

Joint Federal Travel Regulations – Volume 1
Temporary Duty Travel

(SAID:45300)

DATE/TIME:	28 – 30 March 05 (0800-1600)
COST:	\$450 per person
DESPCRPTION:	This course teaches students to understand temporary duty travel allowances and responsibilities who are <u>uniform members</u> for the Department of Defense. This course provides in-depth instructions on how to complete temporary duty travel and transportation allowances consistent with the current governing Joint Federal Travel Regulations (JFTR) and applicable decisions of the Comptroller General of the United States and the Claims Appeals Board, DOD Hearing s and Appeals. Class exercises will cover all of the applicable entitlement areas.
ELIGIBILITY:	This course is designed for and will be of vital interest to all personnel involved in authorizing, approving, processing, auditing, and paying temporary duty (TDY) travel claims and those involved in issuing TDY orders.
VENDOR:	Ed Dappen 464 Woodland Drive, Zwolle, Louisiana 71486-3972 Please put vender's name and mailing address on DD 1556, Block 19a & b.
LOCATION:	Yokosuka Naval Base (The classroom will be determined later.)
POC:	Commander U.S. Naval Force, Japan (CNFJ), Regional Training Office (RTO) N114 at 243-8182
NOMINATION PROCEDURES:	Submit DD 1556 via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 NLT 21 Jan 05 . <u>Payment method for the course is a DD form 1556 with a line of accounting.</u> Payment by a credit card will not be accepted.
NOTE:	Cancellation after deadline date are liable for payment.