

## Joint Travel Regulations (Vol 2) TDY/PCS

<b>DATE/TIME:</b>	<b>7 – 10 February 05</b> (0800-1600)
<b>COST:</b>	<b>\$490</b> per person
<b>DESCRIPTION:</b>	<p>This course provides in-depth instructions on how to compute temporary duty travel and transportation allowances consistent with the current governing Joint Travel Regulations (JTR) and applicable decisions of the Comptroller General of the United States. Class exercises will cover all of the applicable entitlement areas.</p> <p><b>Specific topics include:</b> <b>1.</b> Compute per diem and actual expense subsistence allowances for DOD civilian personnel performing temporary duty travel (TDY, both domestic and foreign) <b>2.</b> Determine eligibility for reimbursement of transportation, miscellaneous expenses, and other incidental charges incurred in conjunction with travel. <b>3.</b> Calculate advances and obligated funds. <b>4.</b> Entitlement and limitations of privately owned vehicles (POV). <b>5.</b> Entitles when leave is taken in conjunction with travel. <b>6.</b> Systematically and effectively resolve complex problems in processing, paying and auditing travel reimbursement claims. <b>7.</b> Government charge card programs. <b>8.</b> Eligibility by class of employees. <b>9.</b> Enroute travel and transportation allowances. <b>10.</b> Dependent travel entitlements. <b>11.</b> Service agreements and violations. <b>12.</b> House hunting trips. <b>13.</b> Storage allowances. <b>14.</b> Obligations of funds and advances. <b>15.</b> Relocation income tax allowances. <b>16.</b> Privately owned vehicle, mileage and rates. <b>17.</b> Overseas assignments, requirements, and entitlements including separation and tour renewal travel.</p>
<b>ELIGIBILITY:</b>	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 and PCS travel claims and orders.
<b>VENDOR:</b>	<p><b>Ed Dappen</b>  <b>464 Woodland Drive, Zwolle, Louisiana 71486-3972</b>  Please put vendor's name and mailing address on DD 1556, Block 19a &amp; b.</p>
<b>LOCATION:</b>	Yokosuka Naval Base (The classroom is TBA.)
<b>POC:</b>	Commander U.S. Naval Forces, Japan (CNFJ), Regional Training Office (RTO), N114 at 243-8182.
<b>NOMINATION PROCEDURES:</b>	<p>Submit DD 1556 via appropriate management chain and activity training coordinator to CNFJ, RTO, N114 NLT <b>30 Nov 04</b>.  <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.</p>
<b>NOTE:</b>	Cancellations after nomination deadlines are liable for payment.