battalion is not responsible for reimbursing travelers if for any reason they are required to obtain a rental car or repair a vehicle.

m. Fuel cost when using your POV is authorized on your government travel card. POV travelers driving their own vehicle receive a standard POV mileage rate and will not be reimbursed for fuel cost associated with the TDY. If you have a rental car, you are authorized to charge fuel to be used for official travel, not personal travel.

n. POV travelers driving over 450 miles can receive hotel reimbursement for trips made within two days. Travelers will not receive reimbursement if they choose to make the trip in one day.

o. Personnel travelling via air and will be away greater than seven days should use a taxi, Battalion Staff Duty, or personal friend to drop them off at the Airport. DTS only authorizes \$75.00 in expenses and parking a POV at the airport for more than three days will incur an expense greater than authorized for reimbursement.

p. All 442d permanent party personnel will be required to have a Government issued travel credit card when traveling TDY. Government issued travel credit cards will be used for official expenses only such as lodging, meals or transportation.

q. Upon returning all travelers must file a travel voucher within five calendar days of the return date. All receipts will be uploaded into DTS to include airfare, hotel, rental car, rental car gas, etc.

4. EFFECTIVE DATE: This policy replaces Commander's Policy Memorandum #13, dated 9 January 2014.

*Ready Rapid Reliable*

**//ORIGINAL SIGNED//**

ERIC A. ANDERSON

LTC, SC

Commanding

DISTRIBUTION:

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