

## Civilian Education System (CES) Travel/Funding Information

### Funding:

Most permanent Department of the Army civilians and Local National employees are centrally funded. Please note that centrally funded and central bill ARE NOT the same thing, you are required to use your GOVCC to purchase your airline tickets. 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. There is also a link on our web page that will provide you with step by step instructions.**

<http://usacac.army.mil/organizations/cace/amsc/administrative>

CREATE your authorization in DTS.

Make sure you have included:

- **Airfare and any applicable CTO fee.** ALL transportation arrangements (airfare/rail\*) must be reserved using the DTS reservation module. Manually entered airfare cost will not be accepted. **PLEASE NOTE THAT IF A LESS EXPENSIVE CITY PAIR RATE IS AVAILABLE WITHIN 100 MILES OF YOUR LOCATION WITH AT LEAST \$100 SAVINGS TO THE GOVERNMENT, YOU WILL BE REQUIRED TO USE THAT AIRPORT TO TRAVEL IN AND OUT OF AND USE FOR CONSTRUCTIVE TRAVEL.**

\*For rail travel in Germany please use [www.bahn.com](http://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 66027.** Students are authorized full per diem for meals & incidentals.
- **Lodging.** DO NOT make your hotel reservation through DTS – Lodging Cell will reserve your lodging and send your lodging assignment via email approximately 3 weeks prior to the class start date. REMOVE the lodging per diem, your lodging should indicate \$0.00. **For centrally funded students**, lodging is paid for by AMSC. 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 your assigned lodging hotel for room rate.
- **Baggage.** Travelers are authorized two bags, not to exceed 50 pounds per bag, and must be within airline regulations for standard bag rate. **Excess baggage or oversized/overweight charges will not be reimbursed.**
- **Parking.** Terminal parking fees (while TDY); NTE the cost of taxi fares 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 authorized under AMSC's Line of Accounting. If your organization is funding a rental car, you must fill out the AMSC Rental Car Authorization Form

from the AMSC website and upload it to the My Expenses tab. Failure to do so will result in your authorization being returned without action. Please be advised, the Fort Leavenworth Travel Support Office will be reviewing and approving your voucher. Upgrades, insurance, GPS, Fuel Service Option and satellite radio for your rental vehicle will not be approved by this office on your voucher.

You need to plan accordingly and reserve the appropriate rental car on your DTS authorization.

#### **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. If the LOA is not available, please call AMSC to have it reloaded.

Basic Course (BC): 18 AMSC BC

Intermediate Course (IC): 18 AMSC IC

Advanced Course (AC): 18 AMSC AC

CESL: 18 AMSC CSL

- If your organization will be authorizing a rental car please make sure you add their LOA.
- **BEFORE DIGITALLY SIGNING YOUR AUTHORIZATION - THE ROUTING MUST READ LEAV-CES once the LOA has been selected. If LEAV-CES does not appear in the routing, you will need to select it from the drop down menu. If your organization approves your travel orders with our LOA, they may be responsible for funding your TDY.**
- 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, laundry, fuel, gratuity/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. Ensure that you provide the correct group name for the class you are attending – either CES Basic Course , CES Intermediate Course, CES Advanced Course or Continuing Education for Senior Leaders (CESL). AMSC will send your lodging assignment via email approximately 3 weeks prior to the class start date.

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, then charges are

removed and charged to AMSC. Any incidental expenses will remain charged to the credit card.

**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. Authorized Mode of Transportation is Air Travel.

Effective 26 June 2013, the constructed transportation cost for a traveler authorized a specific transportation mode is limited to ONLY the cost of the transportation (FTR §301-10.309). This would exclude any ‘anticipated’ costs in the computation when an alternate mode of transportation is used by the traveler. Reimbursement for travel by other than the authorized transportation mode and/or route is limited to the cost the GOV’T would have paid for the authorized transportation mode and/or route. No other costs are added to the computation. The traveler is paid whichever (actual or constructed) is less. No longer can baggage fees, CTO fees, shuttle costs, etc. be included in the cost comparison.

**COST COMPARISON:**

- 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: Contracted airfare rate (located at Fedtravel.com or TRAX) **VERSUS** round trip mileage + tolls.

**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 or authorized layover location, the traveler must make their airfare arrangements outside of DTS/CTO. 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:**

- You will be required to process your travel authorization in DTS. Steps in obtaining a DTS account and processing instructions will be emailed to you after AMSC has received your attendance confirmation.

## **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.
- Email to: [usarmy.leavenworth.cac.mbx.amsc-rmo@mail.mil](mailto:usarmy.leavenworth.cac.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.

## **AMSC CONTACT INFORMATION**

Academics Student Support Team

Phone: 913-758-3506/3163/3576/3123

Fax: 913-758-3503 DSN: 585

E-mail: [usarmy.leavenworth.cac.mbx.amsc-rmo@mail.mil](mailto:usarmy.leavenworth.cac.mbx.amsc-rmo@mail.mil)

Home Page: <http://usacac.army.mil/organizations/cace/amsc>