

USFK REGULATION 37-1

FINANCIAL ADMINISTRATION (37)

Travel Policies and Procedures

26 August 1999

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HEADQUARTERS
UNITED STATES FORCES, KOREA
UNIT #15237
APO AP 96205-0010

USFK Regulation
No. 37-1

26 August 1999

(Effective: 1 September 1999)
Financial Administration

TRAVEL POLICIES AND PROCEDURES

SUPPLEMENTATION. Supplementation of this regulation and issuance of command and local forms by subordinate commands is prohibited unless prior approval is obtained from the 175th Finance Command (FINCOM), ATTN: EAFC-FP, Unit #15300, APO AP 96205-0073.

INTERNAL CONTROL PROCESS. This regulation does not contain management control provisions.

1. **PURPOSE.** This regulation establishes guidance, procedures, and policies for the control and administration of official Government travel by uniformed members and civilian employees assigned to the United States Forces, Korea (USFK).

2. **APPLICABILITY.** This regulation applies to personnel of the Department of Defense (DOD), component services, and other United States (U.S.) and non-U.S. citizens under DOD USFK sponsorship who are conducting official travel to/in/from USFK.

3. **REFERENCES.**

a. The following are required publications:

- (1) DOD 4500.9-R (Defense Transportation Regulation). Cited in paragraph 5d(5).
- (2) DOD 5500.7-R (Joint Ethics Regulation). Cited in paragraph 5b(6).
- (3) Joint Federal Travel Regulation, Volumes I and II. Cited in subparagraphs 6d(10) and 6d(11).

b. The following are related publications:

- (1) AFI 37-128 (Administrative Orders).
- (2) AFI 65-103 (Temporary Duty Orders).
- (3) AR 600-8-105 (Military Orders).
- (4) Defense Finance and Accounting Service - Indianapolis Regulation 37-1 (Finance and Accounting Policy Implementation).

***This regulation supersedes USFK Reg 37-106, dated 3 December 1996.**

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- (5) Naval Travel Instruction.
- (6) USFK Reg 10-2 (Installation and Base Operations).
- (7) USFK Reg 37-4 (Per Diem for Korean National Travelers).

4. ABBREVIATIONS AND TERMS. Abbreviations and terms used in this regulation are explained in the glossary.

5. RESPONSIBILITIES.

a. The 175th FINCOM will promulgate the travel policies outlined in this regulation. To ensure the needs and requirements of the Services are considered and balanced with the intent of this policy, the Commander, 175th Finance Command, as the USFK, Staff Finance and Accounting Officer, will chair the permanent Travel Policy Committee (TPC).

(1) The TPC is the USFK tool to effectively update, coordinate, and disseminate theater travel policy changes. The TPC will recommend changes to this policy and USFK travel procedures when appropriate.

(2) The TPC will meet annually or more frequently as needed and called by the Chair. When the TPC is called, organizations with interest in the proceedings may make arrangements with the 175th FINCOM to participate directly or by written comment.

(3) The TPC is composed of ten voting members and two nonvoting member. Minimum rank/grade for each of the voting members is O-5, GS-12, or above.

- (a) FKFC -- Chairperson.
- (b) FKJ1 -- Travel order oversight and per diem rates.
- (c) FKJ4 -- Transportation oversight.
- (d) Command Surgeon -- Medical travel.
- (e) FKRM -- Budget oversight.
- (f) ACC -- Air Force representative.
- (g) CNFK -- Navy representative.
- (h) MARFORK -- Marine representative.
- (i) CTO -- Contract travel.
- (j) EUSA-IG -- Guidance.
- (k) 19th TAACOM -- Transportation advisor (non-voting).

(l) FKJA -- Advisor (non-voting).

b. Component Commanders, Primary and Special Staff Officers are the key to assuring productive travel. Senior leaders must be involved with the expenditure of USFK travel funds. Particular attention is warranted in the following travel areas. Senior leaders will--

(1) Limit the use of blanket and repeated travel orders. Only an O-6, civilian equivalent or above, in the chain of command or designated by the commander, may approve a blanket or repeated travel order. The normal approving official of Temporary Duty/Temporary Additional Duty (TDY/TAD) orders may not approve his/her own blanket or repeated TDY/TAD order. General/flag officers are exempt.

(2) Limit the number of travelers, including invited contractors, that attend conferences and meetings.

(3) Use group travel orders when three or more travelers are going on the same TDY/TAD mission, whenever possible (e.g., deployment to field training locations or to service schools such as Army Primary Leadership Development Course).

(4) Limit over-the-weekend, in-country TDY/TAD. When in-country TDY/TAD is longer than one week, require the traveler return to his/her permanent duty station for the weekend if it is cost effective. Approve in-country weekend and holiday travel only on an exception basis.

(5) Consider attaching or reassigning soldiers that have continuing medical treatments to the Yongsan area.

(6) Ensure compliance with DOD 5500.7-R and other applicable regulations for travel to non-official functions. Grant permissive TDY/TAD rather than normal TDY/TAD, if appropriate.

(7) Ensure orders approving and reviewing officials know and understand their responsibilities.

(8) Consider retainability, frequency of travel, and equity, especially with regard to continuing education conferences. Encourage travelers to file trip reports and post those of command wide interest on electronic bulletin boards and the USFK worldwide web site, or route them through appropriate distribution channels.

c. The Budget Analyst in the servicing resource management (RM) office will--

(1) Obtain written justification with the DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel), for orders that authorize variations in travel.

(2) Ensure the remarks block of the travel order contains an imperative statement that the traveler will provide the funding resource manager a copy of the payment voucher.

(3) File travel orders in accordance with (IAW) the Modern Army Recordkeeping System or Service equivalent. Use travel vouchers to reconcile with accounting data recorded in Standard Finance System and ensure prompt deobligation of any outstanding obligations remaining after final voucher payment, then destroy. Review vouchers randomly for correctness.

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d. The Staff Finance Officer will--

- (1) Comply with and enforce Federal and DOD travel rules, regulations, and procedures.
- (2) Ensure that travel clerks are trained in USFK travel policies.
- (3) Review and pay vouchers, including DD Form 1351-2 (Travel Voucher or Subvoucher) and SF 1164 (Claim for Reimbursement for Expenditures on Official Business). Return all questionable vouchers to commanders.
- (4) Review and recommend policy changes on travel pay and per diem to the TPC.
- (5) Ensure traveler provides a receipt or stamped airline ticket that shows the cost of any airline ticket purchased with personal funds or with cash advance. IAW DOD 4500.9-R, all tickets must be purchased from the Commercial Travel Office (CTO).

e. The FKJ1 will periodically review the per diem rates and initiate changes via Department of State, as appropriate.

f. The Command Surgeon will--

- (1) Schedule medical appointments for patients outside the Seoul commuting area to accommodate 1-day travel. Educate the medical staff to ask the patient(s) location and the time required to commute to Yongsan Garrison.
- (2) Identify to commanders, those patients who are medical candidates for possible reassignment to the Yongsan Garrison commuting area, because of long term medical treatment.

6. POLICIES.

a. Rising in-theater travel costs, combined with diminishing resources, is an inverse trend which demands attention. Leaders must carefully manage travel and reduce travel expenditures whenever and wherever possible.

b. The policies contained in this regulation are intended to assist leaders in managing their travel programs. Costly and poorly managed travel creates vulnerabilities and exposes the command to unfavorable public scrutiny. The USFK must maximize the opportunities in each TDY/TAD mission we perform, while minimizing the cost. Commanders and senior leaders should consider the impact of any travel decision when deviating from the specific language of this policy directive. A justification statement must be prepared that considers the impact of the deviation on mission requirements and travel resources. This justification statement should be attached to the DD Form 1610. These policies are not meant to limit service and/or organizational travel actions, but rather to enhance overall joint mission performance.

c. Travel within local travel areas (LTAs) does not require a TDY/TAD order except when travel is arranged through the CTO or Rail Travel Office for rail or Government air. Per diem will not be paid for TDY/TAD in LTAs unless the traveler is required to stay overnight. A TDY/TAD

order is required, if an overnight stay occurs, to confirm the directive to travel and per diem entitlements. Local travelers may use SF 1164 to claim reimbursable expenses instead of DD Form 1351-2. Applicable LTAs for USFK are listed below.

(1) All Area I, (except Camp Page, Camp Eagle, Camp Long, and Hwaaksan), and Area II.

(2) Camp Humphreys, Suwon Air Base, Osan Air Base, and Area II.

(3) Camp Carroll and Taegu.

(4) Chinhae, Kimhae, and Pusan.

(5) Camp Page, Camp Eagle, and Camp Long, and Hwaaksan.

d. Travelers must take advantage of the cost effective options that are available to them but often are not used. Consider the use of military vehicles first. Additionally, travelers have a variety of ways to travel at minimum expense.

(1) Travelers should use commercial buses (on-post to on-post) for shorter trips.

(2) Travelers should use commercial rail tickets provided by the local transportation office for longer trips. Otherwise, reimbursement to the traveler who purchases his or her own rail transportation tickets will come from the unit's appropriated funds.

(3) Travelers are expected to use Government air where available. Travelers will use Government Transportation Requests for commercial air sparingly, only when mission essential. Normally, travelers will not use personally procured commercial air for in-country travel. When an employee opts to travel by an indirect route while on official travel, the employee will bear the additional expense, if any.

(4) All official travel on scheduled commercial airlines will be coach-class. Routine official travel in business-class or other premium seating is prohibited. On flights where the total travel time exceeds 14 hours, travelers must ascertain travel requirements and schedule coach-class accommodations in sufficient time to allow for authorized rest stops enroute or at destination. However, travel approving officials may authorize business-class or equivalent premium class travel on flights in excess of 14 hours, when it is confirmed that the traveler's schedule cannot be changed to allow adequate rest enroute or at destination before beginning performance of duty. Business-class or equivalent seating will not be authorized simply because the total flight time exceeds 14 hours.

(5) Travel approving officials may also approve business-class or equivalent premium class travel to accommodate security requirements for protective details or couriers, to protect the life of the traveling Government employee, or to meet the need of a disabled employee if a competent medical authority certifies the requirement.

(6) Only travel approving officials may approve use of business-class or equivalent premium seating for early or delayed return from TDY/TAD will not be approved unless one or both of the following conditions, as applicable, are met:

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(a) There is no other regularly scheduled air service available and the only remaining seats are in business or equivalent class.

(b) An earlier return, considering the added transportation cost and reduced per diem, does not result in an overall cost increase to the Government.

(7) The DOD personnel may accept no-cost travel upgrades if they are generally available to the public, provided the upgrade was unsolicited, was not based on the individuals rank, and was offered without the airline knowing the traveler was a Government employee. This is to preclude the perception that the upgrade was offered due to the traveler's affiliation with the Government.

(8) Frequent flier miles (FFM) earned from official travel, to include those earned by family members, are the property of the Government. Therefore, the first priority for the use of FFM will be to defray the Service's cost for other official travel requirements (e.g. other airline travel, rental cars, lodging, etc.). However, they may be used to procure accommodation upgrades except to First Class.

(9) When traveling overseas on official TDY/TAD, four-star and three-star general/flag officers are authorized to travel business class or equivalent premium class. This authorization extends to the officer only and does not authorize the officer to fly in a first-class status.

(10) Under normal circumstances, travelers may not use privately owned vehicles (POV) except when POV travel is more advantageous to the Government. Reimbursement for POV travel is limited to the cost of a common carrier or mileage rate as established by the JTR, whichever is lower, as clearly marked on the DD Form 1610.

(11) Travelers are expected to stay in hotels that are within the JTR allowable rate, IAW JTR paragraph C1058, Exercise of Prudence in Travel.

e. Authorizing officials should ensure that DD Form 1610's are properly annotated for approved leave taken in conjunction with TDY/TAD and leave forms are completed in advance. A copy of the leave form must be submitted with the travel voucher for Army military and civilian travelers.

f. There are many existing checks and balances in the TDY/TAD travel process. Key appointed officials are the most important organizational check. IAW service practices, their duties are separated according to the following:

(1) Requesting Official. An individual with knowledge of the need for travel. It may be the traveler, the supervisor, an informed agent of the organization, or the approving official.

(2) Approving Official. A knowledgeable individual in travel matters, appointed in writing. A traveler may request but may not approve his/her own travel. An approving official may not perform fund certifying official duties.

(3) Fund Certifying Official. An individual with organizational RM responsibilities, appointed in writing. The fund certifying official may not perform approving official duties.

(4) Order Authorizing Official. An individual required to number and give final approval to orders, appointed in writing. This official may be the Fund Certifying Official.

(5) Reviewing Official. A person who reviews a travel settlement voucher for accuracy and integrity prior to submission to the appropriate finance office. The traveler's supervisor, requesting official, approving official or fund certifying official, must conduct the voucher review. The reviewing official will print "reviewed by," his/her signature block, date, and sign their name in the top right hand corner of the DD Form 1351-2.

g. Authorizing officials should consider the cost of travel affected by use of Government dining facilities, Government lodging, rental cars, and approved variations in travel.

h. Organizations that sponsor or schedule conferences must consider the locations, distances, and routine transportation methods available to the inbound participants. Consider the impact on overall resources.

(1) Conduct conferences in lower per diem localities when cost effective. Program mid-morning start times and mid-afternoon ending times to permit one-day travel to and from a conference.

(2) For multi-day conferences, training permitting, avoid early Monday starts or late Friday wrap-ups. Early in the conference planning process, book sufficient rooms on base to accommodate those travelers requiring lodging to participate.

(3) Avoid planning annually or other regularly occurring conferences during the peak summer turnover months, thereby increasing the likelihood of on-base billeting for out-of-town conference attendees.

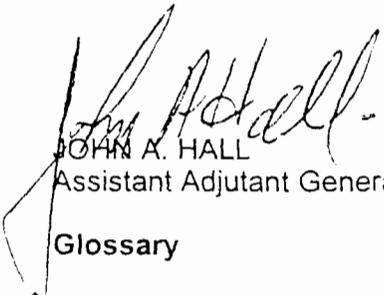
i. Official travel orders for Korean National civilian employees or invitational travel orders for Republic of Korea military and Korean Augmentation to United States Army personnel, may be issued. Western-style lodging facilities may be authorized in the travel orders when the accomplishment of the mission requires it.

j. All authorized military and U.S. civilian personnel permanently assigned to USFK activities will use the NationsBank Government Travel Charge Card to obtain cash advances and to charge expenses in conjunction with official travel. Use of the travel charge card for any other purpose is strictly prohibited. Travel orders must identify if the traveler is a non - NationsBank cardholder.

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Users are invited to send comments and suggested improvements on DA Form 2028, (Recommended Changes to Publications and Blank Forms) to the Commander, 175th Finance Command, ATTN: EAFC-FP, Unit #15300, APO AP 96205-0073.

FOR THE COMMANDER:


JOHN A. HALL
Assistant Adjutant General

Glossary

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OFFICIAL:
DANIEL J. PETROSKY
Lieutenant General, USA
Chief of Staff

GLOSSARY

Section I. ABBREVIATIONS

CTO	Commercial Travel Office
DOD	Department of Defense
FINCOM	Finance Command
FFM	Frequent Flier Miles
GTRs	Government Transportation Requests
IAW	In Accordance With
LTAs	Local Travel Areas
PDS	Permanent Duty Station
POV(s)	Privately Owned Vehicle(s)
RM	Resource Management
TAD	Temporary Additional Duty
TDY	Temporary Duty
TPC	Travel Policy Committee
U.S.	United States (of America)
USFK	United States Forces, Korea

Section II. TERMS

Local travel area. Separate cities, towns, or installations adjacent to or close to each other within which the commuting public travels during normal business hours on a daily basis.

Official travel. Authorized travel and assignment solely in connection with business of the DOD or the Government.