E-PME *Enlisted* PROFESSIONAL MILITARY EDUCATION

Official Travel 4.D.02

Learning Objective(s): DESCRIBE your responsibilities in conjunction with official travel.

Why You Need to Know This

In the course of performing your Coast Guard duties you will be required to travel for the purposes of transfer, training, or temporary duty. As a Coast Guard member and custodian of the public's trust, you will be expected to exercise the same care in incurring expenses that a person would when traveling on personal business. When you are required to travel, you will be reimbursed for expenses essential to the transaction of official business. It is import for you to realize that not all expenses incurred while traveling are considered necessary; therefore it is your responsibility to understand and comply with all applicable Federal travel regulations prior to making your travel plans.

This lesson will provide you with the information you will need to know in regards to your responsibilities in conjunction with official travel.

Topics Covered

This section will cover the following topics:

- Types of Travel
- Permanent Change of Station (PCS)
- PCS Pre Travel
- PCS Departing Worksheet
- Departing Temporary Duty (TDY) or PCS/TEMDUINS to "A" School Worksheet in conjunction with PCS
- PCS Entitlements
- Dislocation Allowance (DLA)
- Travel Time
- Per Diem
- Monetary Allowance In Lieu of Transportation (MALT)
- Temporary Lodging Expenses (TLE)
- Executing PCS Orders
- PCS Post Travel
- Temporary Duty (TDY)
- TDY Pre Travel
- TDY Travel Request Worksheet
- Mode of Transportation
- Quarters and Messing
- Executing TDY Orders
- TDY Post Travel
- Travel Payments
- Audits

Topics Covered (Continued)

At the end of this lesson you will be required to participate in a learning activity. You are encouraged to first review the learning activity and the sign off requirements located in the "**You and Your Supervisor**" section of this lesson. Reviewing this information before you begin the lesson will allow you to take proper notes and focus on key learning points

Types of Travel

The rules and regulations governing official travel are contained in the **Joint Federal Travel Regulations (JTFR)**. The two types of travel discussed in this lesson include:

- Permanent Change of Station (PCS)
- Temporary Duty (TDY)

It is import to understand that PCS and TDY travel are different and that the rules and rates in regards to travel preparation, entitlements, and claim reimbursement will vary accordingly.

Permanent Change of Station (PCS)

Permanent Change of Station (PCS) involves assignment, detail or transfer of a member to a different unit under orders that do not specify the duty as temporary nor provide for further assignment to a new Permanent Duty Station (PDS), or direct return to the old PDS.

To help Coast Guard members defray the costs incurred with this type of move, specific transportation and/or allowance entitlements are provided to transport the member, their dependents, vehicles, and household goods.

The effective date of orders (EDO) is used as the base for calculating PCS entitlements and allowances. The number of dependents, amount of household goods, and number of privately-owned vehicles (POV) prior to the EDO are used for the calculation.

PCS Pre Travel

Official PCS travel orders are based on transfer orders completed by the local Personnel Service Center or other sanctioned authority. Transfer orders constitute the basic authority for a command to issue travel orders.

Upon receipt of transfer orders, it is the member's responsibility to contact their local travel and personnel office to complete their departing worksheet.

PCS Pre Travel (Continued)

When requesting travel orders (PCS, TDY or PSC/TEMDUINS), the two forms required are:

- PCS Departing/Separation worksheet CG-2000
- Departing TDY or PCS/Temduins to “A” school worksheet CG-2001 (03-10)

Any questions about completing these worksheets should be directed to the unit yeoman or servicing personnel office.

PCS Departing or Separation Worksheet CG-2000

The PCS Departing Worksheet identifies specific requests in support of transfer orders, i.e. leave in conjunction to travel, travel or pay advances, dislocation allowance (DLA), and other entitlements described later in this lesson. Completing the PCS Departing Worksheet allows the member to provide input on how they would like to travel to their new PDS.

Departing TDY or PCS/TEMDUINS to “A” School Worksheet CG-2001

Departing TDY or PCS/TEMDUINS to “A” School Worksheet is used to verify a member’s eligibility for transfer to attend Class “A School”. There is a section for the unit to complete, and also a section that must be completed by the Servicing Personnel Office (SPO). This worksheet must be complete in addition to the PCS Departing Worksheet for those members departing to attend Class “A” School. When traveling to Class A School, a member’s orders may be either PCS or TDY, depending on the length of the school, and if they have dependents.

PCS Entitlements

In conjunction with PCS travel, a member may be eligible for specific allowances and entitlements to assist in the transportation of their family members and house hold goods. These allowances and entitlements include:

- Dislocation Allowance (DLA)
- Travel Time
- Per Diem
- Monetary Allowance in lieu of transportation (MALT)
- Temporary Lodging Allowance (TLE)

Dislocation Allowance (DLA)

DLA is intended to offset the added expenses incurred when transferring a member's family to or from non-government quarters. For members **with dependents**, DLA is payable only when a member's dependents relocate as well, otherwise, it is payable at the **without dependents** rate only if government quarters are not assigned at the member's new unit.

For members without dependents, DLA will ONLY be authorized if upon arrival at the new PDS, the member is released from government quarters to live on the economy.

Travel Time

Depending on the mode of travel selected, members may be entitled to travel time which will not be counted against their leave.

If traveling by:	**Then a member shall be authorized:**
Air	One travel day
Privately-owned vehicle	One travel day for each 350 miles driven. **Note:** If the remainder of the total miles driven exceeds 51 miles, add one more day. For instance, if the official mileage from a member's old Duty Station to their new Duty Station is 750 miles, they would be entitled to: 750/350 = 2 full days, with 50 miles left over which would authorize the traveler two days of travel. If the official mileage were 751 instead of 750 the member would be authorized one additional day of travel which would make it three travel days.

Per Diem

The term per diem refers is a daily amount of funds authorized to meet lodging and subsistence expenses while traveling. The amount of per diem a member may be entitled to will vary based on whether they are traveling alone, or if they are traveling with their dependents. The computation is based on the Standard Continental US or CONUS per diem rate, which changes over time.

For each:	**The percent of the CONUS per diem rate will be:**
Member	100%
Dependent over 12 years old	75%
Dependent under 12 years old	50%

Monetary Allowance in Lieu of Transportation (MALT)

The acronym MALT refers to the amount payable to members who drive their own vehicles from their old duty station to their new duty station. It is payable per mile on a rate established by the JFTR. This rate changes each year, for current rates contact your local travel office or view the following link: DOD Mileage Rates.

To understand the advantages and limitations of this allowance, members are strongly encouraged to contact their local travel office prior to making their travel plans to discuss their specific circumstances.

Temporary Lodging Expense (TLE)

TLE may be authorized when a member's dependents occupy temporary lodging due to PCS transfer. The amount of TLE allowed is based on the local per diem rate and the number of travelers occupying the temporary lodging. TLE is used to partially offset the lodging and meal expenses incurred. A member transferring from CONUS to CONUS may be authorized up to 10 days of TLE, while a member traveling from CONUS to a unit Outside the Continental US or OCONUS shall be authorized 5 days. TLE is payable:

- Before departing the old duty station
- After arriving at the new duty station
- When house hunting is performed after a member completes their PCS travel, i.e. after arrival at the new duty station
- While awaiting government quarters assignment or while completing arrangements to live on the economy if government quarters are not available

Temporary Lodging Expense (TLE) (Continued)

TLE may not provide full reimbursement for the cost of temporary lodging. Prior to traveling, members should contact their travel office to get the latest TLE rates, so they do not unintentionally spend more than they will be reimbursed.

SPECIAL NOTE: ALL TLE receipts <u>must be</u> retained to receive reimbursement.

Executing PCS Orders

When executing travel, a member must follow their orders as authorized by their command or authorizing official. If a member alters their travel plans from what has been authorized by their command, the member runs the risk that they may not be compensated or reimbursed for those changes. If a member needs to amend their travel plans they should first contact their previous command, or notify their new personnel office upon arrival to explain why it was necessary to deviate from their authorized travel orders and to request their travel orders be amended to reflect any changes that may have occurred while on en route.

IMPORTANT NOTE: If a member gets married, has a baby, buys a car, or acquires household goods after executing PCS orders the member shall not be entitled to reimbursement for these expenses incurred.

For example, PO Greene gets married after departing his unit under PCS orders. He drives to his new PDS and would like add his new spouse onto his travel claim. Sadly, PO Greene learns he will NOT be reimbursed for expenses incurred by his spouse since she became his dependent after he executed his orders.

PCS Post Travel

To receive reimbursement for PCS travel the member must complete a DD Form 1351-2, Travel Voucher and submit it to their servicing admin office. The DD Form 1351-2 requires specific information regarding the member's travel itinerary and house hold move and must be accompanied by receipts: The member should work closely with their local yeoman to ensure the following items have been properly completed and included with their travel claim.

- DD Form 1351-2
- Original orders and/or any amendments
- Receipts for lodging and all expense exceeding $75.00

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PCS Post Travel (Continued)

Once completed and signed, the yeoman will submit the following items to Pay and Personnel Center (PPC):

- DD-1351-2 (ver. Mar 2008) and any continuations sheets
- Original orders
- Any amendments to orders (originals)
- Receipts associated with TLE
- Receipts for items over $75
- Itinerary for Alaska Marine Highway System or airline tickets, even if charged to the Coast Guard

IMPORTANT NOTE: Before the yeoman submits the member's travel claim to PPC, the member should make a copy of all the documents listed above and keep them on file in the event their claim is later audited, lost or mishandled.

Temporary Duty (TDY)

Temporary Duty Assignment (TDY), also known as Temporary Additional Duty (TAD), refers to a travel assignment at one or more locations other than the member's permanent duty station. TDY assignments are generally short in terms of duration and usually involve the member's attendance at events such as:

- Job-related training (most "A" & "C" schools)
- Temporary off-site work assignments
- Official government business meetings and gatherings
- Professional conferences and seminars

Like PCS transfers, a member's TDY orders establish the conditions for official travel and transportation for temporary duty and provide the basis for traveler entitlement and reimbursement. All required information for travel and reimbursement purposes should be clearly stated on the member's orders, if not; they should contact their local travel office or yeoman prior to traveling or making travel arrangements.

TDY Pre travel

Upon notification of TDY assignment it is the member's responsibility to follow command guidelines for requesting travel orders. The member will need to contact their local travel office or personnel office to complete their departing worksheet.

When requesting travel orders (TDY or PSC/TEMDUINS), the two forms required are:

- Departing TDY or PCS/Temduins to "A" school worksheet CG-2001 (03-10)
- TDY Travel Request worksheet CG-2070

Any questions about completing these worksheets should be directed to the unit yeoman or servicing personnel office

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TDY Travel Request Worksheet CG-2070

Similar to the PCS worksheet, the TDY worksheets identifies specific information in support of the temporary assignment. This information includes the following:

- Purpose for travel
- Date and duration of travel
- Mode of travel
- Estimate travel costs (e.g.: transportation, lodging, meal, and incidental expenses)
- The type of quarters and messing directed
- Request for travel advances
- Request for leave in conjunction with TDY orders

Unlike the PCS Departing Worksheet, the TDY workshop does allow the member to list their dependents. For TDY travel dependents are not authorized to travel with the member. If they do, the member may not file a travel claim, and will not be reimbursed, for their dependent's travel expenses.

Mode of Transportation

The established modes of transportation for TDY travel include:

- **Government Vehicle:** Government Conveyance would be a Government Vehicle or other type of government-owned mode of transportation.

- **Privately Owned Conveyance (POC):** For POC travel, if it's deemed more advantageous for the government to compensate the member for driving their privately-owned vehicle rather than flying, the member will be compensated per mile of travel in an amount set by the Department of Defense through the Joint Federal Travel Regulations. The rate changes each year, for current rates contact your travel office, or go to DOD Mileage Rates. The amount authorized for mileage will not exceed the cost of government procured transportation, i.e. airline ticket.

- **Commercial Air:** Traveling by this mode requires the member to contact the Coast Guard's contracted travel agency (SATO) to make their travel arrangements and to purchase their tickets.

- **Government Procured Transportation:** When this mode of travel is directed, the member is provided with a ticket (airline, train, bus. ect…) which has been purchased by Government. As a result the member will not be allow to claim reimbursement for the expenses involved in this purchase.

Quarters and Messing

Whenever possible, government quarters and messing should be utilized when traveling TDY. If government quarters and messing are not available, and the member has been authorized commercial quarters, they will be entitled to reimbursement for lodging and meals based on the current per diem rate for their TDY location. When Government quarters and messing are available the member will only be reimbursed for the cost of the quarters and an incidental rate for messing that is much lower than the full locality per diem.

Executing TDY Orders

Similar to PCS travel, when executing TDY orders a member must follow their orders as authorized by their command or authorizing official. If a member alters their travel plans from what has been authorized by their command, the member runs the risk that they may not be compensated or reimbursed for those changes. If a member needs to amend their travel plans they should first contact their local travel authority.

TDY Post Travel

When members travel TDY, they are required to submit a travel claim within three working days. TDY travel claims are completed and processed using the Travel Preparation and Examination System also known as T-PAX. A member must be connected to the Coast Guard Data Network (CGDN) to access T-PAX. It is NOT an internet accessible application.

Note: *Members using T-PAX for the first time should consult the PPC's T-PAX user guide (link found at the end of this lesson) or contact their local yeoman or the Authorizing Official (AO) for assistance*.

Once a member's travel claim has been completed in TPAX the member will be directed (electronically) to their local AO. While most information will be entered directly into T-PAX, travel-related documentation will need to be submitted in hardcopy to the local AO.

Travel related documentation includes:

- A copy of the completed DD-1351-2 (ver. Mar 2008) and any continuations sheets (printed from TPAX)
- Original orders
- Any amendments to orders (originals)
- Receipts for lodging and all items over $75

Once this documentation has been reviewed and approved by the AO the member's claim will be forwarded to PPC for further processing and payment. Members need to keep all orders, travel claims and required receipts for 6 years, 3 months in the event that their travel claim may be subject to an audit.

Travel Payments

Normally reimbursement for travel will be made by Direct Deposit to the same account in which the member receives their pay. Should a member owe money for a travel claim, (most likely due to taking an advance and not using it, or traveling by alternate means) their travel claim will be sent to Pay & Personnel Center (PPC). In the event the PPC determines the member was overpaid, the PPC will send an indebtedness letter to the member instructing them on how they can repay the overpaid amount. If the member fails to act on these instructions, the PPC will deduct the overpayment directly from the member's pay.

Audits

The PPC randomly audits of any travel claim submitted for reimbursement. Should this happen, the member will receive a letter or email requesting all documentation in conjunction with their travel. It is very important that the member follow the directions contained in this notification and reply within the requested time frame.

If the member fails to validate an item on their travel claim, the PPC will once again determine if an overpayment has occurred and proceed with the steps mention in the previous paragraph.

Learning Activity

To successfully complete this requirement you will need to discuss with your supervisor your responsibilities in conjunction with official travel. This discussion should center on understanding your responsibilities for a pending PCS or TDY travel.

For You and Your Supervisor

In order to meet the sign-off requirement for this lesson **YOU** must perform the following:

1. Prior to meeting with your supervisor review the contents of this lesson and organize your thoughts.
2. Discuss your chosen topic.

Before signing off on this requirement your **SUPERVISOR** must:

1. Make sure the member comprehends the limitations on the personal use of Government directed official travel
2. Provide the member with corrective feedback and answer any questions they may have related to this topic.
3. Sign-off the check-off sheet on the Record of Enlisted Professional Military Education (E-PME) Performance Requirements.

References

The references used to develop this lesson can be found at CG Directives (CG-612), www.uscg.mil/directives:

- Coast Guard Personnel Manual, COMDTINST M1000.6A

The following reference can be found on the PPC Homepage at:

- PPC's Official T-PAX Website
- Personnel and Pay Procedures Manual, PPCINST M1000.2A