



Joint Task Force National Capital Region Medical **INSTRUCTION**

NUMBER 4515.01
JAN 04 2012

J-8

SUBJECT: Travel Policy and Procedures

- References:**
- (a) JTF CAPMED-D 5108.01, "Finance and Logistics Decision Making Committee Charter," June 22, 2010
 - (b) Joint Federal Travel Regulations, Volumes I and II
 - (c) DoD 7000.14-R, "Department of Defense Financial Management Regulations (FMRS)," Volume 2 and Volume 9, Chapter 3, pgs. 3-5
 - (d) DoD Government Charge Card Guidebook for Establishing and Managing Purchase, Travel, and Fuel Card Programs, January 20, 2006
 - (e) JTF CAPMED-I 4650.01, "Travel Policy and Procedures," February 17, 2009 (hereby cancelled)
 - (f) Travel and Transportation Reform Act of 1998 (TTRA), Public Law 105-264

1. PURPOSE. This Instruction, in accordance with the authority in Reference (a):

a. Establishes policy, procedures, and delineates responsibilities relating to Temporary Duty Travel (TDY) and local travel per References (b) through (d).

b. Cancels Reference (e) and reissues herein as the Joint Task Force National Capital Region Medical (JTF CapMed) Instruction 4515.01.

2. APPLICABILITY. This Instruction applies to the JTF CapMed and all Joint Medical Treatment Facilities (MTFs) and Centers in the National Capital Region (i.e., Fort Belvoir Community Hospital, Walter Reed National Military Medical Center, and the Joint Pathology Center).

3. POLICY. It is JTF CapMed policy that:

a. Travel funds are a very important limited resource. Waste, fraud, and abuse must be eliminated to maximize travel dollars.

JAN 04 2012

b. Fraudulent claims against the government will be prosecuted to the maximum extent allowable by law.

c. This command has a responsibility to ensure all travel is necessary to accomplish its mission.

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

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

f. The traveler is expected to perform travel in the most economical means available.

g. 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.

h. The Government Travel Charge Card (GTCC) will be used by all JTF CapMed personnel to pay all costs related to official Government travel. Official government travel is defined as travel under competent orders while performing duties pertaining to official government assignments such as temporary duty (TDY) and permanent change of station (PCS) (where applicable).

(1) Individually Billed Accounts (IBAs). An IBA is an account issued to an individual uniformed member or DoD civilian. The cardholder receives the billing statement directly from the contractor at the address on file with the GTCC contractor. It is the cardholder's responsibility to notify the Agency Program Coordinator and the GTCC contractor of changes in contact information such as a new address, name change, new employer, or change in email address. The individual cardholder is liable for payment of the full undisputed amount indicated on the billing statement by the due date, regardless of the status of his/her travel reimbursement.

(2) The GTCC will be activated on employment and deactivated when the employment terminates or employee is transferred to another duty station. During the employee's tour of duty, the government travel card shall remain "active/open" throughout.

i. While in an authorized funded TDY travel status, the government travel card (GTC) may be used to pay for the following:

(1) Vehicle rental charges.

(2) Lodging expenses.

(3) Meals and other expenses incidental to travel.

JAN 04 2012

(4) Cash advances via an automated teller machine.

j. Behavior and appearances should always be well within the standards of conduct and ethics.

k. Retirement ceremonies and professional military education (PME) graduation:

(1) 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. Funding TDY travel to a retirement ceremony is not authorized unless the member is to officiate at the retirement ceremony, in accordance with Chapter 4, Volume II of Reference (b).

(2) As part of a Commander and Senior Enlisted duty requirement to represent JTF CapMed and all Joint MTFs and Centers in the National Capital Area 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.

4. RESPONSIBILITIES. See Enclosure.

5. RELEASABILITY. UNLIMITED. This Instruction is approved for public release and is available on the Internet from the JTF CapMed Web Site at www.capmed.mil.

6. EFFECTIVE DATE. All provisions of this Instruction are effective immediately.



SCOTT WARDELL

Executive Director for Administrative Operations

By direction of the Commander

Enclosure
Responsibilities

JAN 04 2012

ENCLOSURE

RESPONSIBILITIES

1. COMMAND THAT DIRECTS OR MAKES THE INVITATION. The Command that directs or makes the invitation shall pay travel expenses for all guest lecturers.

2. COMMAND TRAVEL COORDINATOR. The Command Travel Coordinator, in accordance with Reference (c), shall:

a. Be appointed in writing as the certifying officer for TDY authorizations in the Defense Travel System (DTS).

b. Only certify TDY authorizations upon receipt of a signed Travel Requirement Worksheet, via the chain of command.

3. COMMAND COMPTROLLER AND DEPUTY COMPTROLLER. The Command Comptroller and Deputy Comptroller shall be assigned in writing as approving officials for TDY authorizations in DTS.

4. GTC HOLDERS. All GTC holders shall sign a statement of understanding on the proper use of the card prior to card issuance.

5. EMPLOYEES. All employees shall:

a. Comply with this Instruction.

b. As new employees, check in to the command with the Command Travel Coordinator.

c. If expected to travel in the performance of their duties, complete a request for a GTC, or if they have an active account with another Command, the Command Comptroller will ensure that the employee's card account is transferred to the Command Headquarters hierarchy.

d. Check out with the Command Travel Coordinator to ensure all travel has been properly liquidated; and if applicable, the GTC is transferred to the gaining command hierarchy when transferring/detaching from JTF CapMed and all Joint MTFs and Centers in the National Capital Region.