



**JOINT TASK FORCE
NATIONAL CAPITAL REGION MEDICAL
8901 WISCONSIN AVENUE, BUILDING 27
BETHESDA, MD 20889-5605**

JTF CAPMEDINST 4650.1
J8
FEB 17 2009

JTF CAPMED INSTRUCTION 4650.1

From: Commander, Joint Task Force National Capital Region
Medical Center (JTF CapMed)

Subj: TRAVEL POLICY AND PROCEDURES

Ref: (a) Joint Federal Travel Regulations, Volumes I and II
(b) DoD Financial Management Regulations, (FMR), Vol. 2
and Vol. 9
(c) DoD Government Charge Card Guidebook for Establishing
and Managing Purchase, Travel, and Fuel Card Programs

Encl: (1) Joint Task Force CapMed TDY Worksheet
(2) DoD Statement of Understanding for Travel Cardholders
(3) Standard Form 182 (Authorization, Agreement and
Certification of Training)

1. Purpose. To issue policy, procedures and delineate responsibilities relating to Temporary Duty Travel (TDY) and local travel per references (a) through (c).

2. Scope. Applies to all JTF CapMed military and civilian personnel. This instruction pertains to travel funds provided for the operation of JTF CapMed Headquarters. It does not pertain to military permanent change of station travel.

3. Background. This command has a responsibility to ensure all travel is necessary to accomplish its mission. Waste, fraud and abuse must be eliminated to maximize travel dollars. The traveler is expected to perform travel in the most economical means available.

4. Policy

a. Official travel shall be approved only when the specific mission cannot be accomplished by other means (i.e., telephone, video teleconference, letter, etc.).

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b. Per reference (a), government quarters shall be used by all travelers to the maximum extent possible.

c. Per reference (b), the Command Travel Coordinator shall be appointed in writing as the certifying officer for TDY authorizations in the Defense Travel System (DTS). The Command Travel Coordinator will only certify TDY authorizations upon receipt of a signed Travel Requirement Worksheet (enclosure (1)) via the chain of command. The JTF CapMed Comptroller, JTF CapMed Deputy Comptroller, and JTF CapMed Financial Management Analyst shall be assigned in writing as approving officials for TDY authorizations in DTS.

d. New employees checking in to the command must check in with the Command Travel Coordinator. Personnel who are expected to travel in the performance of their duties, shall complete a request for a Government Travel Card (GTC) or, if they have an active account with another Command, the JTF CapMed Comptroller will ensure that employee's card account is transferred to the JTF CapMed headquarters hierarchy.

e. Personnel transferring/detaching from JTF CapMed HQ shall check out with the Command Travel Coordinator to ensure all travel has been properly liquidated and if applicable, and the GTC is transferred to the gaining command hierarchy.

f. Travel for Government contract employees must be coordinated through the contractor whom they are employed with. Contract Line Item Numbers shall be identified in the contract for travel services.

g. All GTC holders shall use enclosure (2) in order to sign a statement of understanding on the proper use of the card prior to card issuance. While in an authorized funded TDY travel status, the government travel card may be used to pay for the following:

- (1) Vehicle rental charges
- (2) Lodging expenses
- (3) Meals and other expenses incidental to travel
- (4) Cash advances via an ATM

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h. Retirement Ceremonies and PME Graduation:

(1) Funding TDY travel to a retirement ceremony is not authorized. For a formal Change of Command ceremony, occasioned by a retirement, those who must be present to satisfy Change of Command protocol requirements are authorized travel for Change of Command. This should be restricted to superiors and not lateral or subordinate positions at another installation or location. Permissive TDY is authorized to attend a retirement ceremony if the member is to officiate at the retirement ceremony.

(2) As part of a Commander and Senior Enlisted duty requirement to represent JTF CapMed at PME Graduations, funded TDY is authorized for them or their designated representative. Permissive TDY is authorized for the individual's supervisor or their representative.

h. Guest Lecturers. The command that directs or makes the invitation will pay travel expenses of all guest lecturers.

5. Procedures

a. At least 30 days prior to the start of the TDY, the Joint Task Force CapMed TDY Worksheet (enclosure (1)) and/or SF-182 (enclosure (3)), and a copy of the seminar/training/conference announcement, if applicable, will be entered into DTS by the TDY Coordinator or person requesting TDY. The Joint Task Force CapMed TDY Worksheet and/or SF-182 will be routed for approval prior to input via:

- (1) Director
- (2) Chief of Staff (only for Directors)
- (3) Certifying Officer in DTS
- (4) JTF CapMed Comptroller or Approving Official in DTS

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b. A SF-182 (enclosure (3)) is required for training cost which are supported by the Federal Government. Documentation of the training must be maintained in the employee's official training file. Staff shall not pay for fees with the Government Travel Card or use any other form of personal payment without authorization from the JTF CapMed Comptroller.

c. The JTF CapMed Comptroller reserves the right to determine the most cost effective method of travel. Travelers shall make all travel and lodging arrangements using the local Central Travel Office (CTO) via DTS. Specifically:

(1) Make commercial transportation reservations (airline, bus, rental car, etc.). Authorization of a rental car will be the exception rather than the rule. All travel requests for a rental car must include the justification for the requirement.

(2) Personnel lodging in Government Quarters shall receive proportional meal rates (PMR) unless otherwise stipulated in the travel orders. The PMR is an average amount of two meal rates - the lower daily meal rate (GMR) provided for three meals in a Government dining facility and the higher full locality meal rate.

d. Travelers requesting changes in either the travel request or actual orders must process the change request via the chain of command and the JTF CapMed Comptroller prior to the travel start date.

e. When travel overlaps two fiscal years make sure the request or order cites the accounting classification codes for both fiscal years. Specific direction in reference (b), para 020601 states, "In the event of a trip that is initiated using currently available fiscal year funding, but which requires new fiscal year funding to continue or complete travel, the traveler shall return to his or her official duty station if no appropriation act has been signed or no continuing resolution has been passed to make available new fiscal year funds." It concludes, "Expenses incurred during the return to the traveler's duty station will be posted in the new fiscal year as necessary cost to close down operations."

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6. Execution of Travel

a. Before commencing travel, the traveler shall ensure the travel request authorization is approved by the JTF CapMed HQ Comptroller within the DTS system, and have a printed copy of their orders. Travel, lodging, and rental car information is available from CTO via the DTS.

b. Two days prior to travel, travelers should confirm that their tickets have been issued by monitoring their e-mail. DTS generates CTO ticketed e-mail messages that are sent to the traveler two days prior to travel. This alerts the traveler that their tickets have been issued. If the traveler does not receive this e-mail message two days prior to travel, it will result in no tickets being issued, and the travel coordinator must be notified.

c. Government-owned or Government-leased services (such as blackberry, mobile phone, etc.) should be used for official communications. Commercial communications services may be used when Government services are not available. Travelers are authorized to make official calls to the traveler's home/family only to advise of the traveler's safe arrival, to inform or inquire about medical conditions, and to advise regarding changes in itinerary. Reimbursement of commercial communications to the traveler's home/family is limited to \$5.00 per trip.

7. Liquidation of Orders

a. Travelers shall submit a travel voucher within DTS with original receipts **within five working days of completion of travel or every 30 days if on continuous travel**. Original receipts are required for lodging, rental car, airline tickets (if authorized on orders), and any miscellaneous expenses over \$75.00. Travelers may claim cash advance fees charged to the GTC for ATM withdrawals.

b. All Government Travel Cardholders are required to use Split Disbursement on all travel claims (includes vouchers submitted in DTS and manually submitted vouchers).

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c. In accordance with reference (b), the JTF CapMed Comptroller shall take action to collect payment from a traveler's pay account if they fail to submit a travel claim.

8. Local Travel

a. Appropriated funds may not be used to pay for lodging within the confines of the permanent duty station; however, appropriated funds can be used to pay for lodging within the local area, but outside the Permanent Duty Station (PDS). Reference (a) defines the PDS as the post of duty or official station of a service member or individual (e.g., Bethesda, MD for JTF CapMed members). When the service member or individual leaves their PDS area, crosses the metropolitan boundary of the permanent duty station, and enters the local area, appropriated funds may be used to pay for lodging so long as the individual is on local TDY orders and the lodging is approved. Directors may approve, in writing, lodging within the confines of the local area, but outside the PDS under the following conditions:

- (1) Staff members are within the local area but outside the PDS;
- (2) The staff members are on TDY orders; and
- (3) There is justifiable reason to support the lodging.

b. Travelers performing official travel in the Washington Local Commuting Area are encouraged to use mass transit.

c. Use of government vehicles, if available may be used for local travel. If government vehicles are not available, Privately Owned Vehicles (POV) may be used for local travel. However, before a POV is used with the intent of being reimbursed, approval must be authorized on the travel orders. Mileage reimbursement is based on the distance that exceeds the traveler's commuting distance to the regular place of work. Reimbursement is accomplished through submission of a local travel voucher via DTS within five working days of travel completion.

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9. Mission Essential Travel. Mission essential travel shall be approved to the maximum extent possible based on funding. Mission essential travel is defined as:

a. Travel that is required to meet the command's mission as set forth by higher authority/governing directives, i.e., OPNAV may direct Industrial Hygiene inspections at all MTFs within the NCR.

b. Training that is required for an employee to perform their job to meet the command mission. Higher authority/governing directives may also govern this requirement, i.e., required periodic training for contracting officers, CMEO training, etc.

c. Conferences and meetings that are highly recommended by the TRICARE Management Activity or the JTF CapMed, i.e., TRICARE Conference.

10. Government Travel Card

a. In accordance with reference (b), "The Travel and Transportation Reform Act of 1998" (TTRA) (Public Law 105-264) stipulates that the government travel card shall be used by all personnel (civilian and military) to pay for costs incident to official business travel, unless specifically exempted by higher authority.

b. Use of the GTC is limited to the following purposes:

(1) Lodging expenses in connection with official travel orders, including expenses at the travel destination and en route.

(2) Cash advances and fees not to exceed the amount authorized by travel orders. The ATM Cash Advance Program is to be used in conjunction with, and as a supplement to, the Government Travel Charge/ATM Card program. Cardholders must limit their cash advances to those expenses that cannot be charged on the card.

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(3) Transportation expenses may be charged, including airfare and ground transportation, if such expenses are authorized on travel orders.

d. Cardholders use their card to perform their official TDY duties and must maintain their card account in good standing. Misuse of the card is detrimental to the government because it may jeopardize a member's good standing and cause the member's card privileges to be suspended or revoked. Misuse of the card may also result in disciplinary and/or a civil collection action.

e. Cardholders are responsible for following the bank's dispute process for charges which are incorrect.

g. Per references (b) and (c), the card contractor will impose the following actions on delinquent accounts:

(1) 61 days past due will be suspended by the card contractor. The APC will notify the cardholder, and the cardholder's supervisor, via e-mail when possible, that the cardholder's account has been suspended for non-payment. Commanders and supervisors should assess whether the individual has properly filed a travel voucher and been reimbursed; whether split disbursement was adhered to; and whether further administrative or disciplinary action is required.

(2) 90 days past due the APC will notify the cardholder, cardholder's supervisor, and second level supervisor via e-mail when possible, that the cardholder's account is still delinquent. The cardholder will be notified that the account will be cancelled and referred to salary offset within 30 days if the balance is not paid in full.

(3) 126 days past due will be cancelled by the card contractor, salary off-set procedures begin, and salary off-set fees will be assessed.

11. Travel for Other than JTF CapMed Staff/Direct Site Authorization

a. Direct Site Authorization orders apply to non-JTF CapMed members in which TDY requirements are funded by JTF CapMed in support of JTF CapMed operations.

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b. The JTF CapMed Travel Coordinator shall initiate an unsigned travel authorization in DTS to obtain a cost estimate for the trip and provide the information to the appropriate Director whose budget will be used to fund the TDY. The Director shall then prepare an e-mail to the Command Travel Coordinator with the following:

(1) Name, Rank, and SSN of Traveler

(2) Travel Dates

(3) Purpose

(4) TDY Location

(5) Transportation Cost

(6) Per Diem

(7) Miscellaneous Costs

(8) Travel Coordinator's Contact Information from the Traveler's Command.

c. The Travel Coordinator along with the assistance of the Director, shall ensure the traveler performing travel under direct site authorization orders submits a travel voucher within DTS five working days upon return from travel, with a copy to JTF CapMed Comptroller office.

12. TDY for JTF CapMed Staff Funded by Other Activities/Non Activity

a. Non-activity orders apply to JTF CapMed staff requiring TDY orders which are funded by other agencies using their Line of Accounting (LOA).

b. The traveler shall obtain the funding command's LOA along with the estimated cost of the trip and forward it to the Travel Coordinator.

c. The Travel Coordinator will load the direct cite LOA from the letter into DTS. Upon completion, the traveler will be notified to create the TDY authorization in DTS.

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13. Travel Funded by Non-Federal Entities (NFE)/Gifts of Travel

a. Service members and individuals who perform official travel sponsored or funded by a NFE must have command approval prior to execution of such travel. The following documents must be submitted to the Chief of Staff via the JTF CapMed Legal Office and Director for command approval:

b. An offer letter from the NFE stating the dollar amount of gift broken down with the following categories:

(1) Airfare

(2) Lodging

(3) Meals

(4) Rental Car

(5) Itemized Miscellaneous Expenses

(6) An e-mail from the Director of the individual nominated to travel stating the trip is in the best interest of JTF CapMed.

c. Upon submission of the above documents, the traveler may commence travel after approval from the Chief of Staff's Office has been received indicating it is acceptable to accept the gift of travel.

d. Once approval has been received, the traveler shall have the NFE make all travel arrangements and then the traveler shall initiate a Permissive TDY authorization in DTS.

14. Invitational Orders

a. Invitational orders are prepared for individuals not employed by the Government, shall be processed in the same manner as paragraph 7, and the Command Travel Coordinator will initiate the authorization in DTS. Persons traveling under invitational orders must be informed that reimbursement for all travel expenses will be at the government rate.

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15. Conference/Training Fees

a. A SF-182 (enclosure 3) must be completed by military and civilian personnel attending training.

b. Staff personnel are not authorized to charge conference fees on the Government Travel Card or on their personal credit cards without the JTF CapMed Comptroller's approval.

c. If meals and lodging are included in the cost, indicate it on the SF-182. Upon liquidation of the travel claim, the traveler must identify this as a deductible meal/lodging. This will prevent the government from paying twice.

16. Responsibilities

a. Directors. Directors shall be responsible for:

(1) Reviewing of all travel requests ensuring the most economical means are used (i.e., government lodging if available, most economical flight).

b. Traveler

(1) The traveler shall be familiar with and comply with all policies, directives, instructions, and references listed in this instruction.

(2) Provide justification and ensure funding source is indicated for travel.

(3) If funding is provided by another command, ensure the funding source and point of contact is provided to the Travel Coordinator via the respective Director.

(4) Ensure the SF-182s (Enclosure (3)) and completed registration forms to the JTF CapMed Comptroller are submitted in a timely manner for conferences that require a fee to maximize cost savings for early registration. The SF-182s and completed registration forms will be returned once the TDY orders are completed prior to travel.

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(5) Obtain original orders from the Travel Coordinator/DTS prior to commencing travel.

(6) Liquidate travel claim within 5 working days.

c. Travel Coordinator

(1) Upon receipt of a travel authorization in DTS, the travel coordinator shall review the authorization for completeness and accuracy of funding source prior to approval by the JTF CapMed Comptroller.

(2) Maintain all travel related records and determine estimated TDY costs (i.e., transportation, per diem, and miscellaneous expenses to be authorized).

(3) Ensure travelers submit travel claims within five working days upon completion of travel and immediately process the travel claims via DTS. Validate expenses on travel vouchers in accordance with reference (a) and ensure split disbursement procedures are followed. Monitor all outstanding travel claims and travel advances in STARS-FL and other systems as appropriate.

(4) Provide DTS training to command staff and assistance in travel procedures and processing as needed.

d. Comptroller

(1) The JTF CapMed Comptroller is tasked with coordinating, monitoring and execution of the Command Travel Program (to include all accounting functions associated with it). The Comptroller shall coordinate the annual Command Travel Phasing Plan. The JTF CapMed Comptroller identifies the availability of funds for the travel authorization and determines the most cost-effective means of accomplishing the travel mission. The JTF CapMed Comptroller is also responsible for maintaining local memorandum records and reconciling those records with official accounting reports.

(2) The JTF CapMed Comptroller shall ensure smooth, efficient handling of travel requests, correct and timely preparation of travel orders, travel claims, and compliance with current directives.

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(3) Ensure all GTC requests and statements of understandings are processed according to governing directives. Monitor proper usage of the GTC and take appropriate action for correction, ensure that all travel claims are marked as "split disbursement" for travel liquidation when using the GTC, and communicate GTC Program changes with personnel as required.

(4) The JTF CapMed Comptroller shall approve all travel authorizations electronically in DTS.

(5) Serve as the approving official for all travel vouchers.

(6) Monitor this instruction for compliance and effectiveness.

17. Action. All command personnel are responsible to comply with this instruction. Travel funds are a very important limited resource. Behavior and appearances should always be well within the standards of conduct and ethics. Waste, fraud and abuse will not be tolerated. Fraudulent claims against the government will be prosecuted to the maximum extent allowable by law.

18. Forms and Formats

a. The Travel Requirements Worksheet is available in electronic format at: JTF Staff Shared Documents, JTF TDY Worksheet, and then clicking on TDY Requirements.

b. The SF-182 is available in electronic format at: JTF Staff Shared Documents, JTF TDY Worksheet, and then clicking on SF182.

c. The DOD-DON, Government Travel Charge Card Program, Statement of Understanding is available at: JTF Staff Shared Documents, JTF TDY Worksheet, and then clicking on GTCC DOD Statement of Understanding.

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d. The TDY Travel Request Worksheet is available in electronic format at: JTF Staff Shared Documents, JTF TDY Worksheet, and then clicking on JTF TDY Worksheet.

A handwritten signature in black ink, appearing to read "J. M. Mateczun", with a large, stylized flourish extending from the end of the name.

J. M. MATECZUN
Commander

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JOINT TASK FORCE CAP MED TDY WORKSHEET		
RANK/GRADE 05	NAME (LAST, FIRST, MI)	J-CODE J5
TITLE (CIVILIAN ONLY)		GRADE-PAY BAND DUTY PHONE
PROCEED DATE 15 Sept 08	RETURN DATE 18 Sept 08	NUMBER OF DAYS 4
DESTINATION		REASON FOR TRAVEL <input type="checkbox"/> Conference <input type="checkbox"/> Mission <input type="checkbox"/> Training <input type="checkbox"/> Other
MODE OF TRANSPORTATION <input type="checkbox"/> Air <input type="checkbox"/> POV <input type="checkbox"/> Passenger in POV <input type="checkbox"/> Rental Car <input type="checkbox"/> Other Airline Departure time: <input type="checkbox"/> a.m. 1000 <input type="checkbox"/> p.m. Airline Return time: <input type="checkbox"/> a.m. 1000 <input type="checkbox"/> p.m.		LODGING BOQ/BEQ reservations made <input type="checkbox"/> YES <input type="checkbox"/> NO HOTEL reservations made <input type="checkbox"/> YES <input type="checkbox"/> NO
ADDITIONAL INFORMATION TO TRAVELER: <ul style="list-style-type: none"> - PLEASE MAKE SURE PRIOR TO TRAVEL, (WHEN POSSIBLE) ALL INFORMATION ON THE TDY WORKSHEET IS FILLED OUT AND SIGNED BY YOUR RESPECTIVE J-CODE DIRECTOR - UPON COMPLETION, SUBMIT PACKET TO MS WALLACE (J8). - PLEASE ALLOW 2 DAYS PROCESSING TIME TO ACKNOWLEDGE ALL INFORMATION HAS BEEN REVIEWED, APPROVED, AND LOGGED INTO DTS. 		ADDITIONAL REQUEST <input type="checkbox"/> LEAVE IN CONJUNCTION WITH TDY <input type="checkbox"/> DATES _____ TO _____ <input type="checkbox"/> RENTAL CAR <input type="checkbox"/> OFFICIAL PHONE CALL <input type="checkbox"/> VARY ITINERARY- ALWAYS <input type="checkbox"/> GOVERNMENT CREDIT CARD HOLDER
JUSTIFICATION REQUIRED FOR NON-UTILIZATION OF GOV'T QTRS, RENTAL CAR, AND OFFICIAL PHONE CALLS		
APPROVAL	PRINT NAME/SIGNATURE	DATE
J CODE DIRECTOR:		
CHIEF OF STAFF (for J Directors):		
RESOURCE MGMT:		

Enclosure (1)

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**DEPARTMENT OF DEFENSE – JTF CapMed
STATEMENT OF UNDERSTANDING**

GOVERNMENT TRAVEL CHARGE CARD PROGRAM

I certify that I have read the attached DoD Government Travel Charge Card (GTCC) policy and procedures and the COMSC Government Travel Charge Card Program instruction. I understand that the Government Travel Card Program is designed to improve the management and control of Government travel and thereby promote the efficiency of the Federal Service. I also understand that I am authorized to use the GTCC only for those necessary and reasonable expenses incurred by me for official travel. I will abide by these conditions as issued by the DoD.

The above restriction on card usage also applies to automated teller machine (ATM) withdrawals. The amount of cash withdrawals may not exceed the amount stated on the travel orders and may not exceed \$250.00 (standard) or \$125.00 (restricted) per billing cycle. If my account is not delinquent and my travel orders authorize a larger advance, I can request an increase in the ATM limit through the Agency Program Coordinator (APC). I will, however, endeavor to charge expenses to the account wherever feasible rather than use cash withdrawals.

I understand that the issuance of this card to me is an extension of the employee-employer relationship and that I am specifically to:

- Abide by all rules and regulations with respect to the charge card. _____
- Use the GTCC only for official travel. _____
- Pay all charges upon receipt of the monthly billing statement. _____
- Ensure any outstanding balances are cleared within 30 days. _____
- Notify the GTCC Contractor and APF if my GTCC is lost or stolen. _____
- Notify the APF of any problems with respect to my usage of the charge card. _____

(Card applicants must initial all the above provisions)

I understand that if I have long-term temporary duty, such travel is subject to the same policy and I am required to submit partial claims for payment every 30 days.

I also understand that failure on my part to abide by these rules or otherwise misuse the card may result in disciplinary action being taken against me. I also acknowledge the right of Citi Bank and/or the APC to revoke or suspend my card privileges if I fail to abide by the terms of this agreement or the agreement I have signed with Citi Bank.

Applicant Signature

Supervisor Signature

Applicant Printed Name/Grade/Title

Supervisor's Printed Name/Grade/Title

Enclosure (2)

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission <input type="checkbox"/> Initial <input type="checkbox"/> Correction <input type="checkbox"/> Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 6 before completing this form						
1. Applicant's Name (Last, First, Middle Initial)		2. Social Security Number/Federal Employee Number			3. Date of Birth (yyyy-mm-dd)	
4. Home Address (Number, Street, City, State, ZIP Code) (Optional)		5. Home Telephone (Optional) (Include Area Code)		6. Position Level (Mark (X) one) <input type="checkbox"/> a. Non-supervisory <input type="checkbox"/> b. Manager <input type="checkbox"/> c. Supervisory <input type="checkbox"/> d. Executive		
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency)		8. Office Telephone (Include Area Code and Extension)		9. Work Email Address		
10. Position Title		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please describe below		
12. Type of Appointment		13. Education Level (click link to view codes or go to page 7)		14. Pay Plan	15. Series	16. Grade
17. Step						
Section B - TRAINING COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No., Street, City, State, ZIP Code)				1b. Location of Training Site (If same, mark box) <input type="checkbox"/>		
			1c. Vendor Telephone Number		1d. Vendor Email Address	
2a. Course Title		2b. Course Number Code	3. Training Start Date (Enter Date as yyyy-mm-dd)		4. Training End Date (Enter Date as yyyy-mm-dd)	
5. Training Duty Hours		5. Training Non-Duty Hours		7. Training Purpose Type (Click link to view codes or go to page 9)		8. Training Type Code (Click link to view codes or go to page 9)
9. Training Sub-Type Code (Click link to view codes or go to page 9)		10. Training Delivery Type Code (Click link to view codes or go to page 12)		11. Training Destination Type Code (Click link to view codes or go to page 13)	12. Training Credit	13. Training Credit Type Code (Click link to view codes or go to page 13)
14. Training Accreditation Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No		15. Continued Service Agreement Required Indicator (Check below) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd)		17. Training Source Type Code (Click link to view codes or go to page 13)
18. Training Objective				19. AGENCY USE ONLY		
Section C - COSTS AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable			2. Indirect Costs and Appropriation / Fund Chargeable			
Item	Amount	Appropriation Fund	Item	Amount	Appropriation Fund	
a. Tuition and Fees	\$		a. Travel	\$		
b. Books & Material Costs	\$		b. Per Diem	\$		
c. TOTAL	\$		c. TOTAL	\$		
3. Total Training Non-Government Contribution Cost			6. BILLING INSTRUCTIONS (Furnish invoice to):			
4. Document / Purchasing Order / Requisition Number						
6. B - Digit Station Symbol (Example - 12-34-5678)						