

Civilian Education System (CES) Travel/Funding Information

Funding:

Most permanent Department of the Army civilians and Local National employees are centrally funded. Military members, DECA employees, term and temporary employees, and non-Department of the Army employees are funded through their own organizations.

Defense Travel System (DTS) Travel Authorization/Orders:

If you are using DTS or have the capability to use the DTS, follow the instructions below:

CREATE your authorization in DTS.

Make sure you have included:

- **Student Notification Letter:** Please upload the student notification letter you received from the AMSC Academic Student Support Team to the substantiating records located under the expense tab. Failure to do so will result in your authorization being returned without action.
- **Price of the airfare and any applicable CTO fee.** ALL transportation arrangements (airfare/rail*) must be reserved using the DTS reservation module.

*For rail travel in Germany please use www.bahn.com to reserve rail transportation.
- **Travel to/from the airport (on both ends of travel).** Taxi/shuttle should be the preferred method. Travelers cannot be directed to drive POV or rental car.
- **TDY location is Ft. Leavenworth, KS.** Students are authorized full per diem for meals & incidentals.
- **Lodging.** DO NOT make your hotel reservation through DTS – AMSC has reserved a block of rooms with IHG Army Hotel. REMOVE lodging per diem. Lodging should indicate \$0.00. **For centrally funded students**, lodging is paid for by the Privatization of Army Lodging (PAL) Contract. You will not be charged or receive a billing statement for lodging expense. **Those students who are NOT centrally funded** should include lodging expense and will receive a billing statement – please contact the IHG Army Hotel for room rate.
- **Laundry.** Laundry expense is limited to \$30 for Basic Course students, \$45 for Intermediate Course students and \$60 for the Advanced Course students. Laundry can be claimed up to the authorized expense if you actually have laundry expenses.
- **Baggage.** Travelers are authorized two bags, not to exceed 50 pounds per bag, and must be within airline regulations for standard bag rate. Oversized/overweight charges will not be reimbursed.
- **Parking.** Terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to the terminal is authorized. JFTR, par. U3320 and JTR, par. C2192. In order to claim reimbursement for terminal parking you must add three taxi fare quotes (we will only consider the lowest quote for comparison) AND the airport's ECONOMY rate for long term parking plus mileage to the airport to your DTS Authorization for comparison. AMSC will only fund the lesser of the two costs.
- **Rental Car.** Rental cars are not under AMSC's Line of Accounting. If your organization is funding a rental car, you must fill out the AMSC Rental Car Statement Form below and upload it along with your student notification letter to the substantiating records located under the expense tab. Failure to do so will result in your authorization being returned without action.

ADDING THE LINE OF ACCOUNTING (LOA):

- The LOA **WILL NOT BE MADE AVAILABLE** until **THREE WEEKS** prior to the course start date. Note: Students cannot create the orders any earlier than three weeks prior to the course start date! Orders created prior to three weeks before the class start date, would be incorrectly routed.
- To add the LOA you first select the account tab located at the top of the authorization. You will then select the LOA from the Cross Org. LOA drop down option. Please select the LOA associated with your course.

Basic Course (BC): 13 AMSC BC
Intermediate Course (IC): 13 AMSC IC
Advanced Course (AC): 13 AMSC AC
CESL: 13 AMSC CSL

- If your organization will be authorizing a rental car please make sure you add their LOA.
- **DIGITALLY SIGN YOUR AUTHORIZATION - YOUR ROUTING WILL READ EITHER LEAV-CES.** Only after you have selected AMSC's LOA from the Cross Org LOA drop down menu.
- Once you complete and sign your authorization it will route to Fort Leavenworth's Resource Management office for approval.
- Please Note: We DO NOT FUND rental car, fuel, tips, in/around mileage or transportation at the TDY site, phone calls, and internet connection fees under AMSC's Line of Accounting. **YOU MUST RECEIVE FUNDS APPROVAL FROM YOUR COMMAND FOR RENTAL CAR or ANY ADDITIONAL EXPENSES NOT COVERED BY AMSC BEFORE SIGNING YOUR AUTHORIZATION. PLEASE ENSURE YOU HAVE UPLOADED THE SUPPORTING DOCUMENTATION TO SUBSTANTIATING RECORDS LOCATED UNDER THE EXPENSE TAB.**

ADDITIONAL INFORMATION:

LODGING:

Rooms have been blocked for this class. OCONUS students must contact the IHG Army Hotels – Fort Leavenworth (913-684-4091 or 1-800-854-8627) to confirm their room reservation no earlier than two weeks prior to the class start date. Credit card information is required when confirming your room reservation. Ensure that you provide the correct group name for the class you are attending – either CES Basic Course (CESB), CES Intermediate Course (CESI), CES Advanced Course (CESA) or Continuing Education for Senior Leaders (CESL).

Overseas travelers are authorized to arrive/check-in on Saturday before the class starts so that they can adjust to the time difference; all other travelers are authorized to arrive/check-in no earlier than Sunday.

Note: The entire cost of the room is held against the card you provide until check out, when charges are removed and charged to the PAL contract. Any incidental expenses will remain charged to the credit card. The IHG Army Hotel requires three copies of the travel orders upon check in.

TRAVEL EXPENSE – TRAVELERS WHO WISH TO DRIVE POV INSTEAD OF FLY:

You are authorized reimbursement of your travel expenses from your duty station to Fort Leavenworth, KS and return. Travelers are required to fly to the TDY location. If you elect to drive, your round trip mileage reimbursement is limited to the constructive cost of common carrier transportation or the actual cost of the POV plus additional travel days if applicable whichever is the lesser. You must complete a cost comparison and upload it to the substantiating records on the travel authorization.

COST COMPARISON:

- If driving POV, include an additional travel day/Per Diem (\$123) for every 400 miles.
- The cost comparison also includes tolls if the toll fees are known.
- The cost comparison mileage is always the most direct route. Google maps, Rand McNally or MapQuest cannot be used for the cost comparison. The mileage calculator in DTS or at the Defense Table of Distance website must be used.

Use the following cost comparison formula and annotate the cost comparison in the Comments to the Approving Official field. Cost construct formula: airfare + CTO Fee + round trip taxi + excess baggage **VERSUS** round trip mileage + tolls + (at a minimum) \$123 additional per diem for each day over 400 miles.

USE OF GOVERNMENT TRAVEL CARD:

DOD policy in support of the Travel and Transportation Reform Act (TTRA) of 1998 states that **all federal employees (including military personnel) must use the government travel charge card for Official travel expenses arising from government travel which is outlined in the FMR, Volume 9, Chapter 3.** Please note that at a minimum, the GOVCC must be used for airfare, lodging and rental car. Travelers are encouraged to use the GOVCC whenever possible for TDY expenses while TDY. The **ONLY** exception is leave in conjunction with TDY when the Leave location is not at the TDY location or at an enroute airport location using Contract City Pair flight. GOVCC cannot be used while in a leave status.

LEAVE IN CONJUNCTION WITH TDY:

When Leave in Conjunction is not at the TDY location, the traveler must make their airfare arrangements outside of DTS. Government fares cannot be used to fly to/from a Leave location not at the TDY location. The traveler's authorization must indicate a Personally Procured Ticket with Comments to the Approving official annotating the one way Government fare and that the traveler is reimbursed either the Government fare or full amount of Personally Procured ticket whichever is the lesser. A copy of the Personally Procured airfare receipt must be attached to the travel voucher submission to validate which is cheaper to the Government). **DO NOT use your government travel charge card for personally procured ticket.**

CORPS OF ENGINEERS EMPLOYEES:

If you are Corps of Engineers employee and have never had a DTS account:

- Fill out the DTS User Form (below). Hand written forms will NOT be accepted.
- Fax your DTS User Form to (913) 758-3508 or email to usarmy.leavenworth.tradoc.mbx.amsc-rmo@mail.mil.
- The information in the DTS User Form will be used to create your DTS profile.
- Once your profile is created in DTS, the AMSC Student Support Team will email you the instructions to create your authorization in DTS. (Please allow adequate time for our travel office to create the DTS profile.)

If you are Corps of Engineers employee and have a DTS account:

- Fill out the DTS User Form (below). Hand written forms will NOT be accepted.
- Fax your DTS User Form to (913) 758-3508 or email to usarmy.leavenworth.tradoc.mbx.amsc-rmo@mail.mil.

- The information in the DTS User Form will be used to update your DTS profile.
- Once your profile is modified in DTS, the AMSC Student Support Team will email you the instructions to create your authorization in DTS. (Please allow adequate time for our travel office to create the DTS profile.)

LOCAL NATIONAL EMPLOYEES:

- Local National employees must submit their DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) to CES RMO. Ensure the information provided in Block 1 – 11 is correct and complete to include the price of your airline ticket in US dollars. If taking leave in conjunction, please ensure you provide the leave dates.
- Fax your DD 1610 to (913) 758-3508 or email to usarmy.leavenworth.tradoc.mbx.amsc-rmo@mail.mil.
- After CAC G8 budget office receives your information, they will add the remaining information in Block 12 – 22 and email you a copy of your processed DD Form 1610. Local national employees are not authorized an advance on their travel orders.
- For voucher reimbursement please see your local travel office for guidance.

RESOURCE MANAGEMENT OFFICE CONTACT INFORMATION:

If you have questions about your TDY orders or voucher contact the RMO Office at usarmy.leavenworth.CAC.mbx.atzlrn@mail.mil.

AMSC CONTACT INFORMATION

Academics Student Support Team

Phone: 913-758-3506/3561

Fax: 913-758-3508 DSN: 585

E-mail: usarmy.leavenworth.tradoc.mbx.amsc-bc@mail.mil

Home Page: www.amsc.belvoir.army.mil

DTS USER FORM

Office Phone Number:

AKO Email Address of Traveler:

Social Security Number:

Electronic Funds Transfer (EFT) Account Number:

Electronic Funds (EFT) Routing Number (9 digits):

Savings or Checking:

Citi Travel Card Account Number:

Citi Expiration Date (MM/YY Format):

Last Name as stated on CAC Card Identity properties:

First Name as stated on CAC Card Identity properties:

Middle Initial (if one is indicated on your CAC Card Identity properties):

Mailing Address Street:

Mailing Address City:

Mailing Address State:

Mailing Address Zip Code:

Is Mailing Address the same as Residential? Is yes, skip down to Organization Name.

Physical Residential Address (If OCONUS, do not use APO address. Use actual OCONUS address):

Physical Residential City:

Physical Residential State:

Physical Residential Zip Code:

Organization Name (i.e., CGSC-SAMS, AMSC):

Office Address:

Office City:

Office State:

Office Zip Code:

Military Rank (i.e., ME-04, MO-06, etc.):

Civilian Grade (i.e., GS09, YA-02, WG-05):

Course Attending:

Do you have a government credit card? ___ yes ___ no

AMSC RENTAL CAR STATEMENT

RENTAL VEHICLES ARE NOT REQUIRED AND WILL NOT BE PAID FOR WITH AMSC FUNDS: Shuttle to/from lodging/class is provided. Also, a limited number of government mini-vans are available on a first come first serve basis and can be signed out on a block schedule. Student must provide the certificate of completion of the Army Traffic Safety Training Program and have a current stateside Driver's license and/or possess a US Military Vehicle Driver's License from your home installation. Students staying on post will have meal options available within walking distance. CES students housed off post will have food locations within either walk distance or a hotel shuttle service will be available. If the student's organization has approved the use of a rental car, this form will need to be filled out, signed, and uploaded into DTS prior to submitting the travel order. Travel orders that include a rental car and are submitted without this form will NOT be approved. Because AMSC will not fund rental cars, the student's organization will need to provide an alternate line of accounting to fund the car.

STUDENT NAME	COURSE	HOME ORGANIZATION
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SIGNATURE	DATE
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JUSTIFICATION FOR THE USE OF A RENTAL CAR:

APPROVING OFFICIAL NAME	PHONE NUMBER	DTS LINE OF ACCOUNTING
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_____ (____) _____

SIGNATURE	DATE
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AMOUNTS

RENTAL CAR AMOUNT AUTHORIZED	\$ _____
FUEL AMOUNT AUTHORIZED	\$ _____
TOTAL AMOUNT	\$ _____

TYPE OF VEHICLE—COMPACT? YES NO

IF NO, STATE THE REASON: