

Civilian Education System (CES) Ft. Belvoir Campus 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:

- **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. Belvoir, VA.** 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 \$45 for Intermediate Course students and \$60 for 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.
- **Exchange privileges.** In order to use the exchange (not commissary) at Fort Belvoir, VA, it must be specified on your orders “Exchange privileges authorized from _____ until _____”.

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.

Intermediate Course (IC) 12 AMSC-E IC 1

Advanced Course (AC) 12 AMSC-E AC 1

CESL Course (CSL) 12 AMSC-E CSL 1

- If your organization will be authorizing a rental car please make sure you add their LOA and allocate those expenses accordingly.
- **DIGITALLY SIGN YOUR AUTHORIZATION**, select Belvoir-CES on from the routing list. Only after you selected AMSC's LOA from the Cross Org LOA drop down menu.
- Once you complete and sign your authorization it will route to Fort Belvoir'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. Your duty station may cite their funds to cover any expenses AMSC does not authorize.

ADDITIONAL INFORMATION:

LODGING:

Rooms have been blocked for this class. Students must contact the IHG Army Hotels – Fort Belvoir (703-704-8600) 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 – CES Intermediate Course, CES Advanced Course, or CES CESL Course.

OCONUS travelers are authorized to arrive/check-in on Saturday before the class starts so that they can adjust to the time difference, and CONUS travelers are authorized to arrive/check-in on 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 Ft. Belvoir, VA and return. Travelers are required to fly to the TDY location. If you choose to drive, your round trip mileage reimbursement is limited to constructive cost of common carrier transportation or the actual cost of the POV plus additional 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 cheaper. 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 ONLY:

If you are Corps of Engineers employee and do NOT have access to DTS:

- Fill out the DTS User Form (below).
- Fax your DTS User Form to **(913) 684-1842**. The information in the DTS User Form will be used to create your DTS profile.
- Once your profile is created in DTS, the Academic 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 ONLY:

- 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. If taking leave in conjunction, please ensure you provide the leave dates.
- The Academic Student Support Team will fill in Block 12-18. Reply to the original Confirmation of Attendance email you receive from the Registrar's Office and attach completed form.
- After CAC G8 budget office receives your information, they will add the remaining information in Block 19 – 22. A copy of your processed DD Form 1610 will be emailed. Local national employees are not authorized an advance on their travel orders.

RESOURCE MANAGEMENT CONTACT INFORMATION

Email at: usarmy.leavenworth.CAC.mbx.amsc-east@mail.mil

AMSC CONTACT INFORMATION

E-mail: <https://athd.army.mil/Scripts/ATHD.cfg/php.exe/admin/session/login.php>

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.

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

Residential City:

Residential State:

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