

From: Account Manager, TECOM Formal Schools Training Support (FSTS)
To: STUDENT TRAVELER
Subject: TEMPORARY DUTY TRAVEL FUNDING FOR FORMAL SCHOOLS TRAINING
Reference: (a) Joint Travel Regulations (JTR)
(b) MARADMIN 575/15
(c) MARADMIN 348/14

1. Approval Information

This letter contains policy concerning the use of FSTS funding for student travel. FSTS funding is **NOT** authorized for local travel under any circumstances. All provisions set forth in this letter must be adhered to. Failure to follow provisions of this letter may result in authorized funding being revoked. In the case of revoked funding the parent command will be responsible for any expenses resulting from travel.

This letter is issued for information purposes only and is **NOT** a commitment of FSTS funding authority. All travel orders must be processed via the Defense Travel System (DTS). FSTS funds will be obligated upon approval of travel orders (**SUBJECT TO AVAILABILITY OF FUNDS**). Funding will only be authorized for TDY travel in conjunction with attending the training course identified below.

THIS IS NOT A TRAVEL ORDER. THIS LETTER DOES NOT CONSTITUTE AUTHORITY TO EXECUTE TRAVEL IN THE ABSENCE OF A PROPERLY ENDORSED TRAVEL AUTHORIZATION, in accordance with (IAW) reference (a). Per reference (b), funding is limited to expenses related to scheduled course dates only.

COURSE: DETACHMENT COMMANDER

CID: [REDACTED]

CLASS #: [REDACTED]

AUTHORIZED TRAVEL DATE: [REDACTED]

FUNDS EXPIRATION DATE: [REDACTED]

GRADUATION DATE: [REDACTED]

Personnel cited below are approved to attend training:

[REDACTED]

[REDACTED]

ISSUE DATE: [REDACTED]

2. Travel Request/Authorization Submission

a. In accordance with reference (b), this **funding authorization will expire** if the DTS travel authorization has not been received by FSTS prior to 2359 EST on the funds expiration date. The travel authorization will be stamped "returned." The member's parent command will be responsible for any expenses incurred by the traveler after funds expiration.

b. All travel authorizations must be routed using the unit's "WWT" routing list and must contain at least one level of unit Reviewing Officials (RO's). Documents that do not contain at least one level of RO's will be stamped returned; the routing list must be updated prior to resigning the document in DTS.

c. All travel authorizations must be approved by an FSTS Approving Official (AO). Any travel authorization stamped "APPROVED" by any other routing official will not be retroactively approved by FSTS. The parent command will be responsible for any expenses resulting from travel.

C. DTS Line of Accounting (LOA)



(1) Traveler's who are attached to a DTS organization beginning with "DM" should route the travel authorization without an LOA **UNLESS**, the traveler's command is funding a portion of the TDY, i.e. rental car, additional TDY, etc. The FSTS LOA will be applied by an FSTS AO upon approval.

(2) Traveler's who are **NOT** attached to a DTS organization beginning with "DM" must request a "cross-org" LOA. The request must be sent to the FSTS organizational mailbox (worldwidetravel@usmc.mil) and include the student's EDIPI (DOD ID #) and a POC phone number. Once the request has been processed, FSTS will respond with follow on guidance.

3. Itineraries

a. Official travel is authorized for the inclusive days beginning with the "authorized travel date" and ending with the "graduation date." Students attending back-to-back FSTS funded courses must submit **ONE** travel authorization encompassing the entire training period. Dates for travel for other purposes, including command sponsored TDY and leave should be included in the travel authorization.

b. Members are authorized one day of travel regardless of mode of transportation. The authorized travel day is listed on the top of this message. Per diem is not authorized for additional travel days. Members that are required to travel for over 14 hours are authorized to depart one day early in order to accommodate a period of rest at the TDY location.

c. Variations to itineraries are not authorized. Any changes to trip dates and/or locations should be requested in an amendment to the trip authorization. Any extension to course dates should be reflected in the detaching endorsement provided by the schoolhouse. If required, the traveler may return to the PDS on the day following the graduation date.

4. FSTS Travel Policy

a. All travel expenses will be approved IAW reference (a). The FSTS AO is the final approval authority for all travel expenses regardless of the funding source. If the traveler requests any out-of-the-ordinary expenses and/or reimbursements (eg. non-compact rental car) a justification statement must be uploaded to the substantiating records. The FSTS AO will review all justification statements and make a final determination based on mission requirements.

b. Transportation

(1) Commercial air is the authorized mode of transportation for all student travel. The Commercial Travel Office (CTO) must be used to book all official travel. When available, GSA CityPair fares must be utilized. When multiple airports are available, whether at the traveler's PDS or TDY location, the traveler must check fares from/to all servicing airports and select the least expensive unrestricted fare. Contracted fares may only be utilized for transportation between official duty locations. Contracted fares are **NOT** authorized when starting/stopping at a leave location including an extended delay enroute. FSTS does not fund excess baggage. Domestic airlines waive baggage fees for members on official travel.

(2) Privately owned conveyance (POC) transportation, when authorized, is at the travelers convenience and due to mission requirements is **NOT** to the government's advantage. For POC use that exceeds 400 miles one-way, a contracted travel worksheet (CTW) must be uploaded as a substantiating record. POC mileage expense reimbursement will be limited to the constructed cost. FSTS does **NOT** fund POC mileage expense for in/around the TDY location. If the travel authorization/voucher contains an "in/around" mileage expense, a unit



LOA must be provided. A mileage log documenting in/around mileage must be uploaded in the substantiating records.

(3) FSTS does **NOT** fund rental cars for transportation in/around the TDY location. If the travel authorization/voucher contains a rental car expense, a unit LOA must be provided. All rental cars must be booked via the CTO. The standard size rental car authorized for TDY is a compact car. When the FSTS AO determines that justification is sufficient, an appropriately sized vehicle, other than compact car, may be authorized.

c. Per Diem

(1) Lodging. Government quarters are directed. If government quarters are not available a statement of non-availability (SNA) must be obtained from the government lodging facility. The CTO must be utilized to book all commercial lodging reservations. Lodging expenses in excess of the locality rate are not authorized without prior approval from FSTS. For long term TDY, flat rate per diem applies. If the CTO is unable to arrange lodging at the reduced rate, the member must provide a statement from the CTO. The CTO's statement must include the dates of travel, TDY location, and confirmation of the lowest lodging rate available.

(2) Meals. Government meals are directed. The detaching endorsement must provide justification for any meal rate in lieu of the government meal rate (GMR). Government meals are considered not available when utilizing commercial lodging. Privatized lodging on-base (i.e IHG Army Hotels) are considered government quarters for the purpose of determining the appropriate meal rate.

5. Travel Voucher Submission

- a. Members are required to submit a travel voucher within 5 business days after returning from the trip. All vouchers must be routed using the WWT Routing List.
- b. T-Entered vouchers should only be used when the member does not have reasonable access to DTS. All T-Entered vouchers must contain a fully completed, manually prepared DD1351-2. See reference (c).
- c. Ensure all required receipts are uploaded to the substantiating records. Travelers should be prepared to provide receipts for ALL incurred expenses if requested by the FSTS AO. A statement in lieu of receipt, when accepted by the FSTS AO, must be accompanied with additional documentation(i.e. credit card statement) to validate the amount claimed.
- d. Travelers should clearly identify the appropriate government travel charge card (GTCC) split disbursement amount. If not clearly indicated, the TECOM FSTS AO will adjust the split disbursement to satisfy the GTCC balance at the time of approval.
- e. The FSTS AO will process unsettled traveler vouchers for travelers who fail to file their travel claim within 30 days of return from TDY in order to re-coup outstanding obligations and/or paid advances and scheduled partial payments (SPPs). This action could potentially put a traveler into a debt status (DUE US) with the United States Government.

6. Points of Contact

For questions regarding your travel, please contact your local defense travel administrators.

