

## **TRAVEL ORDERS**

A travel order identifies the travel purpose and includes necessary financial information for budgetary and reimbursement purposes. It also provides documentation for using travel programs to a Travel Management Company (TMC) and travel service vendors (FTR § 301-71.100). The travel order provides the traveler information regarding what expenses may be reimbursed. It should be issued before travel begins unless an urgent or unusual situation prevents prior issuance (FTR § 301-71.108). However, a written travel order is not necessary when it is known that the travel claim involves only local transportation reimbursement.

This document provides policy on preparing travel orders, in addition to the policy in the Joint Travel Regulations. The document is divided into four sections. The first section applies to all travelers and all types of travel orders. The second section applies to Uniform Service members only. The third section applies to DoD civilian employees, and the final section applies to individuals not employed by the Government and traveling on an invitational travel authorization (ITA).

### **SECTION 1: REQUIREMENTS FOR ALL TRAVEL ORDERS**

#### **Issuing a Travel Order**

An Authorizing or Approving Official (AO) can authorize travel by issuing a written travel order or by issuing a letter, email, or verbal instruction followed by a written travel order. Strict administrative control must be maintained over travel order issuance.

A. Travel Order. A travel order must be either written or electronic and establish the conditions under which official travel and transportation is authorized at Government expense. An AO can authorize travel within the limits or immediate vicinity of the permanent duty station (PDS) by issuing either a written travel order or a letter, email, or verbal instruction when the AO decides it is appropriate for fund-approval purposes. Local travel in, around, or near the PDS does not require a written travel order as long as lodging or per diem is not payable. When lodging or per diem is payable, a written travel order must support the travel claim. If a travel order is not issued, approval on a claim voucher should suffice for reimbursement purposes. A travel order must not be issued for reporting to the first PDS except as specified in the Joint Travel Regulations (JTR), Chapter 5.

B. Confirmatory Travel Order. A confirmatory travel order is issued to confirm an order that was given verbally, by letter, or by message when official travel began or was performed before the written travel order was issued. A confirmatory travel order may be issued to a Service member, to a civilian employee, or in connection with an ITA. The written travel order must adhere to all of the following conditions:

1. Be issued as promptly as possible.
2. Include appropriate statements regarding the prior authorization and justification for any unusual issuance delay.
3. Be initiated by the official who directed the travel.

#### **Standard Content for a Travel Order**

Regardless of the type of travel order issued, all travel orders must contain the following information:

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A. Name. Each order must contain the traveler's name. Each traveler must have their own order unless the JTR authorizes more than one traveler on an order, such as in the case of personnel traveling together (JTR, paragraph 020315) or for an escort or attendant for medical travel as specified in the JTR, paragraph 033102.

B. Transportation Purchase Methods. All travel authorizations and orders that authorize the purchase of transportation tickets must identify the purchase method. The authorization or order must state whether the ticket was purchased using an individually billed account (IBA) or a centrally billed account, or was otherwise personally purchased by the traveler. This is necessary to prevent duplicate reimbursement of transportation tickets. If the purchase method changes after the travel authorization or order is published, then the AO may approve the changed method after the fact on the travel claim.

C. Government Travel Charge Card. Travel orders for Service members or DoD civilian employees must also include any of the following applicable statements relating to the Government Travel Charge Card (GTCC):

1. A statement indicating whether the traveler is or is not a GTCC IBA holder (see DoD Instruction (DoDI) 5154.31, Vol. 4, "Government Travel Charge Card Regulations").

2. If the traveler is a GTCC IBA holder, a statement indicating whether or not the traveler is exempt from the Travel and Transportation Reform Act (TTRA) mandatory use provision. This statement also authorizes alternative payment methods (see DoDI 5154.31, Vol. 4).

3. A statement indicating that a GTCC holder should obtain necessary cash, specifying the amount authorized, through ATMs rather than obtaining cash advances from a DoD disbursing officer (see DoDI 5154.31, Vol. 4).

D. Travel Order Conflict. If the travel order conflicts with the JTR, the JTR policy governs.

### Issuing a Temporary Duty (TDY) Travel Order

A. Form To Use. Use DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) for all official TDY travel, funded environmental and morale leave (FEMLE) travel, rest and recuperation (R&R) travel, dependent evacuation, and group or blanket TDY travel. Include all additional names, authorizations, and necessary information on continuation sheets. Instructions for completing DD Form 1610 are on the Defense Travel Management Office (DTMO) website. DD Form 1610 cannot be used for invitational travel or a contractor's travel. Travel authorizations produced in an electronic travel system are not required to use or reproduce a corresponding DD Form 1610 as long as the system contains all data elements required by FTR, Chapter 301, Appendix C. A printed copy of an electronic travel authorization is considered a valid order if it contains the data elements that would be included in a DD Form 1610.

B. Standard Content on a TDY Travel Order. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance. The following information must be included on each travel order:

1. The Service member's or civilian employee's name.

2. Travel purpose. Refer to CFR Title 41, Chapter 301, Appendix C, "Standard Data Elements for Federal Travel [Traveler Identification]," for the travel purposes and for clarification of what is considered an acceptable reason for travel at Government expense.

3. Travel order conditions or limitations. List the actual TDY location—not a nearby city or town—on the TDY order.

4. Travel cost estimate.

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5. AO's signature.

C. **Authorize Variations in Travel.** Authorizing variations in a travel authorization is not a substitution for poor planning and cannot be used to create a blanket travel authorization or repeat travel authorization. An authorized variation in a TDY order allows a traveler to:

1. Go to destinations not named in the order.
2. Change the specified time spent at a named destination.
3. Change the sequence of the named destinations.
4. Omit travel to named destinations.

D. **Blanket or Repeat Travel Order.** A blanket or repeat travel order may be needed when a traveler is required to undertake multiple trips using the same authorization. The travel order remains in effect until it is revoked or until the end of the fiscal year. The travel order is automatically canceled when the traveler is assigned on a permanent change of station (PCS) or reaches the time limit specified in the order. A blanket or repeat travel order must:

1. State that it is for "blanket TDY travel" or "repeat TDY travel" and that the Uniformed Service member or civilian employee must proceed at such times, to such places, and at such frequency.
2. State the geographical area for its use.
3. Contain estimated travel costs for the period indicated in the order.
4. State the reason for this type of travel.
5. Only authorize economy or coach travel.
6. Not authorize an actual expense allowance (AEA).
7. Be amended when premium-class transportation or AEA is necessary for a specific location on an individual trip.
8. Not be issued merely to authorize a specific number of trips to or between stated places or to enable variations in itinerary.
9. State authorization for excess accompanied baggage, if the baggage is necessary.
10. List expense items requiring specific approval.
11. Designate the traveler as an Acting Transportation Officer, if applicable.
12. State authorization for a privately owned vehicle (POV) with reimbursement when approved on claim vouchers as being to the Government's advantage.
13. Include other pertinent conditions, limitations, and instructions, as applicable.

### Amending a Travel Order

A. **Authority to Amend Travel Order.** An amended travel order can only be issued by the same organization that issued the original order, unless otherwise specified in this document. The amendment modifies the original travel order. The AO directing a civilian employee's travel, or an official with delegated authority, is responsible

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for amending a travel order. If additional funds are required, the official whose funds are affected must provide authorization before an amendment is issued.

B. Effect of Amendment on Allowances. The effective date of the amendment is the issuance date unless a later date is specified. An amendment authorizing a change in per diem, mileage rate, or reimbursement basis applies only to unperformed travel on or after the effective date. In some instances, travel allowances may be authorized only in advance of travel or approved after travel is completed. Approval after travel ends, when permitted, does not constitute “retroactive modification” of a travel order to create, change, or deny an allowance. A travel order must not be revoked or modified retroactively to create or deny an allowance, except to correct or complete a travel order to show the original intent (24 Comp. Gen. 439 (1944)). For example, if a temporary duty (TDY) travel order had clearly permitted POV use, it would be improper to amend the travel order to “unauthorize” POV travel after travel had been completed.

C. Amending a Travel Order for a Civilian Employee. See Section 3, “Amending a DoD Civilian Travel Order.”

### **SECTION 2: TRAVEL ORDER FOR A UNIFORMED SERVICE MEMBER**

In addition to the provisions that apply to all travel orders, and those in the JTR, each Service and Agency has its own regulations specifying the requirements for travel orders issued to Uniformed Service members. Refer to Service or Agency regulations for Uniformed Service members’ permanent duty travel (PDT) orders and other orders as necessary that are not otherwise specified in the JTR or this document.

### **SECTION 3: TRAVEL ORDER FOR A DOD CIVILIAN EMPLOYEE**

#### **Delegation of Authority**

The Departments of the Army, Navy, and Air Force have delegated authority to issue a travel order. That authority may be re-delegated, as shown in the following tables. Within a Department of Defense (DoD) Component other than in the Departments of the Army, Navy, and Air Force, authority to issue a travel order is delegated by the Component Head. An AO may ask another AO to issue an order. The requesting AO must provide the required information and accounting data. Permitted delegations and re-delegations of authority to issue a travel order should be in writing and by organizational title to each individual who may authorize or approve a travel order. Only the officials listed in the JTR, paragraph 020206 or Table 2-5, may authorize or approve premium-class air accommodations. Certain ITA travelers must obtain pre-approval from an Authorizing Official in Table 3-2.1 who certifies that they meet the requirements of 5 U.S.C. § 5703 to “be legitimately performing a direct service for the Government.” See JTR, par. 030501.

A. Army Requirements to Delegate Authority. Delegation of authority to issue a travel order for a TDY assignment or to issue an ITA is subject to Army Regulation (AR) 600-8-10, “Leaves and Passes.” Responsibility for the issuance of a permanent change of station (PCS) travel order belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisition and processing appointments outside of the continental United States (OCONUS), the commander of an activity in which at least one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the type of PCS travel involved. Delegation of authority to issue a travel order for a PCS depends upon the traveler’s location and destination as follows:

1. A PCS between locations in the continental United States (CONUS): A commander to whom authority has been delegated to fill a position may have the authority to issue a PCS order. He or she may re-delegate this authority.

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2. A PCS to, from, or between locations OCONUS: A commander who is responsible for filling requisitions and processing appointments to an area OCONUS, or for assigning a civilian employee to a PDS OCONUS, has the authority to issue a PCS order. He or she may re-delegate this authority. The gaining activity is responsible for issuing the travel order but may request that the losing activity issue the order instead.

**Table 1. Army Delegation of Authority for Issuing Travel Orders**

AO	Type of Travel Order that May Be Re-Delegated	Authority Requirement
Secretary of the Army	TDY, PDT, ITA	Delegates authority as appropriate
Administrative Assistant to the Secretary of the Army	TDY, PDT, ITA	For the Office of the Secretary of the Army and elements reporting directly to it.
Chief of Staff	TDY	This official may re-delegate authority, for a specific project and time period, to a subordinate installation commander or activity and field-operating agency to issue a TDY travel order for travel to, from, and between areas OCONUS when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of the Army.
<ul style="list-style-type: none"> <li>• Commander of:               <ul style="list-style-type: none"> <li>○ An Army Command</li> <li>○ An Army Service Component Command</li> <li>○ Each Direct Reporting Unit, including Combatant Command Components</li> </ul> </li> <li>• Head of an Army Staff Agency</li> <li>• Commander of a Major Subordinate Command</li> <li>• Regional Commander</li> <li>• Commander of an Installation, Activity, and Field Operating Agency</li> </ul>	TDY	<ul style="list-style-type: none"> <li>• This official may re-delegate authority, for a specific project and time period, to a subordinate installation commander of activity and field-operating agency to issue a TDY travel order for travel to, from and between areas OCONUS when AR 600-8-10 does not require issuance of a travel order by Headquarters, Department of Army.</li> <li>• Either a General or Admiral of at least a two-star level, or a civilian equivalent, may authorize or approve a TDY for 181 or more days in accordance with the requirements in the JTR, paragraph 010206, Table 1-6, and Table 1-7.</li> <li>• For the National Guard Bureau, the Chief of the National Guard Bureau must authorize a blanket TDY Travel order before issuance.*</li> </ul>

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Commander or Head of an Installation, Activity, or Field Operating Agency (A1)	TDY	<ul style="list-style-type: none"> <li>• Either a General or Admiral of at least a two-star level, or a civilian equivalent, may authorize or approve a TDY for 181 or more days in accordance with the requirements in the JTR, paragraph 010206, Table 1-6, and Table 1-7.</li> <li>• For the National Guard Bureau, the Chief of the National Guard must authorize a blanket TDY Travel order before issuance.*</li> </ul>
The Adjutant General of a State or Territory	TDY, ITA	For the National Guard Bureau, the Chief of the National Guard must authorize a blanket TDY Travel order before issuance.*

\*A blanket travel order is not used in the Defense Travel System (DTS).

B. Navy and Marine Corps Requirements to Delegate Authority. Table 2 specifies which AOs are delegated to issue each type of travel order. An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official to authorize or approve PDT, an official “acting” is authorized to sign the service agreement or travel order as “acting.” Issuance of a travel order for a TDY trip, a blanket order, or for invitational travel must adhere to the following conditions:

1. Issuance is subject to Office of the Chief of Naval Operations Instruction (OPNAVINST) 4650.11(series), “Policies and Procedures for Official Temporary Duty Travel to Military and Civilian Installations, Activities, and Units,” concerning an official visit to a military installation and to OPNAVINST 5510.1(series), “Department of the Navy Security Program Regulation,” Chapter 16, for duty involving access to classified material.

2. An official authorized to issue a TDY travel order or an ITA may delegate in writing to a subordinate official the authority to sign such an order “by direction.”

**Table 2. Navy Delegation of Authority for Issuing Travel Orders**

AO	TDY (Individual Trip and Blanket)	PDT – OCONUS Involving Employment Agreements	PDT – Other Incl CONUS First Duty Station Travel	ITA
Secretary of the Navy	Yes	Yes	Yes	Yes
Under Secretary of the Navy	Yes	Yes	Yes	Yes
Deputy Under Secretary of the Navy	Yes	Yes	Yes	Yes
Assistant Secretaries of the Navy	Yes	Yes	Yes	Yes
Commandant, Assistant Commandant, and Director, U.S. Marine Corps (USMC) Staff	Yes	Yes	Yes	Yes
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office on the Navy Department	Yes	Yes	Yes	Yes
Auditor General of the Navy and Director, Naval Audit Service	Yes	Yes	Yes	Yes

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Director of each Naval Audit Service Region	Yes	No	No	No
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	Yes	Yes	Yes	No
Commander and Vice Commander of Naval Systems Command HQs	Yes	Yes	Yes	No
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	Yes	Yes	Yes	Yes
Director, Defense Printing Service	Yes	Yes	Yes	No
Director, Naval Training Aids Center	Yes	No	No	No
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	Yes	Yes	Yes	Yes
Chairman, Armed Services Board of Contract Appeals	Yes	Yes	Yes	No
Commanding Officer or Executive Officer and the Head of an Activity of the Department of the Navy	Yes	Yes	Yes	Yes
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff	No	Yes	No	No
Director of Civilian Personnel and Industrial Relations Officer	No	Yes	Yes	No
Industrial Relations Officer and the Director of Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	Yes	Yes	Yes	Yes
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic	No	Yes	No	No
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters	No	Yes	Yes	No

C. Air Force Requirements to Delegate Authority.

1. Travel orders for a TDY are subject to advance notification, clearance requirements, and restrictions in Air Force Instruction 31-501, "Personnel Security Program Management."
2. An official authorized to issue a TDY travel order or an ITA may delegate in writing to a subordinate official the authority to sign an order "by direction."
3. Responsibility for issuing a PCS travel order belongs to a commander who has received delegated authority to fill positions, a commander who is responsible for filling requisitions and processing appointments OCONUS, the commander of an activity in which one individual is employed, or the commander of a gaining activity, as appropriate, with regard to the PCS travel type involved

**Table 3. Air Force Delegation of Authority for Issuing Travel Orders**

AO	TDY	PDT	ITA
Secretary of the Air Force	Prior authorization by the Administrative Assistant to the Secretary of the Air Force is required to issue a blanket TDY travel authorization for a civilian employee of the Office of the Secretary of the Air Force.*	Refer to paragraph C3 in, "Delegation of Authority."	Refer to paragraph C2 in, "Delegation of Authority."

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Chief of Staff, U.S. Air Force	Prior authorization is required to issue a blanket TDY travel authorization for a Headquarters, U.S. Air Force civilian employee.*	Refer to paragraph C3 in, “Delegation of Authority.”	Refer to paragraph C2 in, “Delegation of Authority.”
Commander, Major Air Command, FOA, DRU	Authority to issue a blanket travel order may be re-delegated to a subordinate command. Prior authorization is required for a blanket TDY travel order. The order may be for a specific project, period of time, or without limitation—other than the fiscal year—when justified.*	Refer to paragraph C3 in, “Delegation of Authority.”	Refer to paragraph C2 in, “Delegation of Authority.”
Commander, Intermediate Echelon	Prior authorization is required for each of the following: <ul style="list-style-type: none"> <li>• A TDY for 181 or more days. This authority may be re-delegated to a subordinate command.</li> <li>• To issue a blanket TDY travel order. The order may be for a specific project, period of time, or without limitation—other than the fiscal year—when justified. This authority may be re-delegated to a subordinate command.*</li> </ul>	Refer to paragraph C3 in, “Delegation of Authority.”	When delegated by the responsible major air command.
Commander, Activity, Wing, Group, or Squadron	Prior authorization is required for each of the following: <ul style="list-style-type: none"> <li>• A TDY for 181 or more days. This authority may be re-delegated to a subordinate command.</li> <li>• To issue a blanket TDY travel order. The order may be for a specific project, period of time, or without limitation—other than the fiscal year—when justified. This authority may be re-delegated to a subordinate command.*</li> </ul>	Refer to paragraph C3 in, “Delegation of Authority.”	When delegated by the responsible major air command.
Commander, North American Air Defense Command	Refer to paragraph C2 in, “Delegation of Authority.”	Refer to paragraph C3 in, “Delegation of Authority.”	Refer to paragraph C2 in, “Delegation of Authority.”
The Adjutant General of a State or Territory	Authority to issue a travel order other than for invitational travel applies only to Air National Guard civilian technicians.	Authority to issue a travel order other than for invitational travel applies only to Air National Guard civilian technicians.	Refer to paragraph C2 in, “Delegation of Authority.”

\*A blanket travel order is not used in DTS.

**Required Forms to Complete Travel Order**

A. Temporary Duty Travel. Use the DD Form 1610 (Request and Authorization for TDY Travel of DoD Personnel) for all official TDY travel and as indicated in Section 1.

B. Permanent Duty Travel. Use DD Form 1614 (Request and Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel) as a request and order for all official travel by a civilian employee and family on a PCS or TCS order. Instructions for completing DD Form 1614 are on the DTMO website. DD Form 1614 cannot be used for a contractor's travel.

### **Preparing a Travel Order**

In addition to the provisions in Section 1, complete the following steps when preparing a travel order for a DoD civilian employee.

A. Verify Civilian Employee's Status. An administrative determination must be made in accordance with civilian personnel policy about whether the civilian employee is in a duty, leave, or other non-duty status (see DoDI 1400.25, Vol. 630). For a funded order to be issued, the civilian employee must be in a duty status. When a civilian employee is in a leave status and a funded order is issued, he or she enters a duty status to carry out the order (FTR § 301-71.108).

B. Number Each Travel Order. Each authorized issuing office must assign an identifying number or symbol to each travel order and cite it as reference in related documents and records when necessary. Order identification must be as specified in Service regulations.

C. Authorize by Seal or Signature. A travel order is "authorized" by affixing the AO's seal or signature. Authorization must include the printed name and title. It must also include a written, facsimile, or electronic signature, or a seal. An electronic signature must meet the security and privacy requirements established by the National Institute of Standards and Technology for electronic data interchange. The electronic signature can be digital, as discussed by the Comptroller General in B-261647, June 26, 1995, when it meets all of the following requirements (FTR § 301-71.3):

1. It is unique to the signer.
2. It is under the signer's sole control.
3. It is capable of being verified.
4. It is linked to the data in such a manner that if the data is changed, the signature is invalidated.

D. Address Conflicts with the JTR. A written order should also include notice that if the order conflicts with the JTR, the JTR policy governs (CBCA 2143-RELO, January 11, 2011).

E. Identify Commercial Transportation Use. On the travel order, state the commercial transportation use for PDT OCONUS and renewal agreement travel (RAT) when commercial transportation methods are authorized for any portion of the journey to, from, or between stations OCONUS, in connection with initial appointment, reassignment, transfer, or RAT. The office processing the appointment, transfer, or RAT order must request the Transportation Officer place an endorsement on a copy of the civilian employee's travel order.

1. The endorsement must include the civilian employee's name, the civilian employee's grade or rating, the issue date, the points between which transportation is furnished at Government expense, and the serial numbers of the transportation requests issued for the travel.

2. The endorsed copy is placed in the civilian employee's official personnel folder.

F. Provide Copies for Distribution. The required number of copies of a travel order for distribution depends on the circumstances and the Service organization concerned. In addition to the original and copies that a traveler

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may be required to submit with a travel claim (see financial management regulations), the traveler must be furnished sufficient copies to support all of the following, as necessary:

1. Issuance of Government-procured transportation.
2. Travel advances.
3. Household goods (HHG) transportation and storage.
4. Transportation of unaccompanied dependents.
5. Transportation by Military Sealift Command.
6. Transportation by Air Mobility Command.
7. Immunizations and inoculations, passport, visa, and green cards (see the JTR, Section 0204).
8. Administrative requirements, including for a record in the civilian employee's personnel folder, for PCS travel OCONUS.

G. Include Standard Content on Travel Orders. A travel order that does not have a box to check for a particular allowance must include a statement authorizing the allowance. In addition to the standard content in Section 1, the following information must be included on each travel order (FTR § 301-10.5). A statement that the civilian employee is authorized to travel as well as the following specific language in applicable circumstances:

1. A statement that "The Travel and Transportation Reform Act (TTRA) of 1998 stipulates that the Government Travel Charge Card (GTCC) must be used by all U.S. Government personnel (civilian and military) to pay for costs incurred for official business travel unless specifically exempted by the authority of the [Choose either the "Administrator of the General Services Administration" or the official title of the person who heads the traveler's Agency]." This statement is required whether or not the traveler holds a GTCC IBA.
2. A statement indicating that using a TMC to arrange official travel is mandatory. If a TMC is not available or is not being used, the travel order must include the details explaining why. Each DoD Component has a contractual arrangement with a TMC requiring that all official transportation be arranged through the TMC, if the TMC can provide the required official transportation arrangements.
3. A statement indicating that available GSA City Pair Program airfare should be used for official travel unless one of the five exceptions for the use of a City Pair Program contract carrier applies (see the DTMO website). The travel order must include a detailed explanation on why the City Pair Program airfare was not used. For example, "Space on a scheduled contract flight is not available in time to accomplish the travel purpose."
4. If circuitous travel is authorized, a statement about whether it is for official or personal reasons. All travel locations must be clearly identified as either official or personal, as applicable. State that the traveler is financially responsible for any excess cost.
5. A statement that if the order conflicts with the JTR, the JTR prevails (CBCA 2143-RELO, January 11, 2011).
6. A statement justifying that alternate means, such as secure video-teleconference or other web-based communication, is insufficient to accomplish travel objectives.

H. Consider Circumstances of Assignment. When a civilian employee is on a TDY order, a DoD Component must carefully review the circumstances of his or her TDY assignment before issuing a PCS notification to avoid imposing TDY per diem costs on the civilian employee. A civilian employee should be permitted to complete a

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TDY assignment and then return to the PDS from the TDY location to arrange for a residence sale, dependent transportation, and HHG transportation before performing PCS travel to the new PDS and reporting for duty on the PCS effective date. Refer to the JTR, Chapter 2 for the impact on per diem when a TDY location becomes a PDS.

I. Obtain or Provide Specific Authorization or Specific Approval. All of the following travel arrangements or details require specific authorization before travel begins or specific approval after travel ends (FTR § 301-2.5):

1. Use of premium-class service on an airplane, train, bus, or ship (see the JTR, paragraph 020206).
2. Use of extra-fare train service (see the JTR, paragraph 020206).
3. Use of a non-U.S. flag airplane or ship (see the JTR, paragraph 020206).
4. Estimated cost of travel. This applies to blanket travel orders, too. A blanket order should include a cost estimate for the period covered.
5. That the civilian employee is authorized to travel.
6. That return travel is authorized during a long-term TDY, if that is the case. This travel is an exception to the policy of scheduling travel during regular hours of duty. The travel order must state that return travel to the PDS during a long-term TDY is authorized at Government expense, or it can be approved after travel is performed with an amendment to the travel order or on a travel voucher. However, the authorized return should be performed outside the civilian employee's regular duty hours or during authorized leave periods.

J. Make Advance Arrangements. All of the following travel arrangements require either a written or an electronic advance order:

1. Reimbursement limitations for travel by an unauthorized transportation mode or route must be stated on the travel order under which a dependent travels.
2. Reduced per diem rate payment (see the JTR, paragraph 020308).
3. Acceptance of payment from a non-Federal source for travel expenses in accordance with DoD 5500.7-R, "Joint Ethics Regulation (JER)."
4. Payment of travel expenses related to conference attendance.

### Specific Requirements Based on Type of DoD Civilian Travel

A. Sea Trial Travel Order. A travel order to participate in a sea trial is a specific type of TDY order. One travel order may be issued for all civilian employees traveling together on a sea trial trip when the only per diem authorized is the per diem payable while they are aboard the Government ship. A copy of the travel order must be provided to each civilian employee concerned. The written travel order must include:

1. The names of the civilian employees assigned to the particular sea trial trip.
2. Per diem authorization and rate.
3. Duty dates.
4. Accounting data.

B. Specific Order Requirements for PCS Travel. Table 4 specifies order requirements for a civilian employee's PCS travel. Table 5 specifies additional requirements based on the location of a civilian employee's

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PCS travel. A travel order to the first PDS must contain the same basic information specified in Tables 5 and 6 and state that the travel type is “travel to first duty station (5 U.S.C. § 5723).” Unless TDY en route is specified on the PCS order, conditions and instructions that obviously are applicable only for TDY travel, including security clearance, should be omitted.

**Table 4. Specific Order Requirements for All Civilian PCS Travel**

Mandatory Order Requirements	Order Requirements, When Applicable
<p>A travel order must state the specific allowances authorized and any additional procedures that the civilian employee must follow (FTR § 302-2.104). A PCS travel order must always include the following:</p> <ul style="list-style-type: none"> <li>• The travel type is “PCS travel.”</li> <li>• The name and location of the old PDS.</li> <li>• The name and location of the new PDS.</li> <li>• The reporting date at the new PDS.</li> <li>• The maximum HHG weight the civilian employee may transport. Include all of the following:               <ul style="list-style-type: none"> <li>○ Authorization for storage in transit (SIT).</li> <li>○ Origin and destination of the HHG shipment when it is different from the civilian employee’s destination.</li> <li>○ The transportation method and whether the HHG shipment will be reimbursed:                   <ul style="list-style-type: none"> <li>▪ To the traveler based on the commuted rate schedule.</li> <li>▪ To the shipper by Government bill of lading.</li> <li>▪ To the traveler for the actual expense incurred (arranged by the civilian employee with reimbursement limited to the cost of a Government-arranged move).</li> </ul> </li> </ul> </li> <li>• How the civilian employee intends to fulfill the personal financial responsibility for charges not allowed at Government expense when HHG is shipped as part of a Government-arranged move.</li> </ul>	<ul style="list-style-type: none"> <li>• The name and relationship of each eligible dependent who is authorized to travel and each child’s birth date.</li> <li>• Whether a dependent is accompanying the civilian employee or traveling separately. If traveling separately, then when and by which transportation mode, if known, and each dependent’s travel origin and destination point when it is different from the civilian employee’s destination.</li> <li>• Authorization for transporting excess accompanied baggage in accordance with Service or Agency regulations. The statement should advise the traveler that he or she should be financially prepared to pay any charges for excess accompanied baggage and will be reimbursed after travel is completed. Unauthorized excess accompanied baggage can be approved after travel begins with an amendment to the order.</li> <li>• That a service agreement has been signed.</li> <li>• Authorization for a temporary quarters subsistence expense (TQSE) allowance, if necessary, for the civilian employee, dependent, or both. Specify whether the TQSE type is “actual expense” (TQSE(AE)) or “lump sum” and the number of days authorized as specified in the JTR. Do not reduce the number of TQSE(AE) days on an order by the number of days authorized for a house-hunting trip (HHT); any reduction is taken when the travel voucher is computed.</li> <li>• Statement that “mobile home transportation is in lieu of HHG transportation,” and list the transportation method, how the mobile home</li> </ul>

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	<p>transportation will be reimbursed, and the origin and destination points.</p> <ul style="list-style-type: none"> <li>• Whether a POV shipment is authorized.</li> <li>• Transfer from another Agency with no break in service following return for separation after satisfactorily completing an overseas tour.</li> <li>• Authorization for relocation services due to a hardship situation and only if supported by Agency policy. This must be documented on the initial PCS travel order. When authorization for relocation services is contingent on certain conditions, state the supporting authority and limitations in the Remarks section.</li> </ul>
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C. Additional PCS Order Requirements. In addition to the requirements for all PCS travel orders, a travel order may require the information specified in Table 5 based on the location of the civilian employee’s PCS travel.

**Table 5. Additional Order Requirements based on Location of Civilian Employee’s PCS Travel**

PCS Travel in the CONUS	PCS Travel OCONUS
<ul style="list-style-type: none"> <li>• Authorization for one round trip for the civilian employee, spouse, or both together to seek a permanent residence, and specifying the transportation mode, type of reimbursement, and the maximum time allowed for the trip.</li> <li>• Authorization for HHG non-temporary storage due to a transfer or appointment to an isolated PDS.</li> <li>• Authorization for reimbursement of real estate and unexpired-lease expenses.</li> <li>• Authorization to use a POV for PCS travel.</li> <li>• Authorization for relocation services and a list of which ones, such as “home sale,” “home-marketing assistance,” or “home-finding assistance.”</li> <li>• Authorization for the Home Marketing Incentive Payment if earned in accordance with the JTR, paragraph 054607, “Home Marketing Incentive Payments (HMIP).”</li> <li>• That a reduction in force or function transfer is due to base closure.</li> </ul>	<ul style="list-style-type: none"> <li>• Specify that the purpose is reassignment between two PDSs, initial appointment to a PDS OCONUS, round-trip RAT, separation, or advance-return travel.</li> <li>• The actual residence, as appropriate.</li> <li>• The duration in days if delay or leave en route is authorized.</li> <li>• The transportation modes. Circuitous route travel for personal reasons may not be authorized at Government expense.</li> <li>• The prohibition of the use of commercial transportation modes when Government transportation facilities make the travel reservations.</li> <li>• The maximum HHG weight the civilian employee may transport or store along with the following: <ul style="list-style-type: none"> <li>○ Any weight limitation imposed by the OCONUS command.</li> <li>○ The weight allowance for authorized consumables.</li> </ul> </li> </ul>

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<ul style="list-style-type: none"> <li>• That use of more than two POVs within the same household has been authorized or approved for PCS through the Secretarial Process.</li> </ul>	<ul style="list-style-type: none"> <li>○ That concurrent, delayed, or partial shipment is authorized if assignment is to a PDS OCONUS.</li> <li>• That concurrent movement of dependents and HHG to a PDS OCONUS is prohibited by command authority.</li> <li>• An alternate travel origin or destination point allowed in the JTR. The order must state that the Government’s travel and transportation cost is limited to the cost of authorized transportation modes taking the usual route to the PDS OCONUS from the actual residence or from the old PDS.</li> <li>• Authorization for ocean-going car ferries.</li> <li>• Authorization for property management services.</li> <li>• Authorization of temporary quarter subsistence allowance or foreign transfer allowance.</li> </ul>
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D. Renewal Agreement Travel (RAT). In addition to the requirements for all PCS OCONUS travel orders, a travel order for RAT OCONUS must add that it is PCS travel “for RAT” and must include the following additional requirements:

1. Authorization for travel from the PDS OCONUS to the actual residence, or specified alternate location, and return to the PDS OCONUS.
2. The number of leave days granted.
3. That “This civilian employee completed the minimum period of service for this command and signed a new eligibility renewal agreement on [date].”
4. The applicable accounting classification citations and information.
5. The reporting date for duty at the PDS OCONUS following the RAT.
6. Weight limits for accompanied baggage.
7. Authorization of HHG temporary storage, if applicable.
8. Specific instructions about where, when, and how to submit passports and requests for re-validation, renewal, or visas.
9. Instructions about arranging for port notification for return travel, and when and where the traveler must be available for receiving a port call.

D. Temporary Change of Station (TCS). Table 6 specifies order requirements for a civilian employee’s TCS travel.

**Table 6. All Civilian TCS Travel**

Mandatory Order Requirements	Order Requirements, When Applicable
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<ul style="list-style-type: none"> <li>• All of the following TCS require a separate travel order:             <ul style="list-style-type: none"> <li>○ Assigning the civilian employee from the PDS to a TCS location.</li> <li>○ Returning the civilian employee from the TCS location to the PDS.</li> <li>○ Returning the civilian employee from the TCS location to the PDS if the TCS location becomes the civilian employee's new PDS.</li> <li>○ Assigning the TCS location as the new PDS.</li> <li>○ Authorizing the civilian employee to return to the former PDS.</li> </ul> </li> <li>• Each travel order must reference any prior, related TCS travel order.</li> <li>• A TCS travel order must contain the same information specified in Table 4 and state:             <ul style="list-style-type: none"> <li>○ The specific allowances and procedures authorized in the JTR.</li> <li>○ That the travel type is "Temporary Change of Station (TCS) travel."</li> <li>○ That the purpose is assignment to the TCS location, return from the TCS location, changing the TCS location to a new PDS, or return to the former PDS when the TCS location becomes a PDS.</li> <li>○ The name and location of the PDS.</li> <li>○ The TCS location and the station's name.</li> <li>○ The reporting date at the TCS location or PDS.</li> <li>○ The maximum HHG weight the civilian employee may transport. Include all of the following:                 <ul style="list-style-type: none"> <li>○ Authorization for SIT.</li> <li>○ Origin and destination of the HHG shipment when it is different from the civilian employee's destination.</li> <li>○ The transportation method and whether the HHG shipment will be reimbursed:                     <ul style="list-style-type: none"> <li>▪ To the traveler based on the commuted rate schedule.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The name and relationship of each eligible dependent who is authorized to travel and each child's birth date.</li> <li>• Whether a dependent is accompanying the civilian employee or traveling separately. If traveling separately, then when and by which transportation mode, if known, and each dependent's travel origin and destination point when it is different from the civilian employee's destination.</li> <li>• Authorization for transporting excess accompanied baggage in accordance with Service or Agency regulations. The statement should advise travelers that they should be financially prepared to pay any charges for excess accompanied baggage and will be reimbursed after travel is completed. Unauthorized excess accompanied baggage can be approved after travel begins with an amendment to the order.</li> <li>• Authorization of HHT. Specify the transportation mode, whether the reimbursement type is "actual expense" or "lump sum," and the maximum time allowed.</li> <li>• Authorization for a TQSE allowance, if necessary, for the civilian employee, dependent, or both. Specify whether the TQSE type is "actual expense" or "lump sum" and the number of days authorized as specified in the JTR.</li> <li>• For TCS travel OCONUS, include:             <ul style="list-style-type: none"> <li>○ The number of days if delay or leave en route is authorized.</li> <li>○ The transportation modes.</li> <li>○ The prohibition of the use of commercial transportation modes when Government transportation facilities make the travel reservations.</li> <li>○ Any HHG limitation imposed by the PDS OCONUS and whether concurrent, delayed, or partial shipment is authorized.</li> <li>○ That concurrent movement of a dependent and HHG to a PDS OCONUS is prohibited by command authority.</li> <li>○ Authorization of POV shipment.</li> </ul> </li> </ul>
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<ul style="list-style-type: none"><li>▪ To the shipper by Government bill of lading.</li><li>▪ To the traveler for the actual expense incurred (arranged by the civilian employee with reimbursement limited to the cost of a Government-arranged move).</li><li>○ How the civilian employee intends to fulfill the personal financial responsibility for charges not allowed at Government expense when HHG is shipped as part of a Government-arranged move.</li></ul>	<ul style="list-style-type: none"><li>○ Authorization for property management services.</li></ul>
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### Amending a DoD Civilian Travel Order

A. Amendment to a Travel Order. Amendments to a DoD civilian employee's travel order follow the same provisions as in Section 1 in addition to the requirements in Section 3.

B. Reasons for Issuing an Amendment. An amended order may be issued for any of the following reasons:

1. To recognize an essential aspect of travel not known in advance.
2. To change the time period or place of a TDY assignment.
3. To include omitted pertinent information.
4. To change allowances for unperformed travel or duty.
5. To correct erroneous information or clerical errors that do not affect reimbursement retroactively.

C. Effect of Amendment on Allowances. The effective date of the amendment is the issuance date unless a later date is specified. An amendment that changes an allowance amount should be made effective on a date that a civilian employee may be reasonably expected to receive the amendment. Otherwise, advance notification of the effective date should be furnished to the civilian employee concerned.

D. How to Amend a Travel Order. The AO amends a travel order by issuing an official document citing the original travel order by number and stating the effective date, pertinent changes, additions, and deletions. The amendment is normally issued using the same standard form as the original travel order (DD Form 1610 or DD Form 1614) and states that it is an "amendment."

E. Rescinding a Travel Order. A travel order may be rescinded when authorized travel is not performed. An unused travel order must be returned promptly to the AO with an appropriate explanation. That official must have the travel order canceled and a copy of the cancellation furnished to the officials as required by Service regulations.

1. A travel order cannot be rescinded if a civilian employee has traveled or incurred expenses that must be reimbursed under the issued order (GSBCA 15647-RELO, September 20, 2001).

2. Incurred expenses initiated by the civilian employee based on an anticipated travel order are not reimbursable (CBCA 1370-RELO, January 22, 2009).

## SECTION 4: INVITATIONAL TRAVEL AUTHORIZATIONS

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A. Issuing an Invitational Travel Authorizations (ITA). An ITA is issued to allow an individual who is not a Government civilian employee or a Service member to travel using Government funds. An example of an ITA is on the DTMO website. An ITA, DD Form 1610, or DD Form 1614 may not be used to authorize travel and transportation for a contractor or a contractor's employee to travel in the performance of a contract. Refer to the JTR, Section 0305.

B. ITA Content: An ITA must state that it is for 'Invitational Travel,' and must include the following:

1. Requested or approved travel date.
2. Traveler's name and home address
3. Traveler's position title, employer, and business address, if applicable.
4. Date travel begins.
5. Number of assignment days.
6. Assignment purpose.
7. Locations where travel begins and ends.
8. Location of the assignment or an itinerary.
9. Authorized transportation modes.
10. Authorized travel allowances, conditions, limitations, and instructions.
11. Full name, title, and signature of the AO or travel-directing official
- 12 Accounting citation.