



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA  
1750 TOMCAT BOULEVARD  
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 12570.1C

11

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NAS OCEANA INSTRUCTION 12570.1C

Subj: CIVILIAN TRAVEL

Ref: (a) Joint Travel Regulations, Volume 2  
(b) DoD7000.14-R, FMR Volume 9, Chapter 2  
(c) DoD7000.14-R, FMR Volume 5, Chapter 28  
(d) OPNAVINST 4631.2D  
(e) DFAS Center Cleveland OH 241700Z Sep 96

Encl: (1) Request for TDY Travel of Civilian Personnel  
(2) Lodging Request  
(3) Airline and Car Rental Request  
(4) Sample Claim for Reimbursement for Expenditure on Official Business, Standard Form 1164 (SF-1164)

1. Purpose. To establish procedures for processing civilian temporary duty and local travel per references (a) through (e).

2. Cancellation. NASOCEANAINST 12570.1B CH-1. Due to numerous changes, paragraph markings have been omitted.

3. Definitions

a. Blanket Travel Order. Issued to personnel who frequently travel away from their permanent duty station, within certain geographical limits, in performance of regularly assigned duties.

b. Frequent Travelers. Personnel who travel three or more times a year; these travelers are authorized Government-sponsored, contractor issued travel charge cards for obtaining advance travel pay from Automated Teller Machines for Meals and Incidental Expenses (M&IE).

c. Temporary Duty (TDY) Travel. Temporary travel away from the Permanent Duty Station; authorized for mission support and performed when there is no other means to successfully complete the mission.

4. Travel Requests

a. Requests for funded TDY orders or travel authorization shall be submitted by the Department Head/Special Assistant to the TDY Coordinator utilizing enclosure (1); complete and submit to the TDY Coordinator at least 10 working days prior to the date travel is to commence. Emergency travel orders shall be processed on an individual basis.

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b. Travel requests shall be submitted for work related travel and travel for training, reimbursable funded travel (funds provided to personnel from other Navy activities on NAVCOMPT Form 2275), direct cite, non-activity funded travel (direct cite from other activities) and no costs orders; if training is required, complete and submit Request, Authorization, Agreement, Certification of Training and Reimbursement (DD Form 1556) with enclosure (1).

c. The TDY Coordinator shall determine whether the request is in compliance with references (a) and (b); information provided will be downloaded to the Windows Automated Travel Order Writing System Program. The request will be electronically forwarded to the Business Manager for review and determination of availability of funds. After review and approval by the Business Manager, the request will be electronically forwarded to the TDY Coordinator for processing of the Request and Authorization for TDY Travel of Department of Defense (DoD) Personnel (DD Form 1610). Disapproved requests shall be returned to the requesting department.

#### 5. Billeting

a. It is mandatory that travelers arrange commercial transportation, rental cars (if authorized), government and/or commercial lodging through the government contracted Commercial Transportation Office (CTO). CTO is located at the Customer Service Desk, Naval Air Station (NAS) Oceana Dam Neck Annex. To make reservations, CTO can be reached at 422-1372, or complete enclosure (2) and fax to the CTO at 428-6381. Reservations for air travel, lodging and rental car can also be made at [norfolkcto@sataotravel.com](mailto:norfolkcto@sataotravel.com). An itinerary and e-ticket will be provided to the traveler by e-mail.

b. Travelers who attend a conference, symposium or training in a hotel and a block of rooms are reserved in the same hotel, shall inform the CTO, in order to negotiate lower rate rooms at the same hotel if the discount rate has not been applied.

c. If government quarters are available, reservations will be booked as appropriate and confirmation numbers provided electronically with the traveler's airline itinerary; if adequate government quarters are not available, a Certificate of Non-Availability number will be recorded on the itinerary.

d. When adequate government quarters are certified unavailable, the CTO will arrange for commercial lodging.

e. Personnel traveling via privately owned vehicle (POV) or organic air shall also contact the CTO to obtain lodging. For assistance en route or after hours call 1-800-359-9999.

f. The itinerary issued by the CTO is an official endorsement to the orders and shall be included when filing the travel claim.

5. Messing. Even though the use of government mess is voluntary for DoD civilian employees, travelers are encouraged to utilize government mess when available in the TDY area. If DoD civilian personnel utilize government messing while on TDY, they must annotate on their travel claim which rate is appropriate for each day. Rates are: Government Meal Rate - three meals obtained from a government mess; Proportional Meal Rate (PMR) - one or two meals obtained from government mess; Commercial Meal Rate - three meals obtained from a commercial source. PMR also applies when conference or registration fees include breakfast, lunch or dinner.

6. Transportation

a. TDY travel shall be programmed to permit the use of government air and surface transportation, including prearranged airlifts, to the maximum extent. Requests for government air transportation shall be made per instructions contained in reference (d). If government air is unavailable, the need for travel will be reevaluated and if found to be essential, commercial air may be approved. Commercial air reservations to the CTO shall be made by the department by calling 422-1372 or completing and faxing enclosure (3) at 428-6381.

b. Travel by POV must be authorized on the DD Form 1610 prior to the travel. Distances will be based on the Defense Table of Distances. Authorization for in and around mileage at the TDY location, if essential, must be authorized in the Remarks Section of DD Form 1610.

c. Rental cars shall not be authorized unless justification is attached with the request. Authorization must be on the DD Form 1610, including the number of days authorized. Compact car, which is considered large enough for four passengers, shall be used. Reservations for rental cars must be made through the CTO. Because the government is self-insured, travelers will not be reimbursed for optional collision insurance offered by the rental car company. If travelers are required to return the rental car with a full fuel tank, fill the car's fuel tank before returning it and obtain a receipt for reimbursement, rather than allowing the rental car company to charge for gasoline.

d. CTO endorsement for rental car must be included with the travel claim.

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7. Advances

a. Frequent Traveler. Advances shall be limited to estimated out-of-pocket expenses (100 percent of the M&IE, plus anticipated miscellaneous expenses for taxis, tolls, parking, etc). It is expected that travelers will charge major travel expenses (i.e., hotel and rental cars) to the contractor-issued cards.

b. Non-Frequent Traveler. The maximum amount of travel advance is limited to 80 percent of the estimated travel allowance for lodging, M&IE, mileage and other expenses. Request for advance travel pay shall be submitted to Personnel Support Detachment (PSD) Oceana at least five working days prior to commencement of travel.

c. If travel fund is provided by a DoD component other than the Department of the Navy, request for advance travel pay (for non-card holders) must be sent to the funding activity. For instance, if funding for travel is provided by an Air Force activity, request for advance travel pay and liquidation of travel claim must be submitted to the command that provided the funds or another finance activity that is under the cognizance of the Air Force. The TDY Coordinator will assist in the preparation of DD Form 1610 and filing of travel claim.

8. Actual Expense Allowance (AEA). When travel is anticipated to a place where the cost of lodging is greater than that is allowed by the Joint Travel Regulation (JTR), every effort must be made to obtain lodging and meals that will meet the limitations of the JTR. If no alternative exists to utilize more expensive lodging, a request for authorization of AEA shall be submitted and approved by the Commanding Officer before travel commences.

9. Approving and Authorizing Authority

a. The Business Manager is the approving official of DD Form 1610.

b. The Commanding Officer is the Order Authorizing Official of DD Form 1610.

10. Travel Claims

a. Travelers shall prepare and submit to the Administration Department's Temporary Additional Duty (TEMADD) Office, within five calendar days after completion of travel, a completed Travel Voucher or Sub-voucher (DD Form 1351-2), original DD Form 1610 and original lodging receipts to liquidate travel orders. Airline itinerary and CTO endorsement for rental cars

(if authorized) must also be included with the travel claim. Receipts for conference/registration fee (if paid), regardless of the amount must also be included with the travel claim. Failure to file within five calendar days may result in deduction of all travel advances received on the orders from the traveler's pay and denial of future advances for subsequent travel. Travelers granted annual leave immediately following official travel shall forward a copy of their signed leave slip to the TEMADD Office and request an extension of the submission date. Extensions will be granted only when requested in advance of official travel.

b. Travelers that are overpaid on travel advances will be notified in writing by PSD Oceana; return overpayment by check, made payable to "Disbursing Officer, PSD Oceana," within 15 days of notification.

11. Local Area Travel

a. The local area encompasses Norfolk, Portsmouth, Little Creek, Dam Neck Annex, NAS Oceana and Naval Auxiliary Field Fentress. Personnel may be required to travel between workstation and other points internal or external to NAS Oceana, in the performance of their duties or to attend training; government vehicles shall be used for this purpose. Reimbursement for local area travel by POV may be authorized only when it has been determined that the requirement is of a highly urgent nature and no government vehicle is available. Department heads shall ensure maximum use of government vehicles for local area travel.

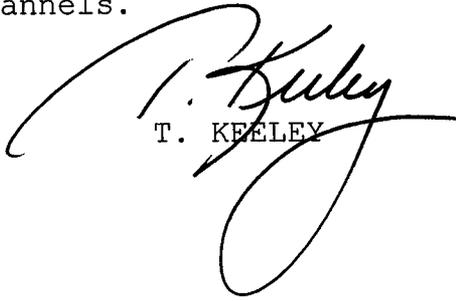
b. Reimbursement for local area travel shall be made on SF-1164 (Claim for Reimbursement for Expenditures on Official Business) (enclosure (4)). Local mileage will be reimbursed based on the miles from the traveler's residence to the alternate duty point, less the traveler's normal daily commuting mileage. For instance, if the distance of the traveler's residence to the place of work is five miles and the distance from the residence to the alternate duty point is 20 miles, the difference in distance (15 miles) will be reimbursed. Receipts are required for parking expense reimbursement.

12. Frequent Flyer/Airline Promotions. A traveler on official business traveling at Government expense on the funds of an agency may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

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13. Forms: DD Forms 1351-2, 1556 and SF-1164 are available through normal supply channels.



T. KEELEY

Distribution:  
NASOCEANAINST 5216.1X  
List I

Date: \_\_\_\_\_

From: \_\_\_\_\_ Department  
To: TDY Coordinator

Subj: REQUEST FOR TDY TRAVEL OF CIVILIAN PERSONNEL

1. Traveler(s) Name(s) \_\_\_\_\_ SSN \_\_\_\_\_ Position Title/Grade/Rating \_\_\_\_\_  
\_\_\_\_\_
2. Frequent Traveler ( ) Yes ( ) No
3. Organizational Element \_\_\_\_\_
4. Phone Number \_\_\_\_\_ 5. Security Clearance \_\_\_\_\_
6. Purpose of TDY \_\_\_\_\_  
\_\_\_\_\_  
( ) MISSION ESSENTIAL ( ) ESSENTIAL TRNG ( ) SITE VISIT
7. Approx No. of Days \_\_\_\_\_ 8. Proceed O/A (Date) \_\_\_\_\_
8. Itinerary \_\_\_\_\_
9. Variation Authorized ( ) Yes ( ) No
10. Mode of Travel: ( ) COMAIR ( ) GOVAIR ( ) GOVTRANS ( ) POV
11. BOQ Confirmation No: \_\_\_\_\_ Cost of Lodging: \$ \_\_\_\_\_
12. Is a rental vehicle required? ( ) Yes ( ) No  
If yes, check one: ( ) Economy ( ) Compact ( ) Intermediate  
( ) Full Size ( ) Passenger Van
13. The funds for this travel are from ( ) NASO ( ) Reimbursable  
( ) Non-Activity Funds (attach copy of correspondence from  
the command that authorizes the funds) ( ) No Cost.
14. If leave is to be taken prior to reporting for TDY or after  
completion of TDY, provide the number of days: \_\_\_\_\_  
Starting date: \_\_\_\_\_ Completion date: \_\_\_\_\_

Type or print name of  
Department Head

\_\_\_\_\_  
\_\_\_\_\_  
(Signature)

Enclosure (1)

## BOQ AND BEQ REQUEST

• NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE PRINT OR TYPE

• IN DATE : \_\_\_\_\_ OUT DATE : \_\_\_\_\_

• BASE DIRECTED TO : \_\_\_\_\_

Name and location including state

• ATTENDING SCHOOL: YES  NO

SCHOOL NAME \_\_\_\_\_ SCHOOL ID \_\_\_\_\_

• SOCIAL SECURITY NUMBER : \_\_\_\_\_ (MANDATORY)

• RANK: \_\_\_\_\_ MALE  FEMALE

• SPECIAL SERVICES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

• ARRIVAL TIME - \_\_\_\_\_

• NAME OF YOUR COMMAND: \_\_\_\_\_

• NAME OF COMMAND SITE VISITING: \_\_\_\_\_

• PURPOSE OF TRAVEL: \_\_\_\_\_

• DUTY PHONE NUMBER: \_\_\_\_\_

• TAD PHONE NUMBER: \_\_\_\_\_

• WE WOULD BE HAPPY TO ASSIST YOU IN MAKING RESERVATIONS AT A HOTEL IN THE EVENT THE BOQ/BEQ IS NOT AVAILABLE. PLEASE GIVE US AS MUCH INFORMATION AS POSSIBLE ABOUT YOUR HOTEL NEEDS. INCLUDE PER DIEM RATE WHEN POSSIBLE . WE WILL NEED A CREDIT CARD TO GUARANTEE THE HOTEL.

• HOTEL INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_

• REQUESTED BY: \_\_\_\_\_

• PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_ FAX: \_\_\_\_\_

# Reservation Request

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FAX: 428-6381

Date: \_\_\_\_\_

Name: \_\_\_\_\_  Military  Civilian

Command: \_\_\_\_\_

Control Number (For International Flight): \_\_\_\_\_

Credit Card Number (For Hotel Guarantee): \_\_\_\_\_

## ITINERARY

Date	From	To	Approx. Time

Car Type  economy  compact  midsize  standard  fullsize  minivan

Seat Preference  non-smoking  smoking  aisle  window

Hotel  yes / Preference: \_\_\_\_\_  no

Req. By: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Enclosure (3)

**CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS**

1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE

3. SCHEDULE NUMBER

Read the Privacy Act Statement on the back of this form.

5. PAID BY

CLAIMANT

a. NAME (Last, first, middle initial) <b>SMITH, JANE B.</b>	b. SOCIAL SECURITY NO. <b>123-45-6789</b>
c. MAILING ADDRESS (Include ZIP Code) <b>1125 PRINCESS ANNE ROAD VIRGINIA BEACH, VA 23452</b>	d. OFFICE TELEPHONE NUMBER <b>433-4321</b>

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

DATE	Show appropriate code in col. (b): C A—Local travel O B—Telephone or telegraph, or D C—Other Expenses (itemized) E	(Explain expenditures in specific detail.)		MILEAGE RATE 0.36 ¢	AMOUNT CLAIMED				
		(c) FROM	(d) TO		NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PER PERSONS (h)	TIPS AND MISCEL-LANEOUS (i)
4 NOV	A	RESIDENCE	NAS NORFOLK	20	7	20			
4 NOV	A	NAS NORFOLK	RESIDENCE	20	7	20			
If additional space is required continue on the back.				SUBTOTALS CARRIED FORWARD FROM THE BACK					

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i)) \$ 14.40

TOTALS: 40 14 40

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only  
DATE

Sign Original Only  
CLAIMANT SIGN HERE *Jane B. Smith* DATE 04 Nov 03

9. This claim is certified correct and proper for payment.

11. CASH PAYMENT RECEIPT

a. PAYEE (Signature)	b. DATE RECEIVED
	c. AMOUNT \$

12. PAYMENT MADE BY CHECK NO.

AUTHORIZED CERTIFYING OFFICER SIGN HERE  
DATE

ACCOUNTING CLASSIFICATION (REVISED 7-65)

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT. AND SUBALLOT. NO.	AUTH. ACCTG. ACTIVITY	T Y P E	PROPERTY ACCTG. ACTIVITY	COST CODE	AMOUNT

Enclosure (4)